



CITY OF ALPINE
REGULAR CITY COUNCIL MEETING
October 7, 2025 – 4:00 PM

City Council Chambers, 803 W. Holland Avenue, Alpine, Texas 79830

1. WORKSHOP MEETING - 4:00 P.M.

- A. Water Workshop: Planning session to discuss upcoming water projects, financial planning, and presentation by engineering firm Jacob | Martin.

2. CALL TO ORDER - REGULAR MEETING - 5:30 P.M.

- A. Pledge of Allegiance to the United States Flag.
- B. Pledge of Allegiance to the Texas Flag.
- C. Determination of a Quorum and Proof of Notice of the Meeting.

3. PUBLIC COMMENTS.

Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at www.cityofalpine.com/councilcomments. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.

4. PUBLIC HEARINGS.

At this time, the Mayor will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.

- A. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2025-09-01, an ordinance establishing a speed limit of 30 miles per hour on Gallego Avenue from South 1st Street to South 5th Street, pursuant to a traffic and engineering investigation, and providing for appropriate signage; providing for the following clauses: Findings of Fact, Establishment, Cumulative, Severability, Proper Notice & Meeting, Public Hearing, and Effective Date.

5. PUBLIC PRESENTATIONS.

- A. Presentations & Recognitions
- B. Proclamations

- C. Community Interest Items
 - i) Mayor Announcements
 - ii) City Manager Announcements
 - iii) Council Member Announcements

6. **CHANGES TO POSTED AGENDA.**

***NOTICE:** The City Council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.*

- A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.
- B. **Items to be removed from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor or any City Council member. Items removed from the consent agenda will be considered in the *Items Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.
- C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.
- D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may, by simple request, ask that time-sensitive items be considered during that section.

7. **TIME SENSITIVE ITEMS.**

8. **CONSENT AGENDA.**

- A. Approval of the September 9, 2025 Special Meeting Minutes (G. Calderon, Interim City Manager)
- B. Approval of the September 16, 2025 Regular Meeting Minutes (G. Calderon, Interim City Manager)

9. **ITEMS REMOVED FROM THE CONSENT AGENDA.**

10. **REPORTS & PRESENTATIONS.**

Presentations are limited to 6 minutes each. A bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the City Council.

- A. Municipal Court Update by the Honorable Municipal Judge, Elizabeth Lewis, and Municipal Court Clerk, Alicia Fernbaugh. (G. Calderon, Interim City Manager)

11. **INFORMATION OR DISCUSSION ITEMS.**

- A. Discuss the Skyway Gardens II Development including concerns with the water pressure and

the feasibility study conducted by Jacob | Martin. (G. Calderon, Interim City Manager)

- B. Discuss hiring Government Capital Securities Corporation as the City's Municipal Advisor. (G. Calderon, Interim City Manager)
- C. Discuss concerns with customers receiving blank or zero balance water bills, bill due dates, and past due notices regarding Utility Billing. (L. Escovedo, City Council)
- D. Discuss establishing a policy for the city funding non-profit organizations. (C. Eaves, Mayor)
- E. Discuss the letter of support for the Alpine Independent School District's \$2 million grant application to the Moody Foundation, aimed at enhancing early childhood education opportunities in Alpine and the surrounding region; and discuss potential amendments to the City Council Rules of Procedure ordinance to expressly authorize the Mayor to sign letters of support that do not obligate City funds and that promote collaboration with community partners. (C. Eaves, Mayor)
- F. Discuss the City of Alpine Fiscal Year 2025-2026 approved budget including the implications of allocation of the fund balance. (R. Stephens, City Council)

12. **ACTION ITEMS.**

Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).

- A. Approve the second and final reading of Ordinance 2025-09-01, an ordinance establishing a speed limit of 30 miles per hour on Gallego Avenue from South 1st Street to South 5th Street, pursuant to a traffic and engineering investigation, and providing for appropriate signage; providing for the following clauses: Findings of Fact, Establishment, Cumulative, Severability, Proper Notice & Meeting, Public Hearing, and Effective Date. (L. Escovedo, City Council)
- B. Approve Resolution 2025-10-01, approving the final Wastewater System Asset Management Plan prepared by Jacob and Martin, LLC. (G. Calderon, Interim City Manager)
- C. Approve Resolution 2025-10-02, a resolution appointing members to the City of Alpine Grievance Committee pursuant to the City's Personnel Policies and Guidelines Handbook. (G. Calderon, Interim City Manager)
- D. Approve the 2025-2026 Children's Advocacy Center of the Big Bend contract. (G. Calderon, Interim City Manager)
- E. Approve Public Works Department Job Descriptions:
 - Assistant Director of Public Works
 - Custodian
 - Director of Public Works
 - Mechanic and Maintenance Worker
 - Parks Foreman
 - Recreation Coordinator
 - Service Worker I
 - Service Worker II
 - Service Worker III(G. Calderon, Interim City Manager)
- F. Approve Public Utilities (Water & Wastewater) Job Descriptions:

- Assistant Director of Utilities
- Compliance Technician
- Director of Utilities (Approved 7/1/25)
- Utilities Foreman
- Utilities Technician I
- Utilities Technician II
- Utilities Technician III
- Wastewater Operator I
- Wastewater Operator II
- Wastewater Operator III (Wastewater Chief Operator)

(G. Calderon, Interim City Manager)

- G. Approve the Gibson, Ruddock, Patterson, LLC Letter of Engagement for the Fiscal Year 2024-2025 annual audit. (G. Calderon, Interim City Manager)

13. **EXECUTIVE REPORTS.**

Executive reports are limited to 10 minutes each. The City Council may hold a discussion during this section regarding any item listed on the agenda. No action may take place regarding report items, unless specified on the agenda.

City Mayor Report

- B. **City Manager Report:** Employee Compensation; Streets; Water; Wastewater, Budget; Grants; Information Technology & Cybersecurity; Utility Billing Software Transition; Requests for Proposals; Smart Meters; Pending Projects.

14. **CITY COUNCIL MEMBER COMMENTS.**

15. **EXECUTIVE SESSION.**

NOTICE: *The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (development).*

A. **A. Consultation with Attorney § 551.071, Texas Government Code:**

- a. Review and discuss the Texas Disposal Systems contract terms. (R. Stephens, City Council)
- b. Discussion with the City Attorney regarding possible updates to the Grievance Procedure and the Personnel Policies and Guidelines Handbook. (L. Escovedo, City Council)

B. Personnel Matters § 551.074, Texas Government Code

- a. Discuss the vacancy for the City Manager position and take action to hire a City Manager. (C. Eaves, Mayor)
- b. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (G. Calderon, Interim City Manager)

16. **ACTION AFTER EXECUTIVE SESSION.**

- A. Action, if any, concerning any of the items listed in executive session. (G. Calderon, Interim City Manager)

17. **ADJOURN.****CERTIFICATION**

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on October 1, 2025, and remained so posted for at least 3 business days preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 1st day of October, 2025.



Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer



CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 1A

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: None



AGENDA ITEM

Water Workshop: Planning session to discuss upcoming water projects, financial planning, and presentation by engineering firm Jacob | Martin.

EXECUTIVE SUMMARY

During the recent budget process, City Council identified several priorities requiring funding. However, due to the transition in City Administration and the unexpected departure of the former City Manager, there was limited opportunity to fully research individual projects. One area of particular concern is the City's pending water projects, which require careful review to ensure that critical infrastructure needs are prioritized and incorporated into the budget.

In 2023, developers requested annexation of property adjacent to the Skyway Gardens development. At that time, Council was advised that the City did not have adequate water pressure to serve the project. Despite these concerns, the annexation and development agreement were approved, and Jacob | Martin was commissioned to conduct a feasibility study. The study was presented to Council in October 2024, but no preparations were made to address the findings in the subsequent budget.

With the Skyway Gardens II development now underway, Council has scheduled a Water Workshop for October 7, 2025. Jacob | Martin has been tasked with presenting a plan of action for this development as well as other water projects previously studied for the City. The information provided will guide Council's planning discussions, and the budget may be amended as necessary to ensure alignment with the City's infrastructure priorities.

SUPPORTING MATERIALS

1. Presentation-Alpine Water Workshop-2025-10-07
2. 2025 Alpine Sky Way Gardens Technical Memo

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/23/2025
Final Approval - 9/23/2025

City of Alpine Water Workshop October 7, 2025

Andy Vecellio, PE
Jacob & Martin



City of Alpine Water Workshop (October 7, 2025)

Discussion Topics

- Water System Overview
- Sky Way Gardens
- Lead and Copper Rule Revision and Inventory Update
- Critical Issues
 - Water Supply/Sources
 - Upper Hill / Lower Hill Pump Station
 - Pearce Tank Operations

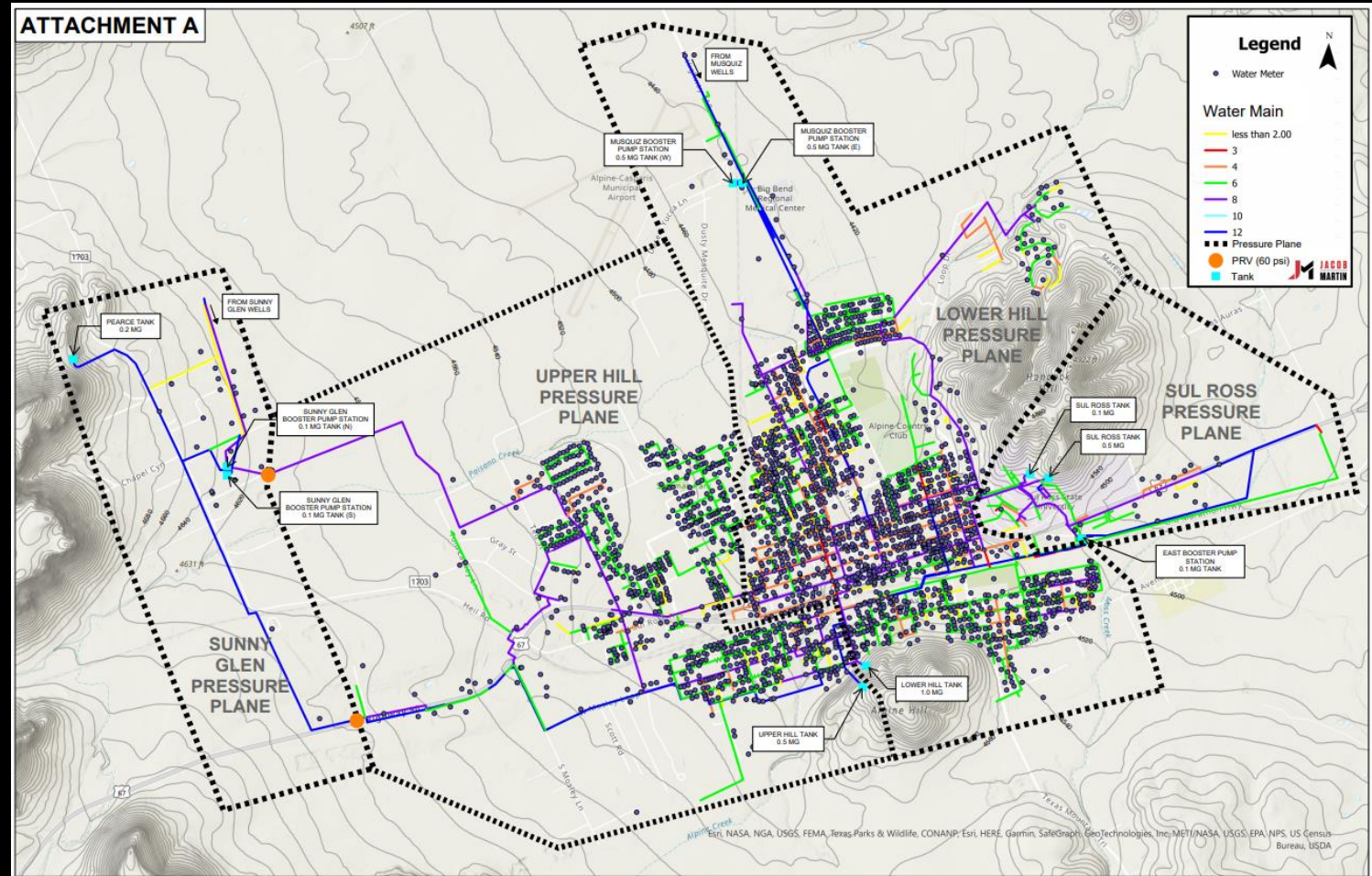


City of Alpine Water Workshop (October 7, 2025)

Water System Overview

Pressure Planes:

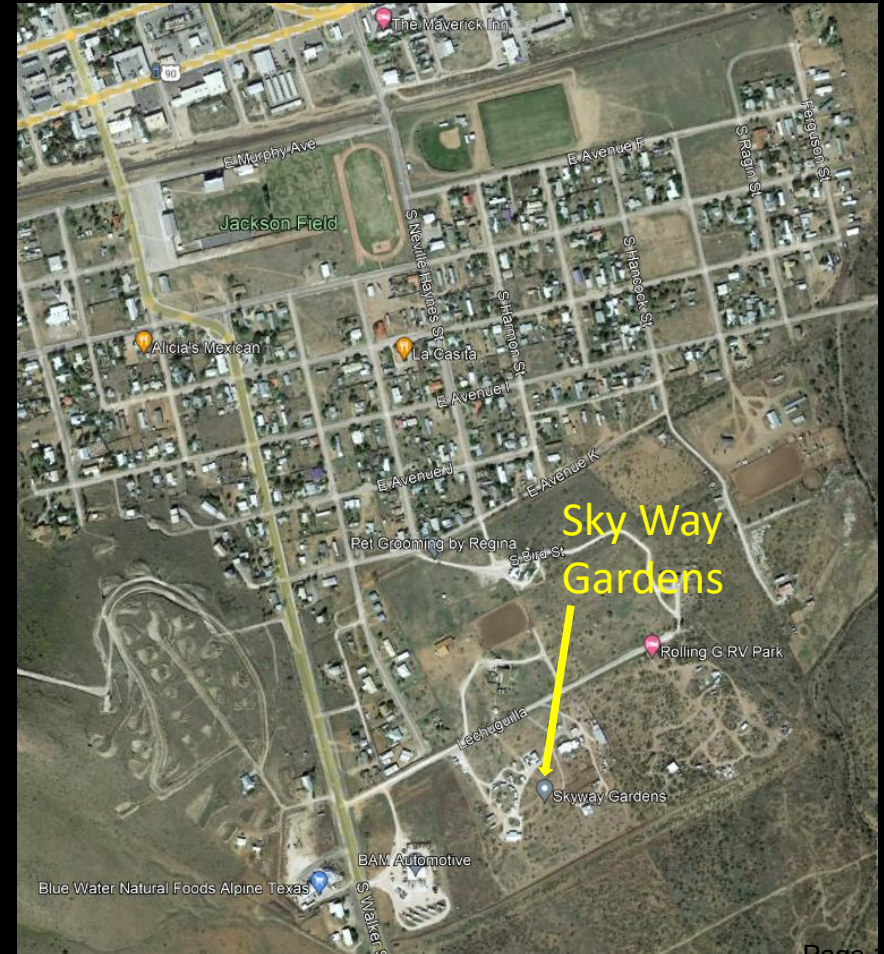
- Sunny Glen
- Upper Hill
- Lower Hill
- Sul Ross



City of Alpine Water Workshop (October 7, 2025)

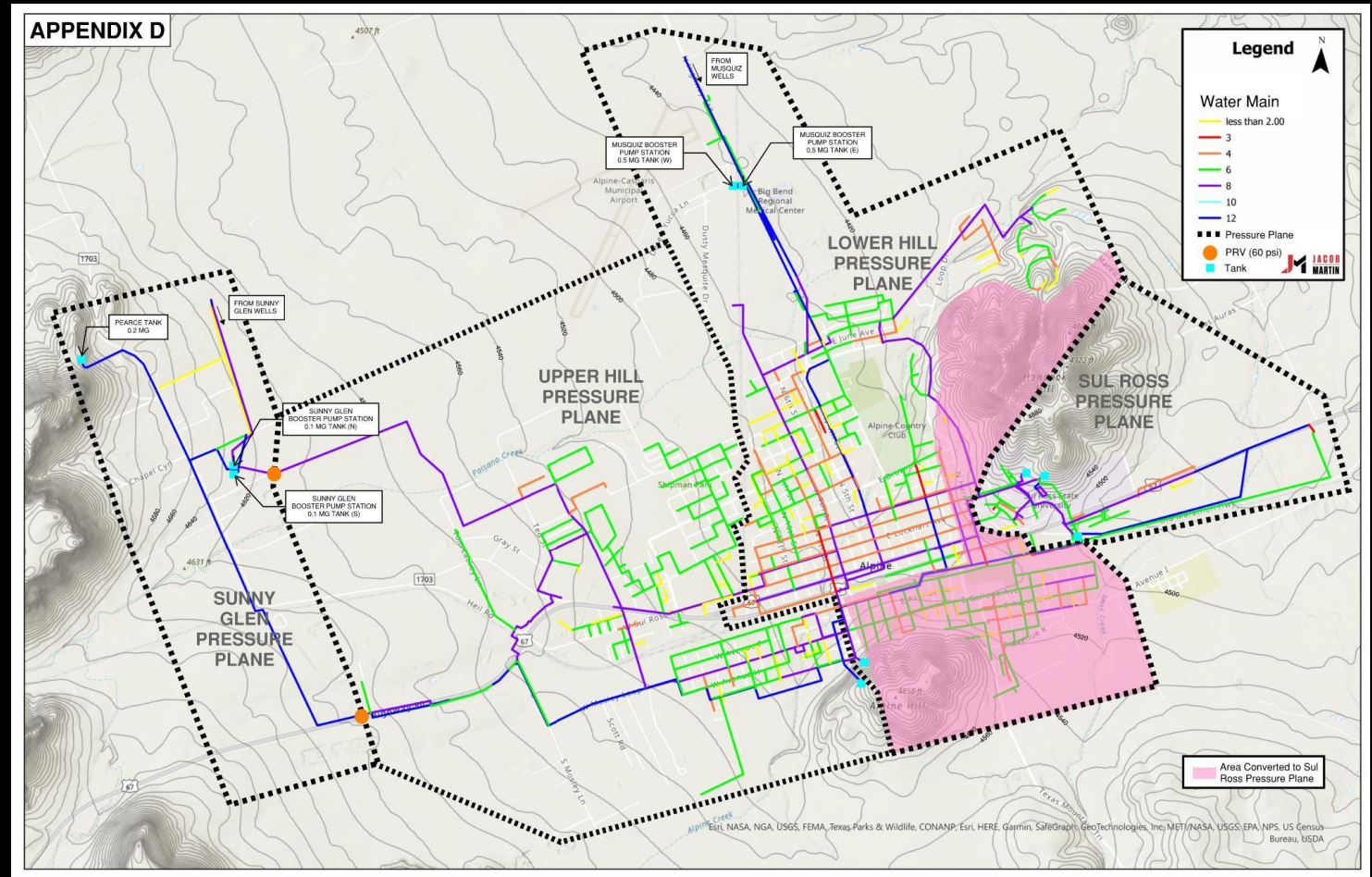
Sky Way Gardens

- Not feasible to serve from Lower Hill Tank due to pressures/elevations.
- Larger area of concern in Lower Hill Pressure Plane (next slide).
- Solution: Realign Lower Hill and Sul Ross Pressure Planes to increase pressures in this area.



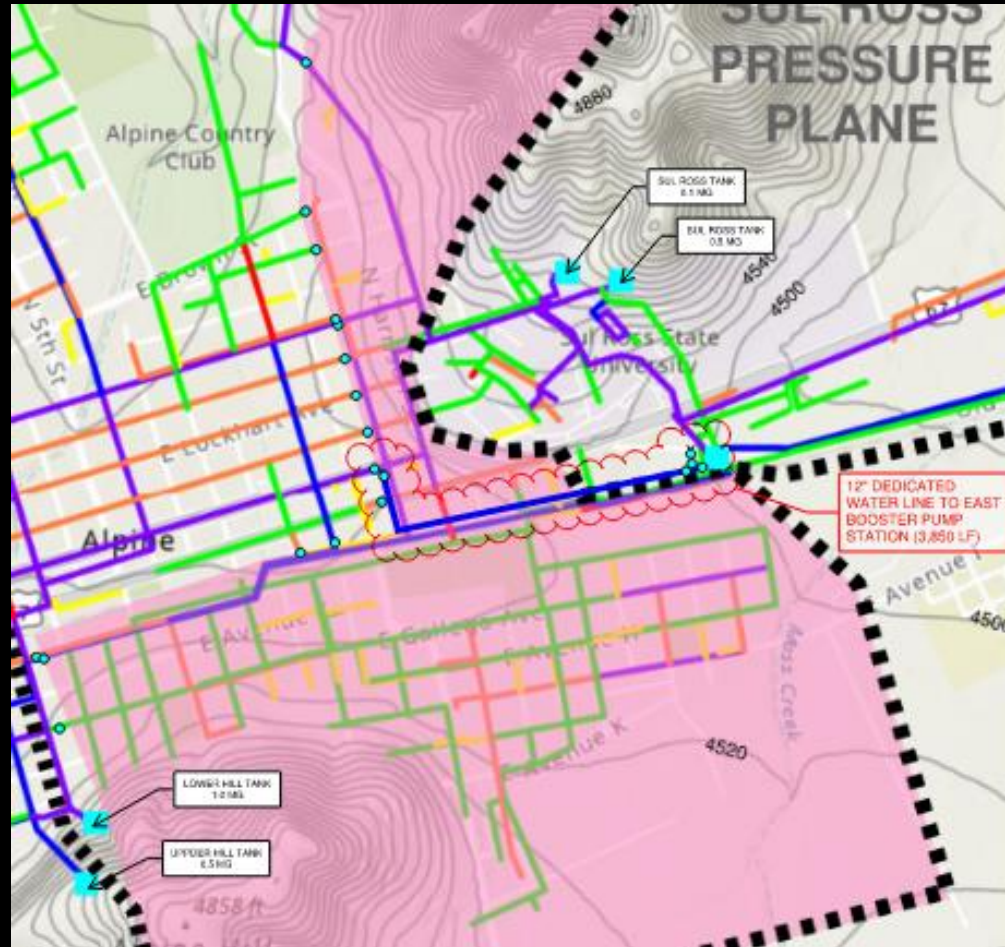
City of Alpine Water Workshop (October 7, 2025)

Sky Way Gardens



City of Alpine Water Workshop (October 7, 2025)

Sky Way Gardens



City of Alpine Water Workshop (October 7, 2025)

Sky Way Gardens



City of Alpine
Sky Way Gardens Development
Costs to Convert Service Area to Sul Ross Pressure Plane

OPINION OF PROBABLE COST

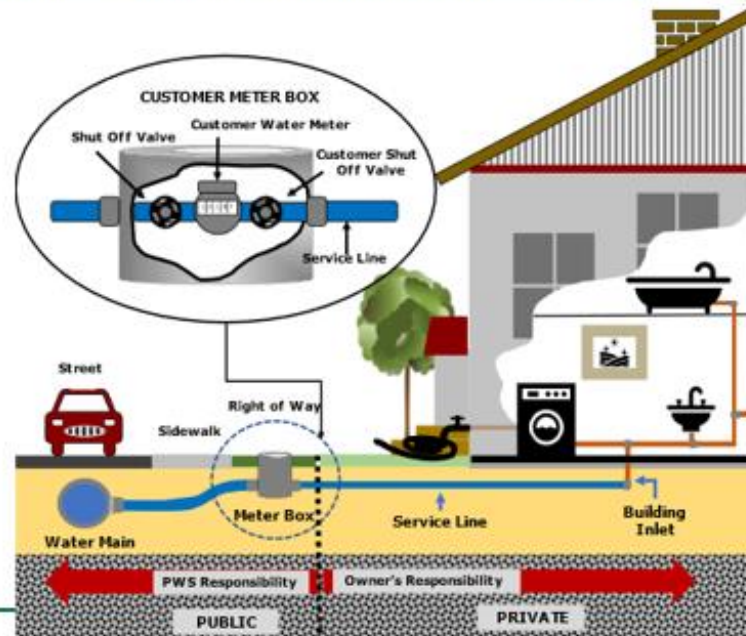
SEPTEMBER 19, 2025

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
CONSTRUCTION COSTS					
1	Mobilization, Bonds and Insurance (+/-5%)	1	LS	\$ 9,900.00	\$9,900
2	12" DR18 C900 PVC Water Line (Open Cut)	3,760	LF	\$ 130.00	\$488,800
	12" DR18 C900 Restrained Join PVC (Bore w/ Casing Paid Separate)	90	LF	\$ 175.00	\$15,750
3	18" Sch. 40 Steel Encasement (Bore)	70	LF	\$ 300.00	\$21,000
4	12" Gate Valve and Box	5	EA	\$ 12,000.00	\$60,000
5	8" Gate Valve and Box	3	EA	\$ 8,000.00	\$24,000
6	6" Gate Valve and Box	4	EA	\$ 6,000.00	\$24,000
7	4" Gate Valve and Box	7	EA	\$ 5,000.00	\$35,000
8	6" Fire Hydrant (New)	1	EA	\$ 10,000.00	\$10,000
9	12" x 8" Water Line Connection	1	EA	\$ 5,000.00	\$5,000
11	Water Metal Detectable Tape	3,850	LF	\$ 1.00	\$3,850
TOTAL ESTIMATED CONSTRUCTION COSTS:					\$697,300
TOTAL BUDGET (INCLUDING CONTINGENCIES):					\$767,000
NON-CONSTRUCTION COSTS					
	Engineering (+/- 8.5%)				\$65,200
	Surveying (+/- 2.5%)				\$19,200
	Part-Time Resident Project Representative (Inspection) (+/- 4%)				\$30,700
	TXDOT Permitting (+/- 1.5%)				\$11,500
TOTAL NON-CONSTRUCTION COSTS:					\$126,600
PROJECT TOTAL BASE BID					\$893,600

City of Alpine Water Workshop (October 7, 2025)

Lead and Copper Rule Inventory

Exhibit 1. Example of Service Line Ownership Distinction between the Water System and Customer



Source: TCEQ



City of Alpine Water Workshop (October 7, 2025)

Lead and Copper Rule Inventory – TCEQ Form 20943

<u>System-Owned Service Line</u>	<u>Customer-Owned Service Line</u>	<u>Entire Service Line¹</u>
Lead	Any ²	Lead
Any ²	Lead	Lead
Galvanized	Galvanized	GRR ³
Galvanized	Non-Lead	Non-Lead
Galvanized	Unknown	Unknown
Non-Lead	Galvanized	GRR ³
Unknown	Galvanized	GRR ³
Unknown	Non-Lead	Unknown
Non-Lead	Unknown	Unknown
Non-Lead	Non-Lead	Non-Lead

¹Entire Service Line as defined by TCEQ. Public notification is required for Lead, GRR, and Unknown.

²Any - If any portion of the line is lead, the entire service line is defined as Lead by TCEQ Form 20943.

³GRR = Galvanized Requiring Replacement



City of Alpine Water Workshop (October 7, 2025)

Lead and Copper Rule Inventory

<u>City of Alpine - Lead and Copper Inventory</u>	As of 9/30/2024	As of 4/29/2025	Difference
Total Number of Accounts	2,784	2,943	159
Identified as Lead	67	74	7
Identified as Galvanized Requiring Replacement	228	285	57
Identified as Unknown	1,991	1,851	(140)
Identified as Non-Lead	498	733	235



City of Alpine Water Workshop (October 7, 2025)

Lead and Copper Rule Inventory

<u>City of Alpine - Lead and Copper Inventory</u>	As of 9/30/2024	As of 4/29/2025	Percent Increase
Total Number of Accounts	100.0%	100.0%	5.7%
Identified as Lead	2.4%	2.5%	10.4%
Identified as Galvanized Requiring Replacement	8.2%	9.7%	25.0%
Identified as Unknown	71.5%	62.9%	-7.0%
Identified as Non-Lead	17.9%	24.9%	47.2%



City of Alpine Water Workshop (October 7, 2025)

Schools and Childcare Facilities

- **Next Steps:**
 - Public Communications – Lead and Education Sampling (Dec. 2024)
 - List of Schools and Childcare Facilities
 - Lead Sampling of Schools and Childcare Facilities



City of Alpine Water Workshop (October 7, 2025)

Lead and Copper Rule Inventory

- *Sampling not required for facilities constructed or had full plumbing replacement after January 1, 2014.

	A	B	C	D	E	F	G	H	I
	Facility Name	Operation Number or School ID No.	Facility Type	Grades/Age Served	Activity Status	Building Address	Est. Build Date	Facility Point of Contact	Year of Sampling*
1	ABC Playschool	526309	Child Care	Infant through School	Active	1102 W Avenue I, Alpine, TX 79830	1996	Mary Ann Lujan; 432-294-2370	2025
2	Alpine Child Care Development Center (AISD Daycare)	1782416	Child Care	Infant through Pre-K	Active	704 W Sul Ross Ave, Alpine, TX 79830	1910	Alayna Ramirez; 432-837-7700	2026
3	Alpine Christian School	022-110-001	Elementary and Secondary	Pre-K through 12	Active	1901 Loop Dr.	2018	(432) 837-5757; thamby@alpinechristianschool.com	Not Required
4	Alpine Elementary School	022901101	Elementary	Early Elementary through 4	Active	200 E. Avenue A, Alpine, TX 79830-3618	1987	(432) 837-7730; cwubben@alpineisd.net	2025
5	Alpine High School	022901001	Secondary	9-12	Active	300 Hendryx, Alpine, TX 79830-2027	1972	(432) 837-7710; jvickers@alpineisd.net	2026
6	Alpine Middle School	022901041	Elementary	5-8	Active	801 Middle School Drive, Alpine, TX 79830-4430	2002	(432) 837-7720; jpardo-alferez@alpineisd.net	2027
7	Alpine Montessori School	250125	Elementary and Secondary	Toddler through School	Active	908 N 6th St, Alpine, TX 79830	1960's	Eliza Hollaway-Barton; 432-837-2173; admin@alpinemontessori.org	2028
8	Amanda Fay Lujan	1675163	Child Care	After school care only	Active	405 S 14th St, Alpine, TX 79830	1998	940-872-7526	2027
9	Tara Bingham	1553831	Child Care	Infant through School	Active	2200 W Mosley Loop, Alpine, TX 79830	1980	432-386-5024	2029
10									



City of Alpine Water Workshop (October 7, 2025)

Critical Issues – Water Supply/Sources

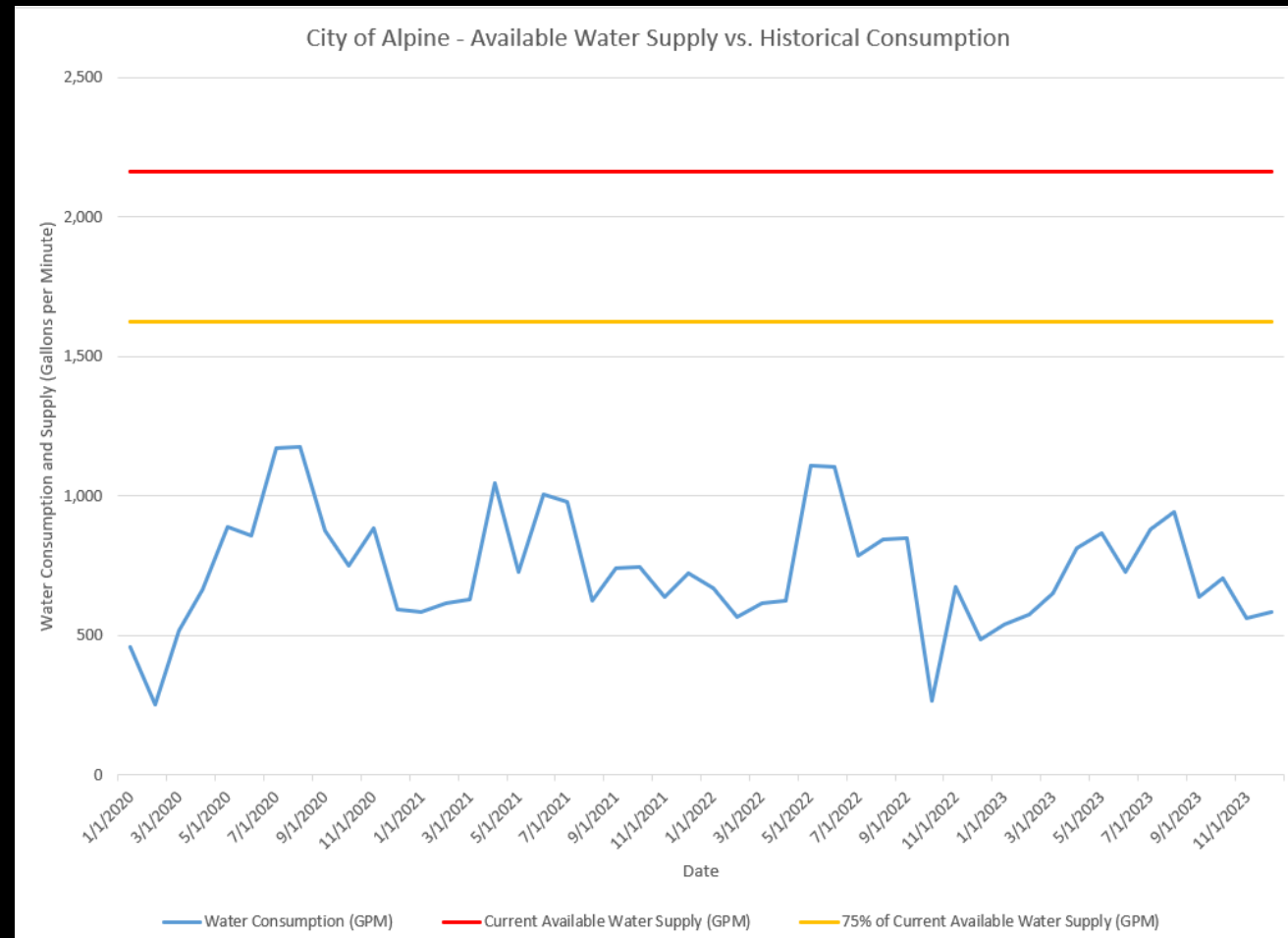
Well	Pressure Plane	Flow Rate (GPM)	2023 Flow (GPM)	% of Capacity
(South) Lower Hill	Lower Hill	220	76.7	34.9%
Musquiz 10	Lower Hill	340	20.6	6.1%
Musquiz 11	Lower Hill	225	60.0	26.7%
Musquiz 6	Lower Hill	190	70.5	37.1%
Musquiz 7	Lower Hill	325	167.4	51.5%
East	Sul Ross	75	27.9	37.2%
(South) Upper Hill	Upper Hill	210	0.0	0.0%
Gardner	Upper Hill	170	149.6	88.0%
Roberts 1	Upper Hill	35	34.4	98.2%
Roberts 3	Upper Hill	300	152.7	50.9%
Roberts 5	Upper Hill	40	10.2	25.6%
Terry 2	Upper Hill	35	26.3	75.1%
	SUL ROSS	75	27.9	37.2%
	UPPER HILL	790	373.2	47.2%
	LOWER HILL	1300	395.2	30.4%

Note: Roberts 3 recently had repairs and improvements to increase capacity (2024). It was previously operating under 150 GPM.



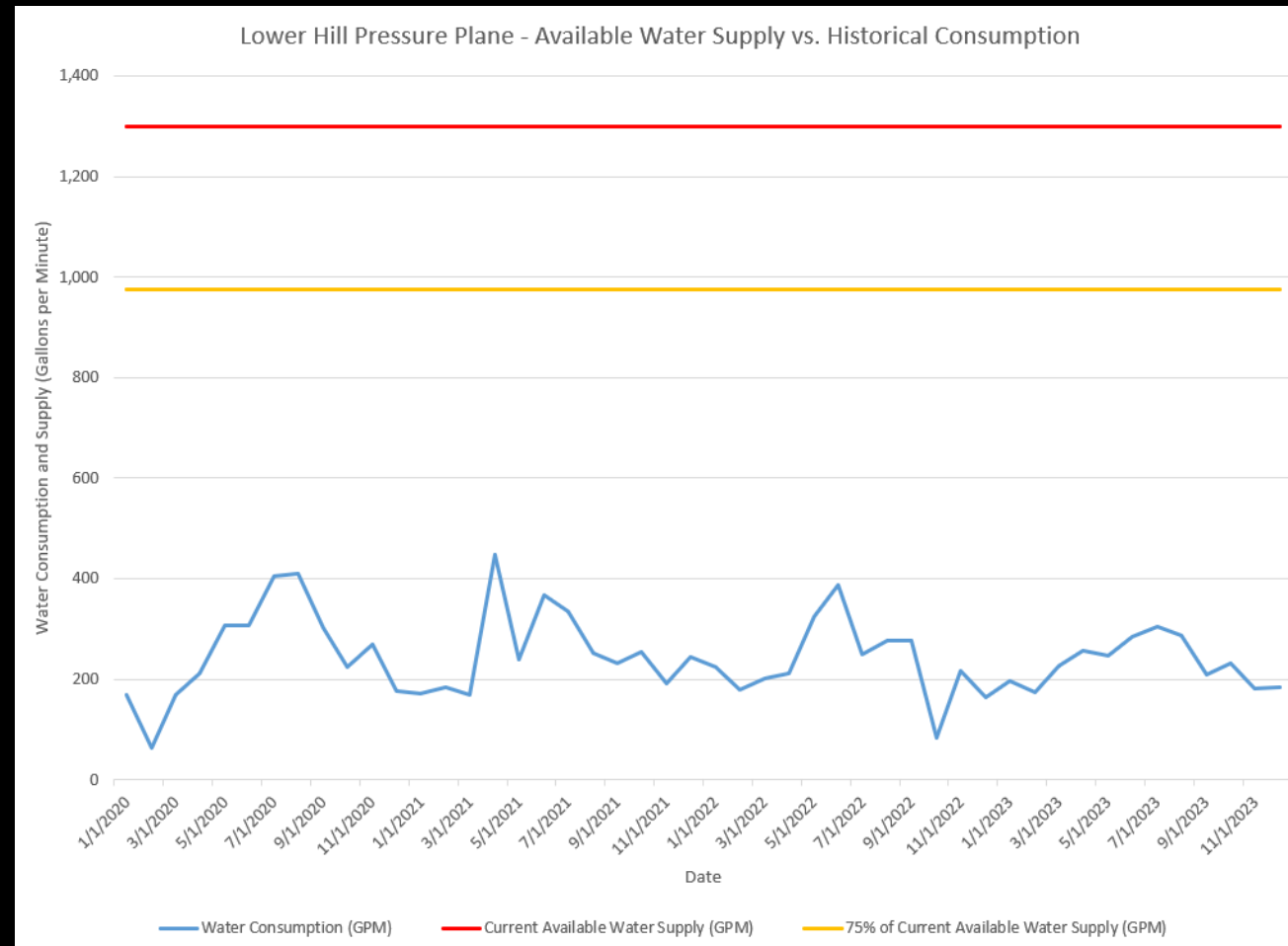
City of Alpine Water Workshop (October 7, 2025)

Critical Issues – Water Supply/Sources



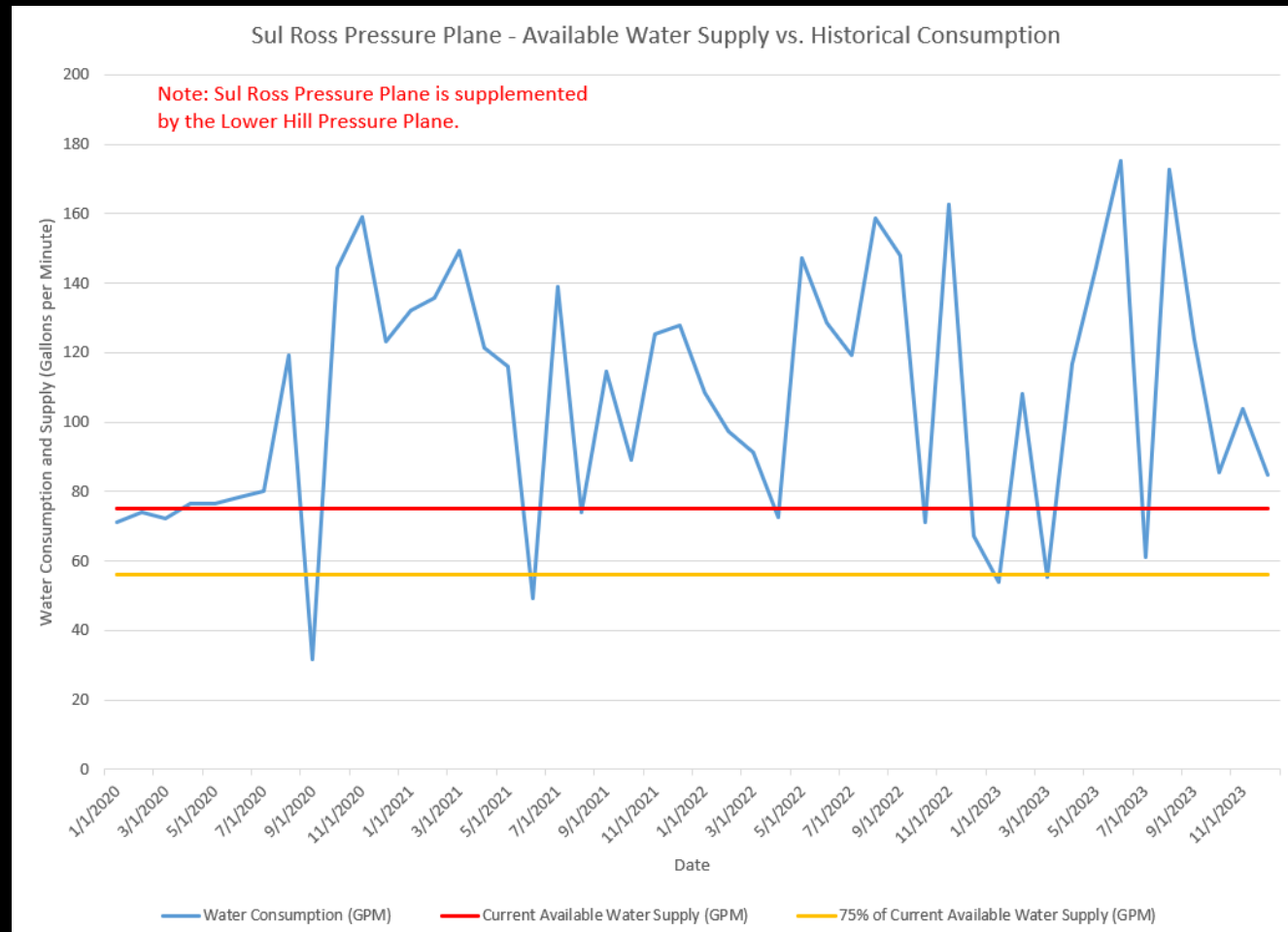
City of Alpine Water Workshop (October 7, 2025)

Critical Issues – Water Supply/Sources



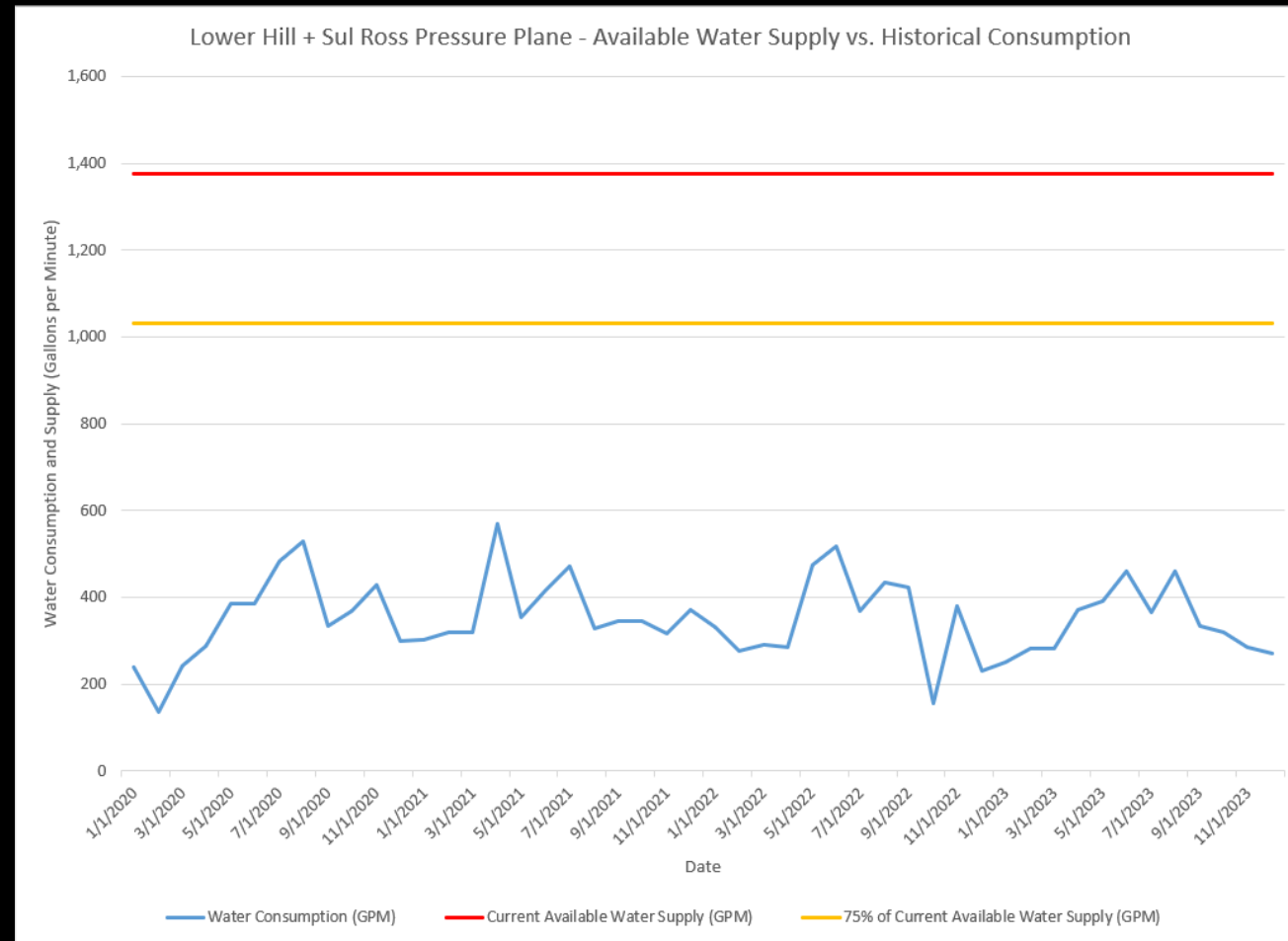
City of Alpine Water Workshop (October 7, 2025)

Critical Issues – Water Supply/Sources



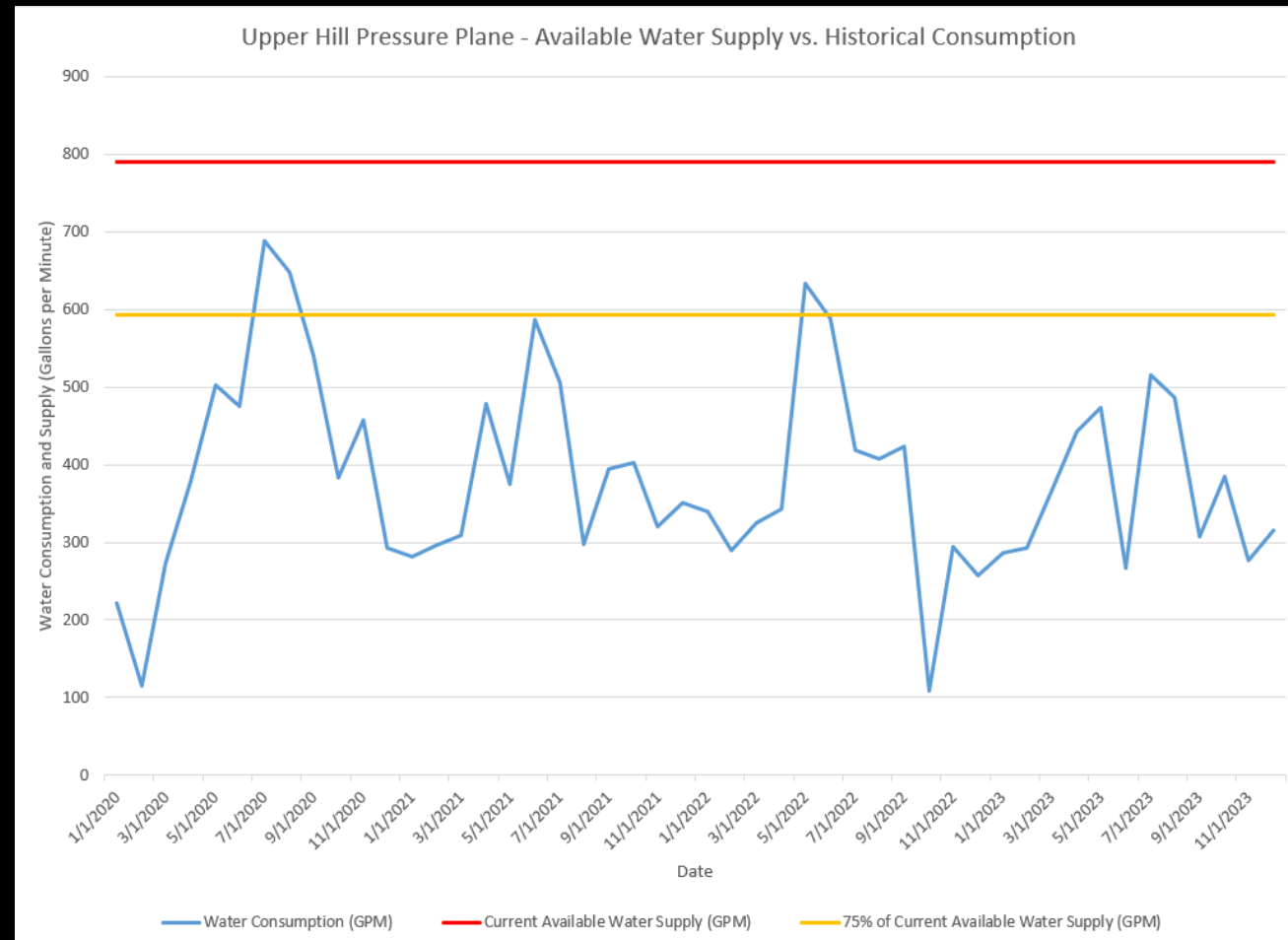
City of Alpine Water Workshop (October 7, 2025)

Critical Issues – Water Supply/Sources



City of Alpine Water Workshop (October 7, 2025)

Critical Issues – Water Supply/Sources



City of Alpine Water Workshop (October 7, 2025)

Critical Issues – Water Supply/Sources

- Solutions:
 - Repair Upper Hill / Lower Hill Pump Station
 - Develop New Well(s) in Sunny Glen Well Field (Upper Hill Pressure Plane)



City of Alpine Water Workshop (October 7, 2025)

Critical Issues – Upper Hill / Lower Hill Pump Station

- Constructed in +/- 2010.
- Intended to allow water to flow/be pumped between Upper Hill and Lower Hill Pressure Planes.
- Has never worked properly.
- Appears to be a design and/or construction issue.



City of Alpine Water Workshop (October 7, 2025)

Critical Issues – Upper Hill / Lower Hill Pump Station

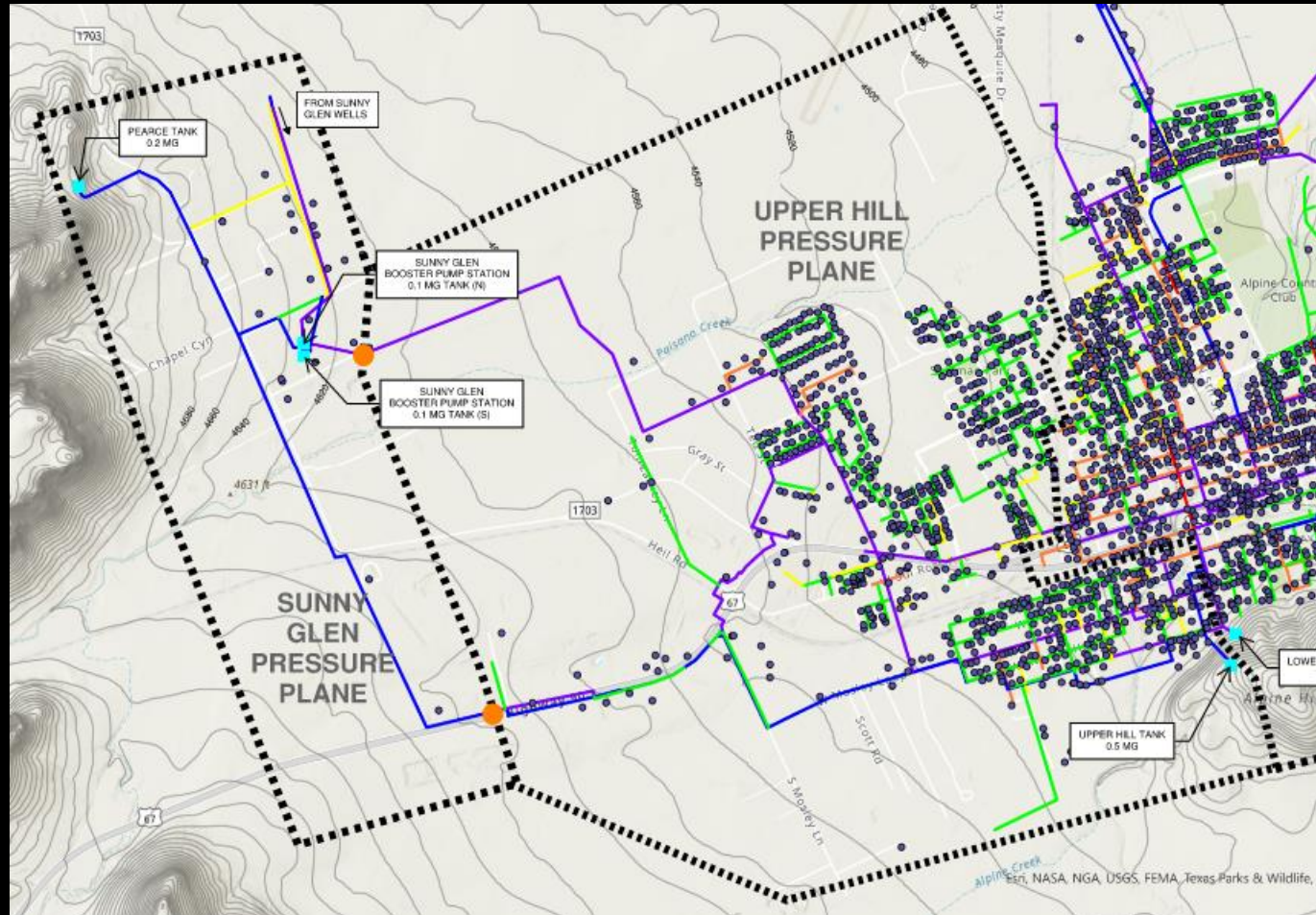
- Recommended to excavate and check/confirm yard piping compared to plans.
- Based on findings, may need to do some piping modifications.
- Putting online would be a great benefit to water system.



City of Alpine Water Workshop (October 7, 2025)

Critical Issues – Pearce Tank Operations

- Pearce Tank has been unable to fill since 2020.
- Ongoing effort to locate issue(s) and fix.
- Next Step: Maintenance of Control Valves



TECHNICAL MEMORANDUM

TO: Geo Calderon, Interim City Manager, City of Alpine
Mike Maciaz, Director of Utilities, City of Alpine
FROM: Andy Vecellio, P.E. - Jacob and Martin, LLC
SUBJECT: Sky Way Gardens Water System Feasibility Study, Phase II
DATE: September 22, 2025

I. BACKGROUND

The City of Alpine ("City") contracted in 2023 with Jacob & Martin ("JM") to perform a feasibility study for the City's water system to evaluate water service to the Sky Way Gardens Development ("Development"). This purpose of the feasibility study was to determine whether the City has sufficient capacity within its current water system to serve the Development and if modifications to the existing water system would be necessary.

Attached as Appendix A is the 2023 Technical Memo ("Tech Memo") that is the basis of this Phase II evaluation.

II. WATER SYSTEM OVERVIEW

The City's existing water system is comprised of four (4) pressure planes. An overview of the existing system and approximate pressure plane delineation is included as Attachment A to the Tech Memo. Even though the water system has the four (4) pressure planes, the system from a water source standpoint generally operates as two (2) pressure planes as the Sunny Glen Pressure Plane and the Upper Hill Pressure Plane essentially work together and the Lower Hill Pressure Plane and the Sul Ross Pressure Plane work together. The Sul Ross Pressure Plane does have the East Well to provide water supply, but is also fed water through the East Booster Pump Station.

The water source for the Sunny Glen Pressure Plane and the Upper Hill Pressure Plane is the well field in the Sunny Glen area, located northwest of the City. The facilities in these pressure plans include the wells in the Sunny Glen well field, the Sunny Glen North Ground Storage Tank, the Sunny Glen South Ground Storage Tank, the Pearce Tank, the Upper Hill Tank and the Sunny Glen Booster Pump Station.

The water sources for the Lower Hill Pressure Plane and the Sul Ross Pressure Plane include the Musquiz Well Field, the East Well, the currently inactive Golf Course Well, and the currently



inactive Railroad Well. The facilities in these pressure planes include the water supply wells, Musquiz East Ground Storage Tank, the Musquiz West Ground Storage Tank, the Lower Hill Tank, the East Ground Storage Tank, the Sul Ross East Tank, the Sul Ross West Tank, the Musquiz Booster Pump Station, and the East Booster Pump Station.

In assisting the City of Alpine with water system evaluations and challenges in the past few years, there are three significant issues that are noted for this report. The issues have been documented in the Water System Investigation Phase 1 Letter Report (dated December 31, 2024) and a PowerPoint Presentation to City Council during a Water Workshop on October 15, 2024. The Phase 1 Letter Report is included as Appendix B and the PowerPoint slides from the Water Workshop are included as Appendix C. The three primary issues include (1) available water supply in the Sunny Glen and Upper Hill Pressure Planes, (2) the inability to fill the Pearce Tank in the Sunny Glen Pressure Plane, and (3) the inability to operate the Upper Hill/Lower Hill Pump Station.

These issues primarily impact the western portion of the City's water system (Sunny Glen and Upper Hill Pressure Planes), but do have a residual impact on the water system as a whole. Currently, the western portion of the water system has difficulty keeping up with customer usage during peak demand and part of the recommended solution, particularly on a temporary basis, is to have some water from the Lower Hill Pressure Plane pumped to the Upper Hill Pressure Plane by evaluating and rehabilitating the Upper Hill/Lower Hill Pump Station. Serving Sky Way Gardens will not be directly impacted by these issues, but the additional customers will create a further strain on the available water supply and system operations.

III. HYDRAULIC ANALYSIS

Please refer to Appendix A for the hydraulic evaluation completed in 2023. The recommendations in the hydraulic evaluation are the same, except for the option to move the service area in question (see Attachment B of Appendix A) to the Upper Hill Pressure Plane. Due to the issues identified in Section II (Water System Overview), the Upper Hill Pressure Plane cannot serve the additional service area. Therefore, the service area in question must be shifted to the Sul Ross Pressure Plane.

Appendix D contains an exhibit showing the revised boundaries of areas in the Lower Hill Pressure Plane that will need to be converted to the Sul Ross Pressure Plane. The revised boundaries result from operational modifications necessary to operate the system according to the pressure planes. The original exhibit, Attachment B in the 2023 TM, was exclusively based on elevation. The revised boundaries allow for the necessary operational changes while maintaining suitable



pressures. The revised boundaries result in 454 additional customers shifting to the Sul Ross Pressure Plane, bringing the total customers in the Sul Ross Pressure Plane to 530.

Appendix E contains an exhibit showing the needed improvements to shift the pressure plane boundaries. The improvements include a dedicated water line from the revised Lower Hill Pressure Plane boundary to the East Pump Station, a new fire hydrant at the East Pump Station, and multiple new gate valves. Based on conversations with City Staff, it has been assumed that the proposed gate valves locations shown either do not currently have gate valves or that the valves are inoperable and need replaced.

The dedicated water line (a water line that is not connected to customers or water lines except for the beginning and end points) is needed to provide a suitable suction side water source for the East Pump Station, while not being connected to Sul Ross Pressure Plane distribution system piping and overlapping pressure plane hydraulic grades. The dedicated water line begins at the southeast corner of the revised Upper Hill Pressure Plane and will run to the suction side of the East Pump Station. The East Pump Station contains two 450 gallons per minute (GPM) pumps. A fire hydrant should be included for flushing purposes.

IV. PROPOSED PROJECT COSTS

An opinion of probable cost (OPC) is included as Appendix E. The estimated project cost to construct the water system improvements is \$893,600.00.

V. CONCLUSIONS AND RECOMMENDATIONS

The City has sufficient capacity in the Lower Hill Pressure Plane and Sul Ross Pressure Plane to adequately serve the Development with the water system improvements included in this report. However, there are issues in the water system that should soon be addressed, including the three (3) issues mentioned in Section II (Water System Overview). Adding more customers, through serving this Development, to an already strained water system may create water service concerns for existing customers.





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APPENDIX A
JM TECHNICAL MEMORANDUM DATED AUGUST 29, 2023



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806.368.6375

TECHNICAL MEMORANDUM

TO: Megan Antrim, City Manager, City of Alpine
Eddie Moliner, Director of Public Works, City of Alpine
FROM: Emma Meek, E.I.T. - Jacob and Martin, LLC
Kirt Harle, P.E. - Jacob and Martin, LLC
SUBJECT: City of Alpine Water System Feasibility Study
DATE: August 29, 2023

I. BACKGROUND

The City of Alpine (“City”) contracted with Jacob & Martin (“JM”) to perform a feasibility study for the City’s water system to identify any existing pressure concerns that would impact the proposed Sky Way Gardens Development. The City’s existing water system is composed of four (4) pressure planes. An overview of the existing system and approximate pressure plane delineation is included as Attachment A.

The Sky Way Gardens Development is located off of Lechuguilla Lane in the Lower Hill Pressure Plane. Musquiz Booster Pump Station (PS) fills the Lower Hill Elevated Storage Tank (EST), which is intended to serve the Sky Way Gardens Development and surrounding area. JM evaluated the feasibility of the existing system to serve the proposed addition and possible alternatives to meet the City’s needs.

II. HYDRAULIC ANALYSIS

A. Modeling Assumptions

A hydraulic model for the City was constructed to evaluate the water system and determine the feasibility of serving the Sky Way Gardens Development. The following assumptions for water demands and model settings were used in the hydraulic model to complete the feasibility study:

- Tanks were set to full for the peak day demand scenario and half full for the peak hour demand scenario to simulate worst case system hydraulic conditions for peak demands.
- Pump off/on statuses were set to reflect typical City of Alpine pump set points for maximum day and peak hour demand scenarios.



- The fill valve located at the East Booster PS ground storage tank (GST) was set to open only in the peak day scenario to simulate the tank filling.
- The proposed Sky Way Gardens Development was analyzed in both peak hour and peak day demand scenarios. To reflect the maximum demand defined by the Texas Commission of Environmental Quality (TCEQ), the peak day demand was set at a 0.6 gpm usage per connection and the peak hour demand was set at a 1.5 gpm usage per connection. To model the additional 49 apartment units in the development, the demand was set to 30 gpm ($49 \times 0.6 \text{ gpm}$) for the peak day scenario and 73.5 gpm ($49 \times 1.5 \text{ gpm}$) for the peak hour scenario.
- All elevation data used was gathered from United States Elevation Data (NED) or provided by the City. For greater accuracy, JM would need to verify the base elevation of each tank.

B. Modeling Results

The model was set to represent four (4) system scenarios; existing peak hour, existing peak day, proposed peak hour, and proposed peak day to analyze the 49 additional units at the Sky Way Gardens Development.

The proposed development is at an elevation of approximately 4,550'. The Lower Hill EST has a base elevation of 4,560' and only provides a pressure of approximately 22 psi at the Sky Way Gardens site in the peak day scenario. TCEQ defines elevated storage as "that portion of water which can be stored at least 80 feet above the highest service connection in the pressure plane served by the storage tank." Therefore, the maximum allowable service elevation for the Lower Hill Pressure Plane is 4,480'. A large portion of this pressure plane is above the maximum allowable service elevation as shown in red in Attachment B. Based on the elevation data available, no new developments in this area, regardless of size, can be adequately served by the Lower Hill EST. Two alternatives should be considered by the City to provide adequate water service for the Sky Way Gardens Development.

Alternative 1 – Modify Sul Ross Pressure Plane

The Lower Hill Pressure Plane currently provides water for the eastern portion of the City which includes the Sky Way Gardens Development. As previously mentioned, due to the elevation of the Sky Way Gardens site in relation to the Lower Hill EST, minimum pressure requirements cannot be met. The minimum



base tank elevation required to serve the Sky Way Gardens Development is 4,630'. Alternative 1 includes modification of the Sul Ross Pressure Plane to include the Sky Way Gardens Development. This alternative would allow for service from the the Sul Ross EST which has a base elevation of approximately 4,636'. JM recommends shifting approximately 460 customers from the southeast portion of the Lower Hill Pressure Plane to be served by the Sul Ross ESTs, bringing the total number of customers in the Sul Ross Pressure Plane to 536. These customers are identified in Attachment B. The East Booster PS and the Sul Ross ESTs provide sufficient storage and pump capacity to support these additional customers and growth in the future.

Alternative 2 – Modify Upper Hill Pressure Plane

Similar to Alternative 1, Alternative 2 includes modification of the Upper Hill Pressure Plane to include the 460 customers in and around the Sky Way Gardens Development. The Upper Hill EST has a base elevation of 4,703' which is well above the required elevation of 4,630' for the Sky Way Gardens site.

The Sunny Glen PS fills the Upper Hill EST. The combined number of services in these two pressure planes is approximately 918 customers primarily located in the western portion of the City. By adding 460 customers to the Upper Hill Presssure Plane, a total of 1,378 customers would be served by the Sunny Glen PS and the Upper Hill EST. The Sunny Glen PS and the Upper Hill EST provide enough elevated storage and pump capacity for 460 additional customers to be included within the Upper Hill Pressure Plane.

Additionally, it is recommended that the City install a pressure reducing valve (PRV) on the distribution side of the Upper Hill EST. In comparison to the Lower Hill EST, the Upper Hill EST will provide a significant increase in water pressure for the Sky Way Gardens site. The PRV will allow the City to govern the distribution pressure to the southeast portion of the City, minimizing the possibility of damaging aged infrastructure with abrupt pressure increases.





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III. CONCLUSIONS AND RECOMMENDATIONS

Based on the results of this evaluation and the hydraulic modeling performed, it is not feasible for the City to serve the Sky Way Gardens Development with the current configuration of the City's water system. JM has provided two alternatives within this report that include modifications to the City's water system that would make it feasible to serve the development. Further evaluation of the City's piping network and valve configurations would be required to develop a scope of water system improvements and opinion of cost for the two alternatives.



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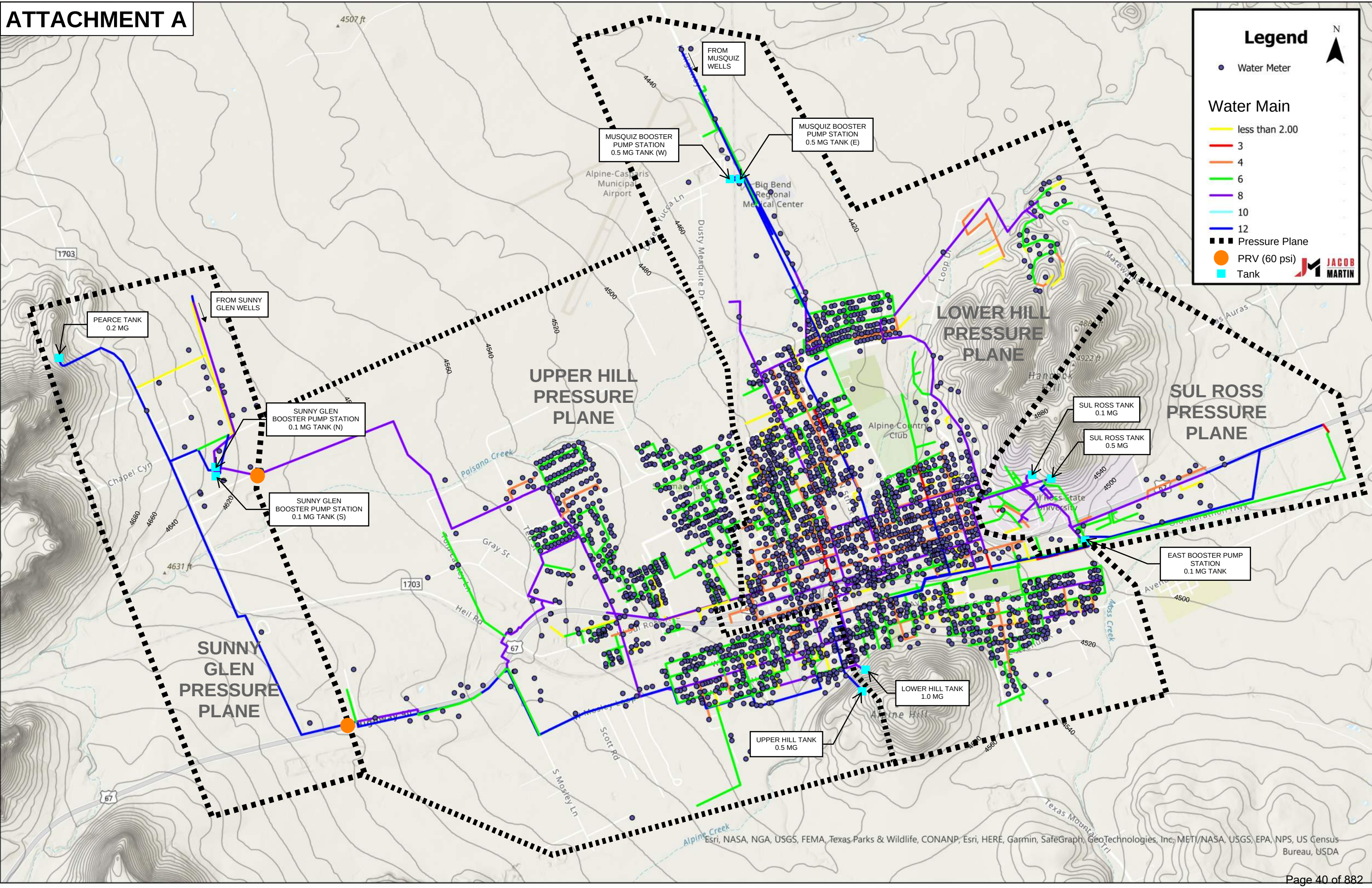


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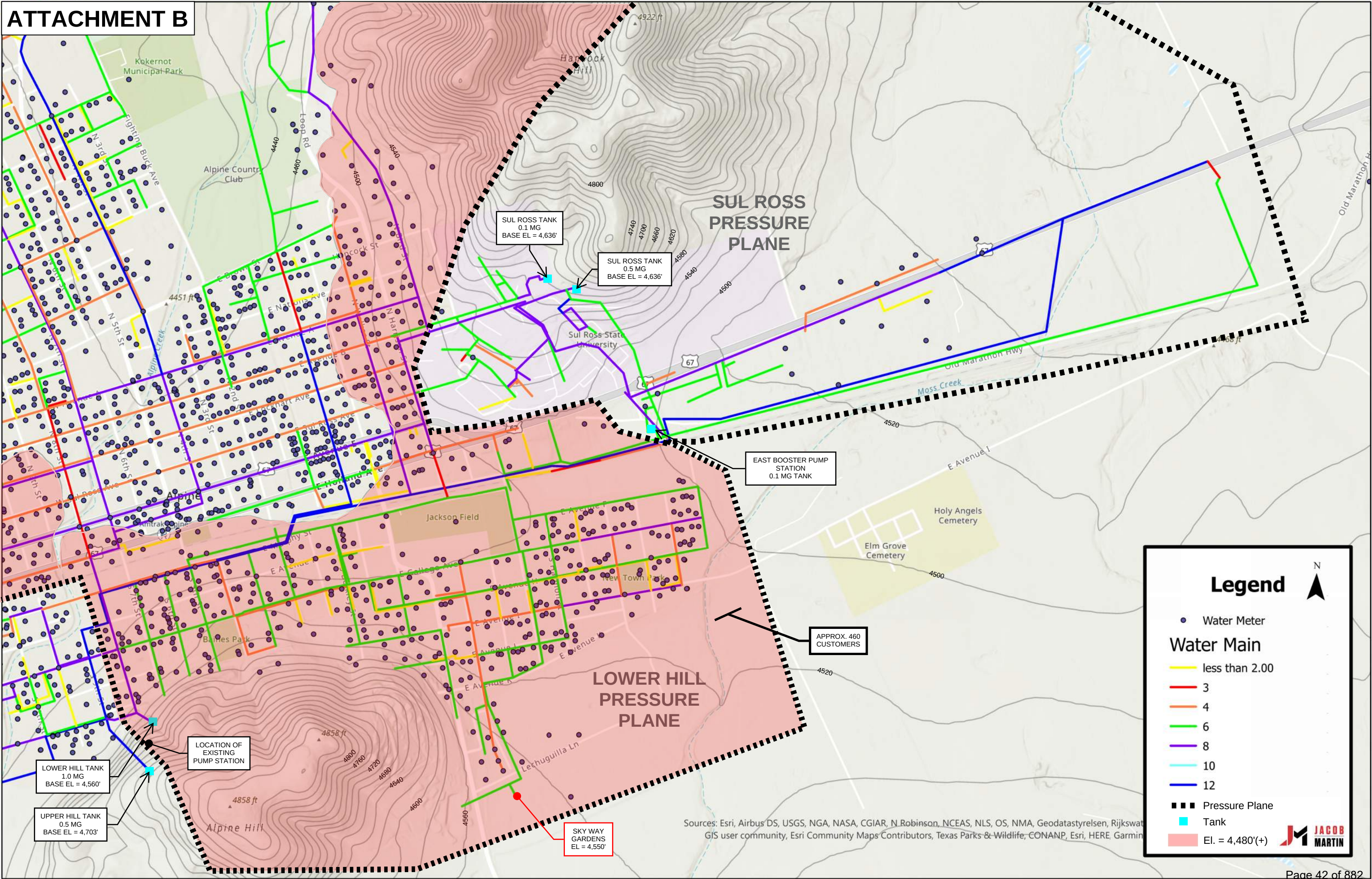
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ATTACHMENT A



ATTACHMENT B



Legend

● Water Meter

Water Main

- less than 2.00
- 3
- 4
- 6
- 8
- 10
- 12

■■■ Pressure Plane

■ Tank

■ EL. = 4,480'(+)

N

Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N. Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswat, GIS user community, Esri Community Maps Contributors, Texas Parks & Wildlife, CONANP, Esri, HERE, Garmin



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APPENDIX B
JM WATER SYSTEM INVESTIGATION PHASE 1 LETTER REPORT
DATED DECEMBER 31, 2024



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December 31, 2024

City of Alpine
Attn: Megan Antrim, City Manager
100 N. 13th Street
Alpine, TX 79830

RE: Letter Report
Water System Investigation Phase 1 – Water Sources to Booster Pump Stations

Dear Megan:

This letter report is in response to the above-mentioned project in which Jacob & Martin (“JM”) has provided professional services to assist the City investigate and define alternatives and solutions to the recent challenges in water system operations for the Sunny Glen/Upper Hill (western) pressure plane, including the inability to fill the Pearce Tank. The project scope has extended beyond the initial project scope and included multiple site visits and a presentation to the City Council. Below is a summary of the work completed and our findings.

Water Source Well Capacity

Water wells capacities and historical water consumption data were accumulated and analyzed to evaluate the City’s water source capacity in comparison to historical water demand. The data was analyzed for the City as a whole, but also by the individual pressure planes within the City’s water system. Multiple graphs and tables were created from the data to assist the City Staff and Council in reviewing the data.

The conclusion of the water source capacity evaluation is that the City has insufficient water supply capacity in the Sunny Glen and Upper Hill Pressure Planes due to the abandonment of several wells in the past and the decreased capacity of some of the existing wells. It is recommended that the City develop additional water sources in the Sunny Glen Well Field. The primary recommendation is to complete the Lewis Test Well. The secondary recommendation is to begin the process of acquiring a lease of and developing the Daugherty Well for public water supply.

Pearce Tank Operations

The Pearce Tank has been unable to fill since 2020. It was reported by City Staff that the



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inability to fill Pearce Tank coincided with a major leak along Highway 90 between North Mosely Lane and the railroad tracks. Multiple field tests, including searching for closed valves and checking system pressures, have been performed to attempt to locate the cause of the problem. At the time of this report, the cause and solution has not been identified, but an email list of next steps was provided to City Staff. Additionally, a hydraulic model of the water system indicates that, based on expected water system operations, the Pearce Tank should be able to be filled from the Sunny Glen Pump Station. Further evaluations and investigations of Peace Tank are recommended.

Upper Hill/Lower Hill Booster Pump Station

The Upper Hill/Lower Hill Booster Pump Station (“UH/LH BPS”) is located south of Avenue I, between South 8th Street and South 9th Street. The UH/LH BPS was constructed around 2010. The intended design of the pump station, as reported by City Staff, was to allow water to flow between the Upper Hill Tank and Lower Hill Tank to provide redundancy between the pressure planes. A field visit and review of the design plans was completed to identify reasons why the pump station has not been used by City Staff and what would be needed to put the UH/LH BSP online.

The current conclusion is that the station was not constructed and installed according to the original design functionality of the pump station. It is unsure during which phase of the project that the error occurred, but it appears that the station was “mirrored,” which negates the intended purpose of the station. The intended design was to allow water to be pumped from the Lower Hill Tank to the Upper Hill Tank and, through a control valve, allow water to feed the Lower Hill Tank from the Upper Hill Tank based on the higher hydraulic grade of the Upper Hill Tank. However, the current belief based on reviewing the plans and a site visit is that the suction and discharge lines for the pumps and the line that allows for backfeed from the Upper Hill Tank to Lower Hill Tank were installed in reverse. Based on this current belief, turning the pumps on would result in extremely high pressures in the Lower Pressure Plane. The station is also currently unable to fill the Upper Hill Tank from the Lower Hill Tank. This incorrect functionality was confirmed by City Staff familiar with the installation who attempted to operate the station. This conclusion can only be confirmed by exposing and investigating the yard piping to see how the yard piping is connected to the ground storage tanks and the pump station.

City Council Presentation

A presentation was given the City Council on October 15, 2024. The presentation included an overview of the water system, an update on the Lead and Copper Rule Revision and Lead Service Line Inventory, an update on possible service to Sky Way Gardens, and a summary of





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the three critical issues impacting the City's water system. The three critical issues were identified as (1) water supply sources, (2) Upper Hill/Lower Hill Pump Station, and (3) Pearce Tank Operations. Each of these three critical issues were described in preceding sections of this letter report.

At the time of this letter report, the issue with the Pearce Tank has not been resolved, the booster pump station needs additional investigation to restore it to service, and further technical assistance is needed to assist the City in maximizing the efficiency of the water system. Therefore, JM is proposing a second and subsequent water system investigation phase to further assist the City in addressing these water system issues and challenges.

If you have any questions, please contact me at (325) 695-1070 or 325-301-2400, or email me at avecellio@jacobmartin.com.

Sincerely,

JACOB | MARTIN

Andrew P. Vecellio, P.E.



info@jacobmartin.com
www.jacobmartin.com



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APPENDIX C
JM WATER WORKSHOP PRESENTATION DATED OCTOBER 15, 2024



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City of Alpine Water Workshop October 15, 2024

Andy Vecellio, PE
Jacob & Martin



City of Alpine Water Workshop (October 15, 2024)

Discussion Topics

- Water System Overview
- Lead and Copper Rule Revision and Inventory Update
- Sky Way Gardens
- Critical Issues
 - Water Supply/Sources
 - Upper Hill / Lower Hill Pump Station
 - Pearce Tank Operations

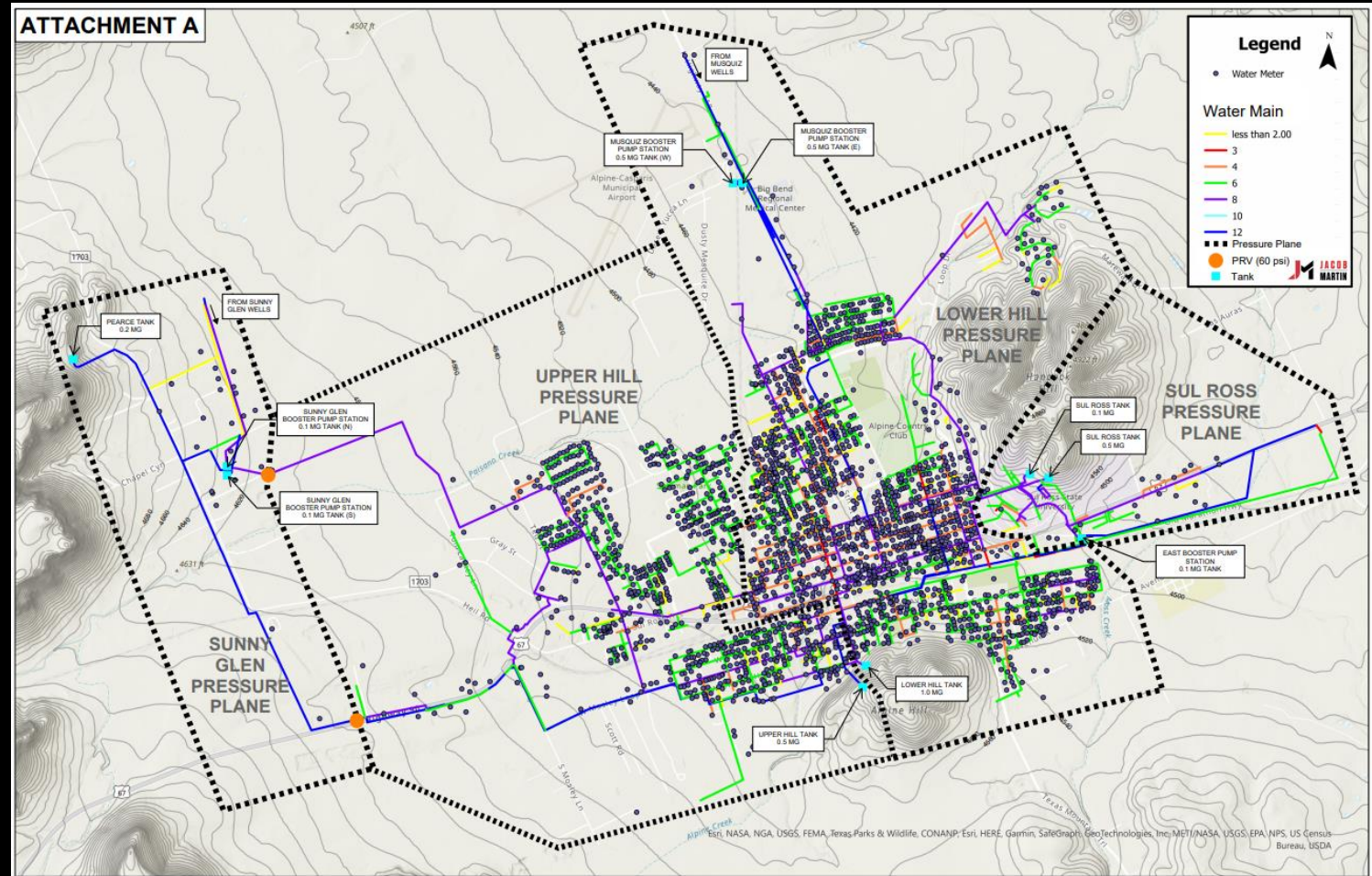


City of Alpine Water Workshop (October 15, 2024)

Water System Overview

Pressure Planes:

- Sunny Glen
- Upper Hill
- Lower Hill
- Sul Ross



City of Alpine Water Workshop (October 15, 2024)

Lead and Copper Rule Inventory

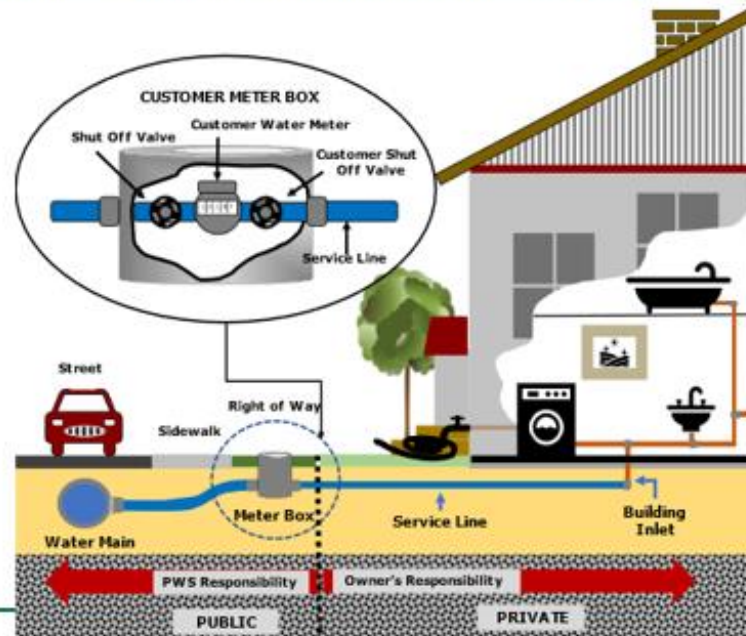
- October 16, 2024, Deadline for Lead Service Line Inventory
 - Submit TCEQ Form 20943
- Next Steps:
 - Public Communications (Lead Service Lines, Galvanized Requiring Replacement, Unknowns)
 - School and Child Care Facilities
 - Complete Full Lead Service Line Inventory and Lead Service Line Replacement Plan by October 16, 2027



City of Alpine Water Workshop (October 15, 2024)

Lead and Copper Rule Inventory

Exhibit 1. Example of Service Line Ownership Distinction between the Water System and Customer



Source: TCEQ



City of Alpine Water Workshop (October 15, 2024)

Lead and Copper Rule Inventory – TCEQ Form 20943

<u>System-Owned Service Line</u>	<u>Customer-Owned Service Line</u>	<u>Entire Service Line¹</u>
Lead	Any ²	Lead
Any ²	Lead	Lead
Galvanized	Galvanized	GRR ³
Galvanized	Non-Lead	Non-Lead
Galvanized	Unknown	Unknown
Non-Lead	Galvanized	GRR ³
Unknown	Galvanized	GRR ³
Unknown	Non-Lead	Unknown
Non-Lead	Unknown	Unknown
Non-Lead	Non-Lead	Non-Lead

¹Entire Service Line as defined by TCEQ. Public notification is required for Lead, GRR, and Unknown.

²Any - If any portion of the line is lead, the entire service line is defined as Lead by TCEQ Form 20943.

³GRR = Galvanized Requiring Replacement



City of Alpine Water Workshop (October 15, 2024)

Lead and Copper Rule Inventory

- As of September 30, 2024:
- Total of 2,784 Accounts for the City of Alpine Water System
 - 729 (26.2%) Identified/Known for Customer and City Service Line
 - 295 (10.6%) Identified/Known for Customer Service Line Only
 - 238 (8.5%) Identified/Known for the City Service Line Only
 - 1,522 (54.7%) Not Identified for Customer or City



City of Alpine Water Workshop (October 15, 2024)

Lead and Copper Rule Inventory

- As of September 30, 2024:
- Total of 2,784 Accounts for the City of Alpine Water System
 - 67 (2.4%) Identified as Lead
 - 228 (8.2%) Identified as Galvanized Requiring Replacement
 - 1,991 (71.5%) Identified as Unknown
 - 498 (17.9%) Identified as Non-Lead



City of Alpine Water Workshop (October 15, 2024)

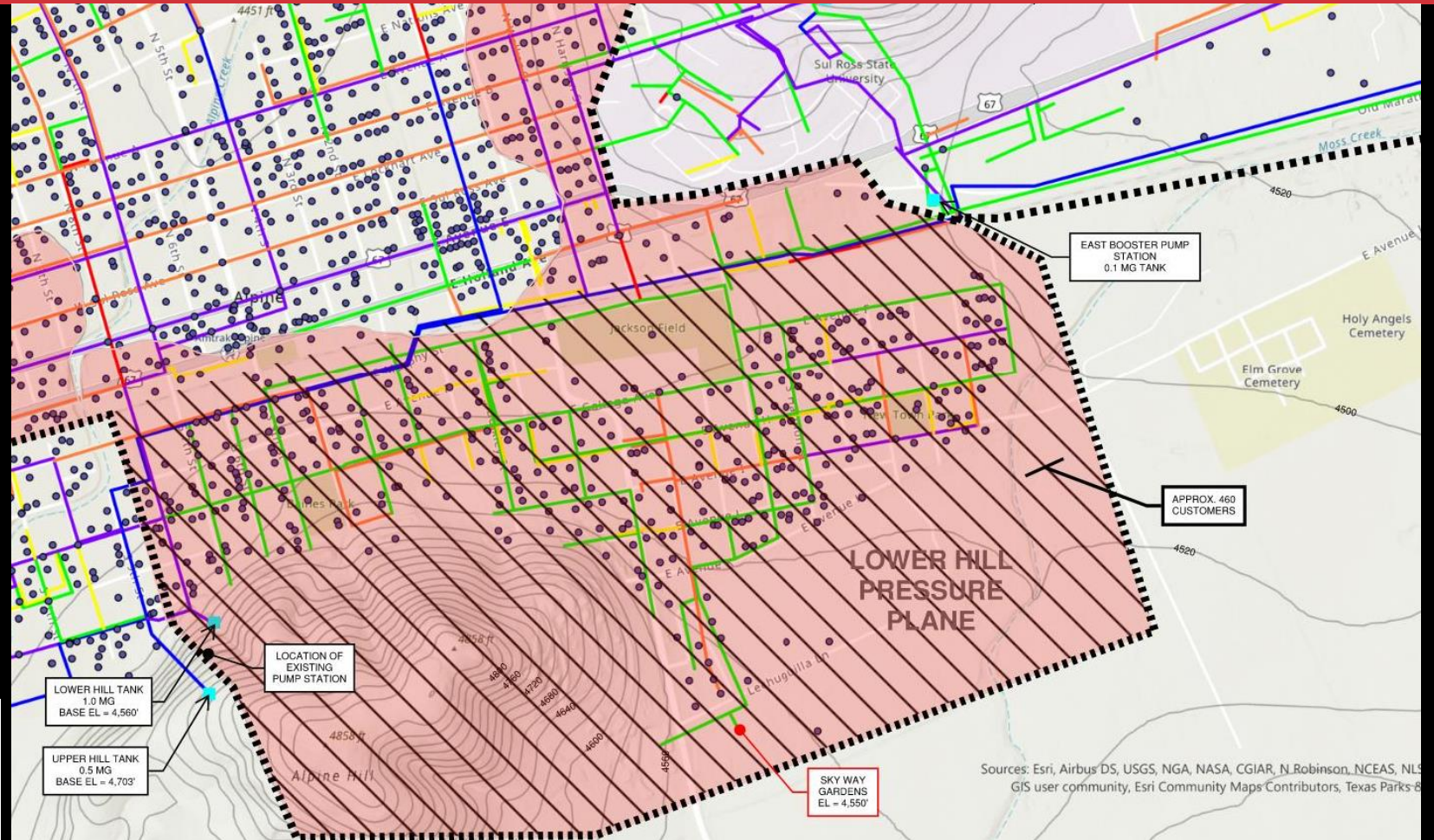
Sky Way Gardens

- Not feasible to serve from Lower Hill Tank due to pressures/elevations.
- Larger area of concern in Lower Hill Pressure Plane (next slide).
- Solution: Realign Lower Hill and Sul Ross Pressure Planes to increase pressures in this area.



City of Alpine Water Workshop (October 15, 2024)

Sky Way Gardens



City of Alpine Water Workshop (October 15, 2024)

Critical Issues – Water Supply/Sources

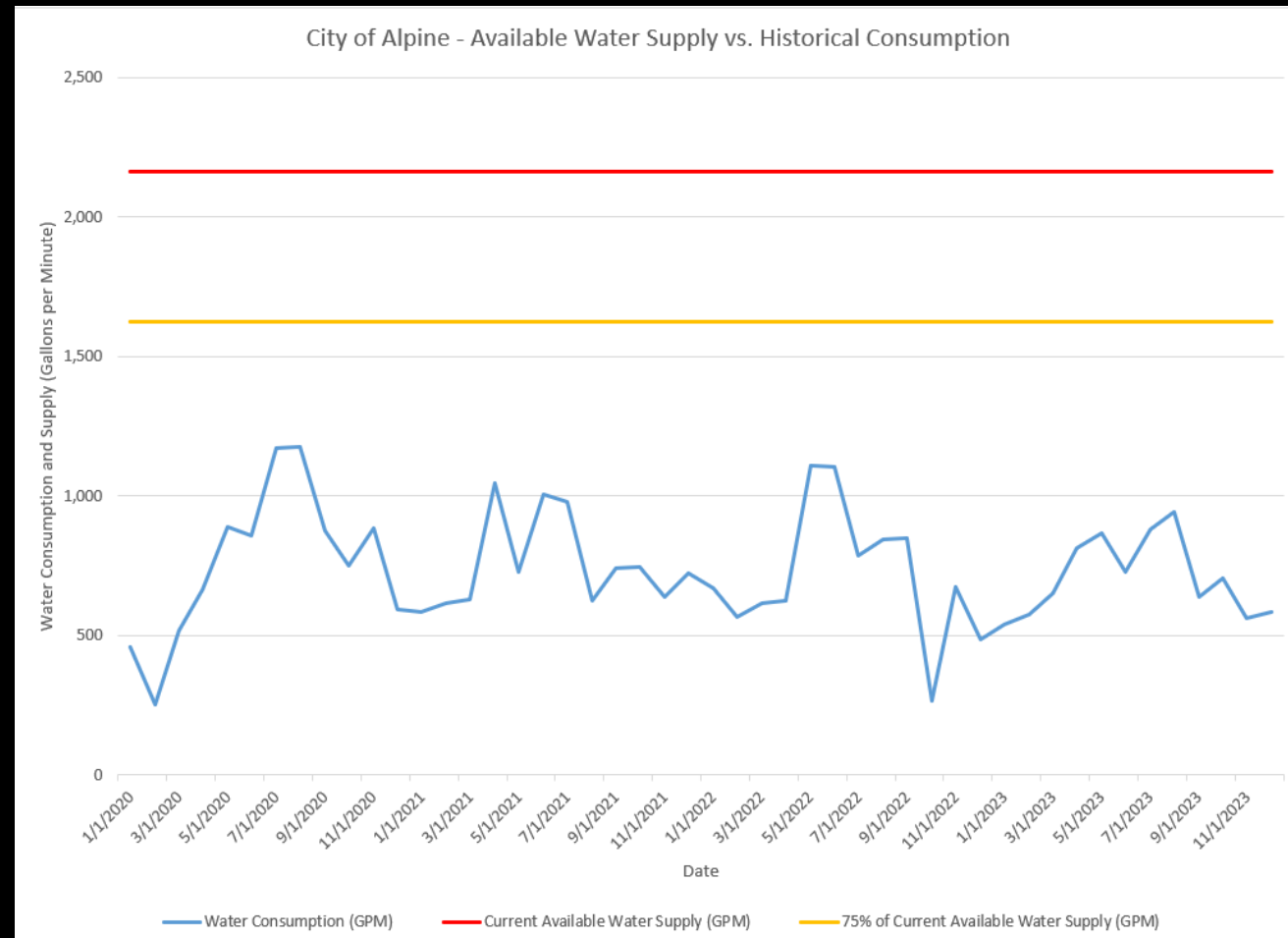
Well	Pressure Plane	Flow Rate (GPM)	2023 Flow (GPM)	% of Capacity
(South) Lower Hill	Lower Hill	220	76.7	34.9%
Musquiz 10	Lower Hill	340	20.6	6.1%
Musquiz 11	Lower Hill	225	60.0	26.7%
Musquiz 6	Lower Hill	190	70.5	37.1%
Musquiz 7	Lower Hill	325	167.4	51.5%
East	Sul Ross	75	27.9	37.2%
(South) Upper Hill	Upper Hill	210	0.0	0.0%
Gardner	Upper Hill	170	149.6	88.0%
Roberts 1	Upper Hill	35	34.4	98.2%
Roberts 3	Upper Hill	300	152.7	50.9%
Roberts 5	Upper Hill	40	10.2	25.6%
Terry 2	Upper Hill	35	26.3	75.1%
	SUL ROSS	75	27.9	37.2%
	UPPER HILL	790	373.2	47.2%
	LOWER HILL	1300	395.2	30.4%

Note: Roberts 3 recently had repairs and improvements to increase capacity. It was previously operating under 150 GPM.



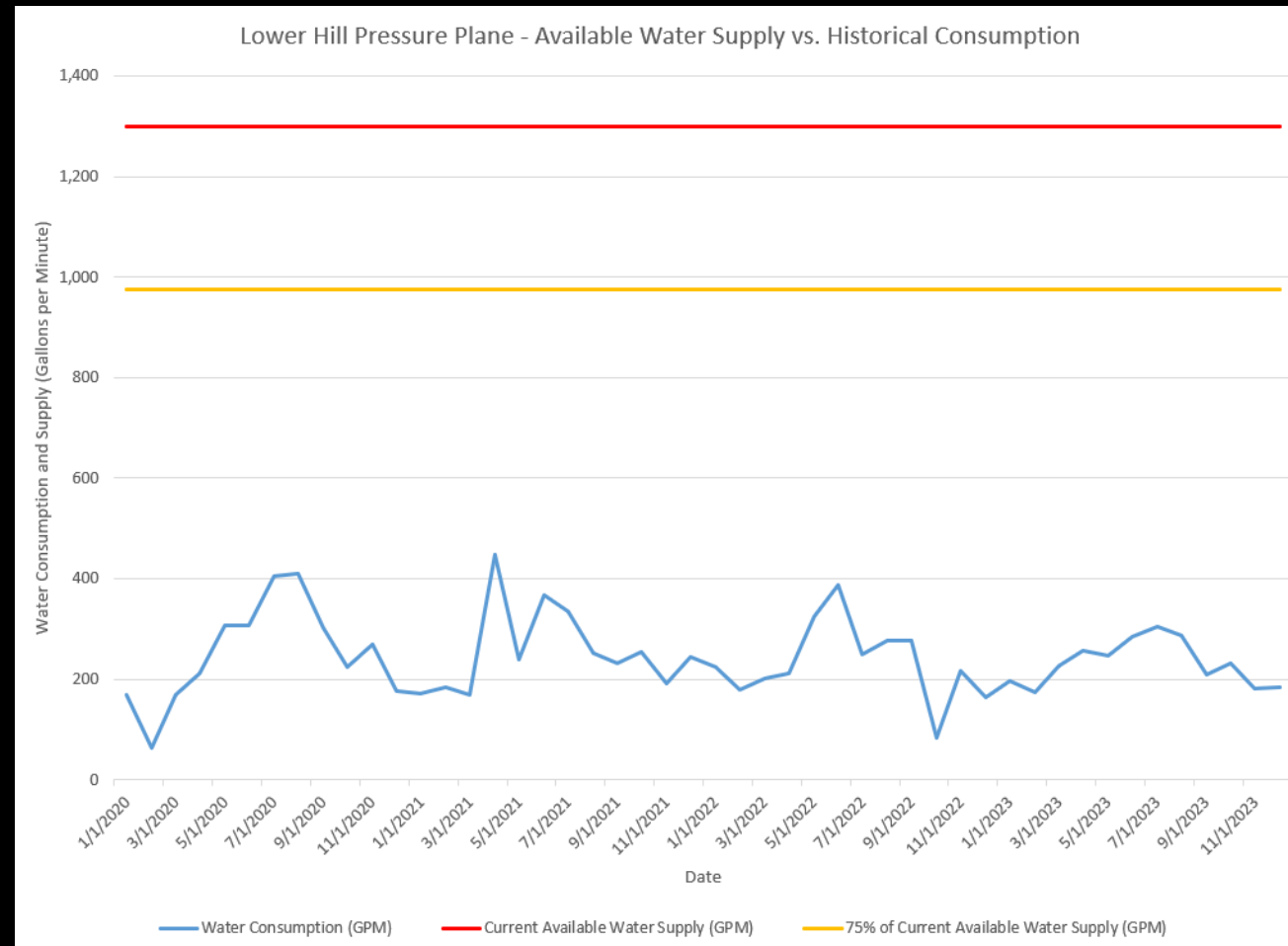
City of Alpine Water Workshop (October 15, 2024)

Critical Issues – Water Supply/Sources



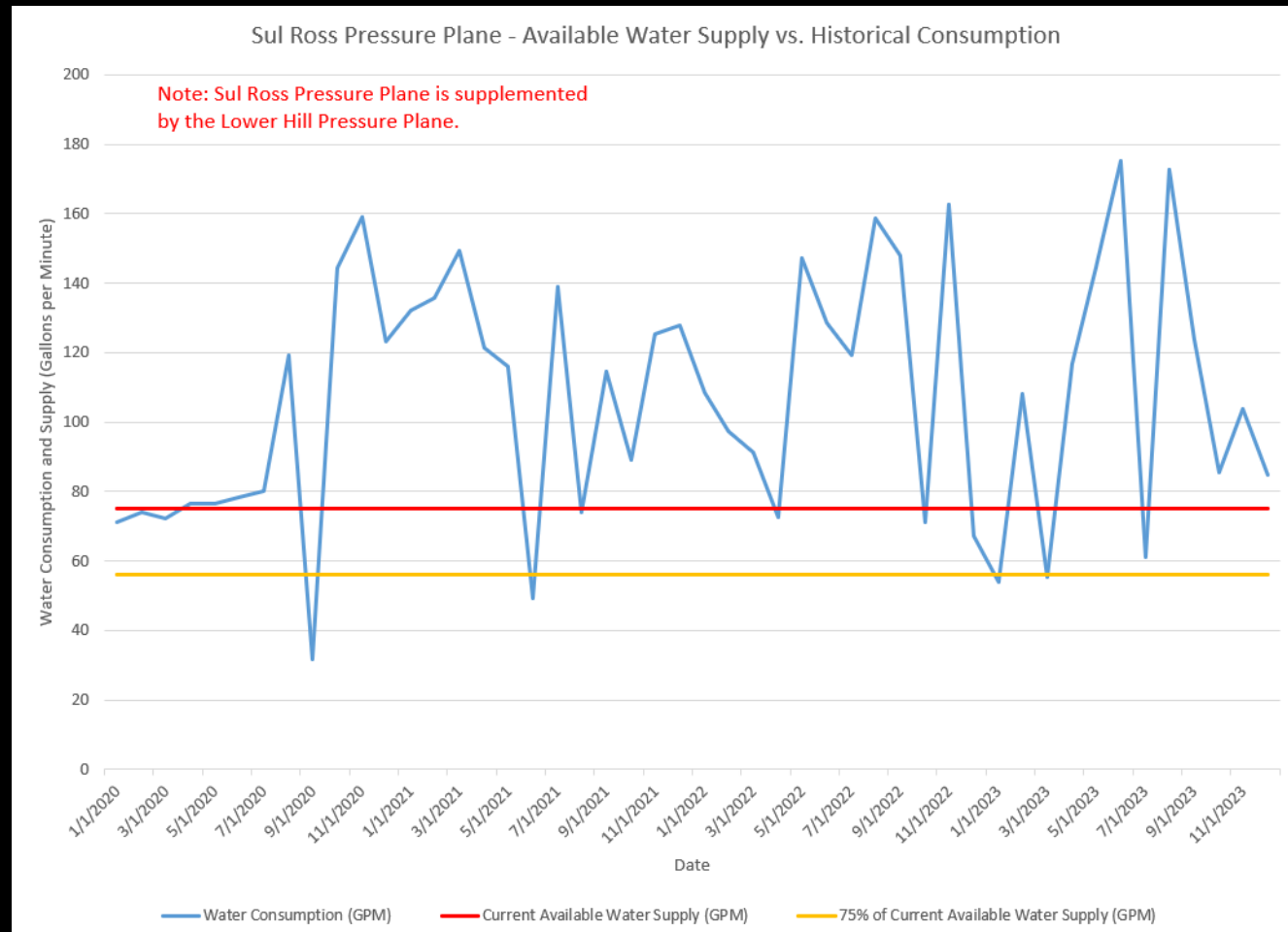
City of Alpine Water Workshop (October 15, 2024)

Critical Issues – Water Supply/Sources



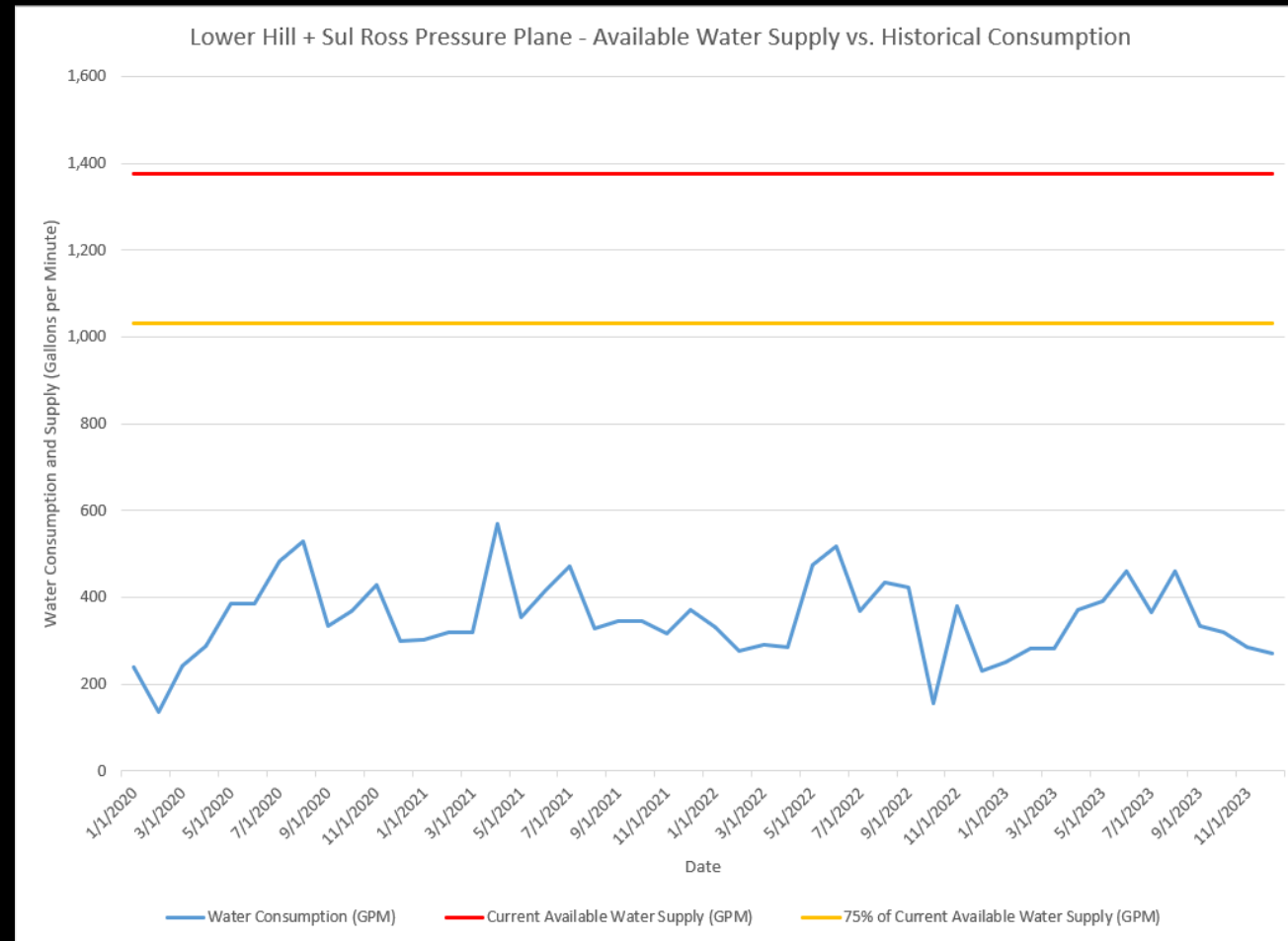
City of Alpine Water Workshop (October 15, 2024)

Critical Issues – Water Supply/Sources



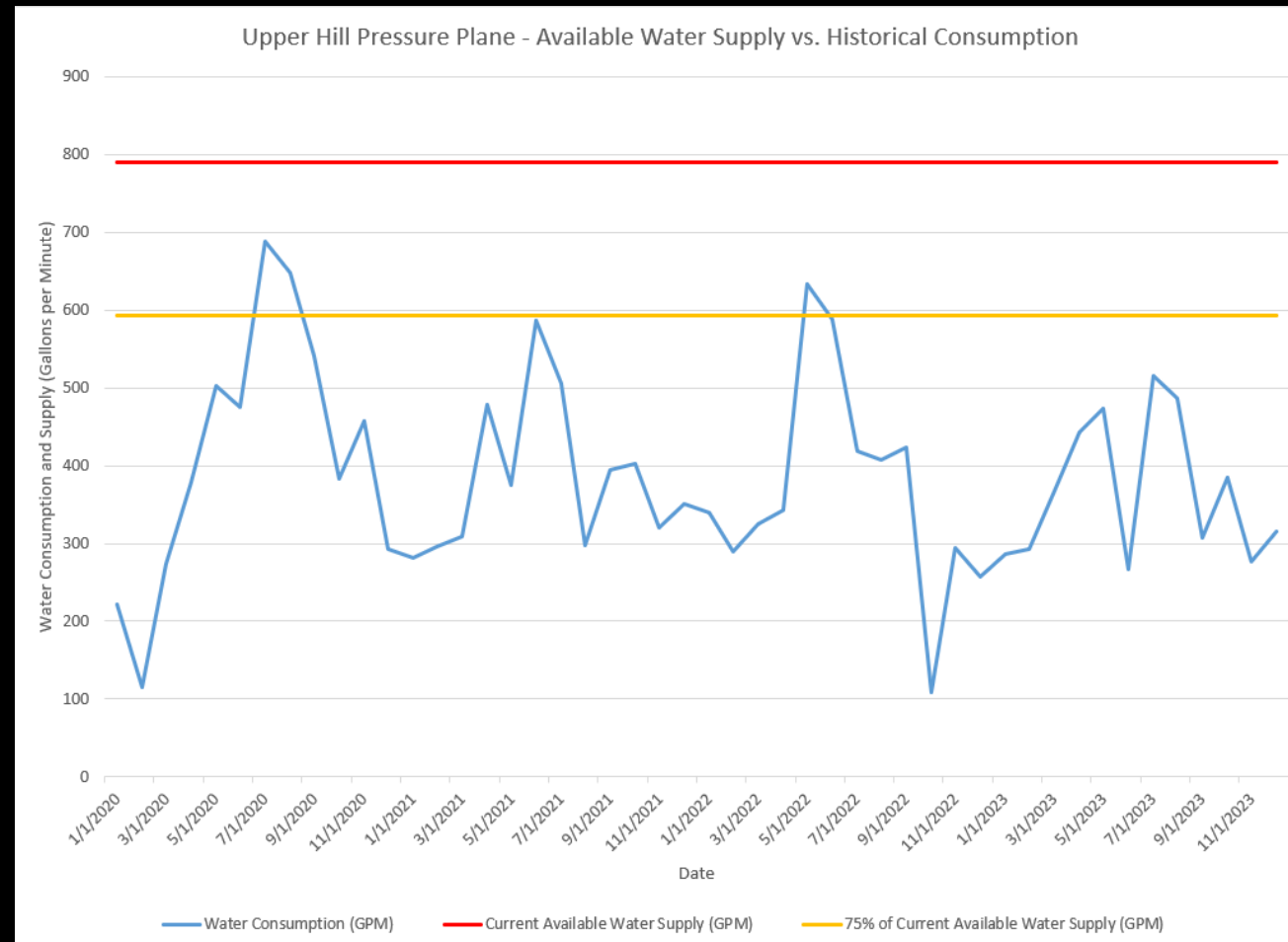
City of Alpine Water Workshop (October 15, 2024)

Critical Issues – Water Supply/Sources



City of Alpine Water Workshop (October 15, 2024)

Critical Issues – Water Supply/Sources



City of Alpine Water Workshop (October 15, 2024)

Critical Issues – Water Supply/Sources

- Solutions:
 - Repair Upper Hill / Lower Hill Pump Station
 - Develop New Well(s) in Sunny Glen Well Field (Upper Hill Pressure Plane)



City of Alpine Water Workshop (October 15, 2024)

Critical Issues – Upper Hill / Lower Hill Pump Station

- Constructed in +/- 2010.
- Intended to allow water to flow/be pumped between Upper Hill and Lower Hill Pressure Planes.
- Has never worked properly.
- Appears to be a design and/or construction issue.



City of Alpine Water Workshop (October 15, 2024)

Critical Issues – Upper Hill / Lower Hill Pump Station

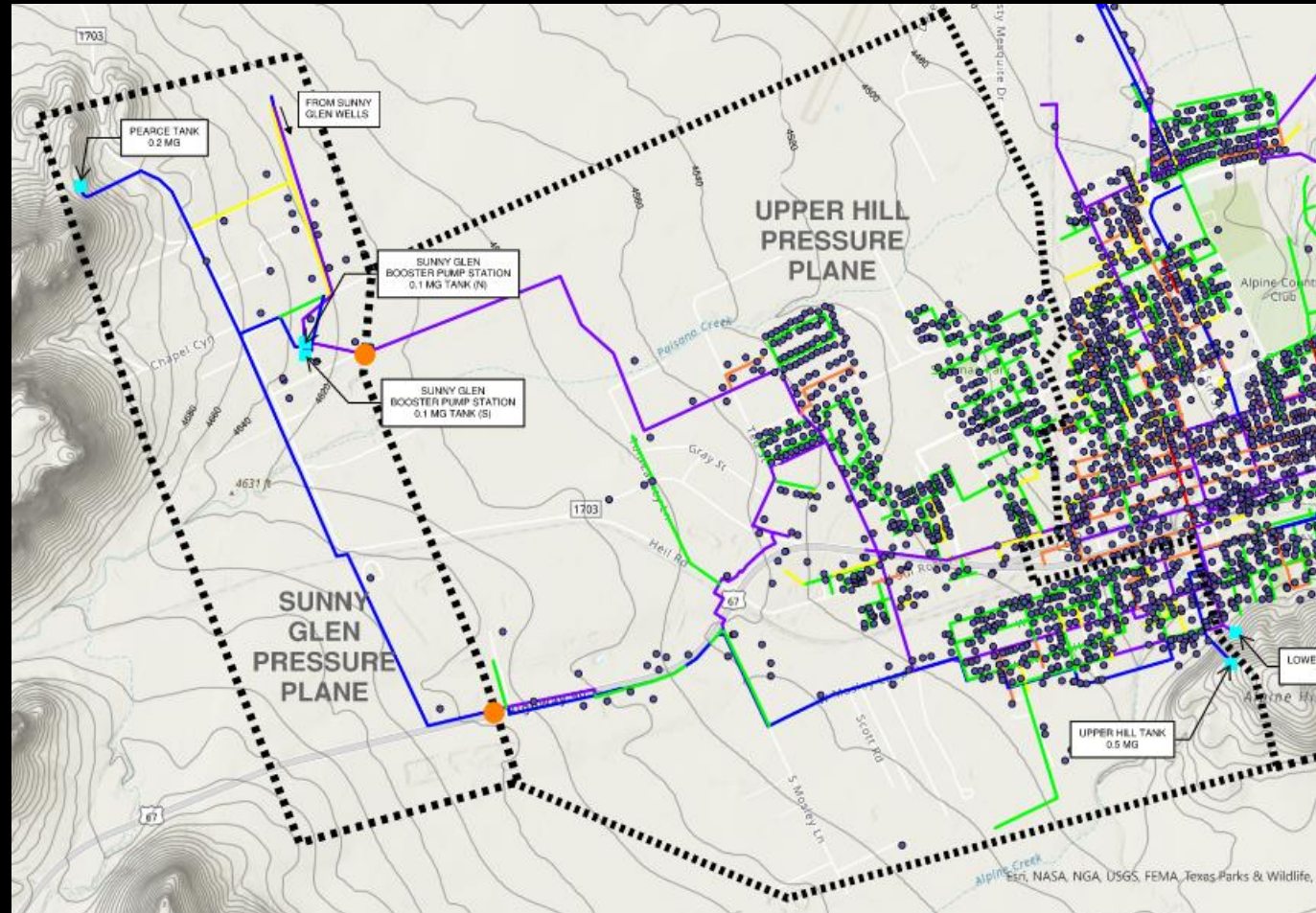
- Recommended to excavate and check/confirm yard piping compared to plans.
- Based on findings, may need to do some piping modifications.
- Putting online would be a great benefit to water system.



City of Alpine Water Workshop (October 15, 2024)

Critical Issues – Pearce Tank Operations

- Pearce Tank has been unable to fill since 2020.
- Ongoing effort to locate issue(s) and fix.





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APPENDIX D
REVISED PRESSURE PLANE BOUNDARIES TO
SERVE SKY WAY GARDENS DEVELOPMENT



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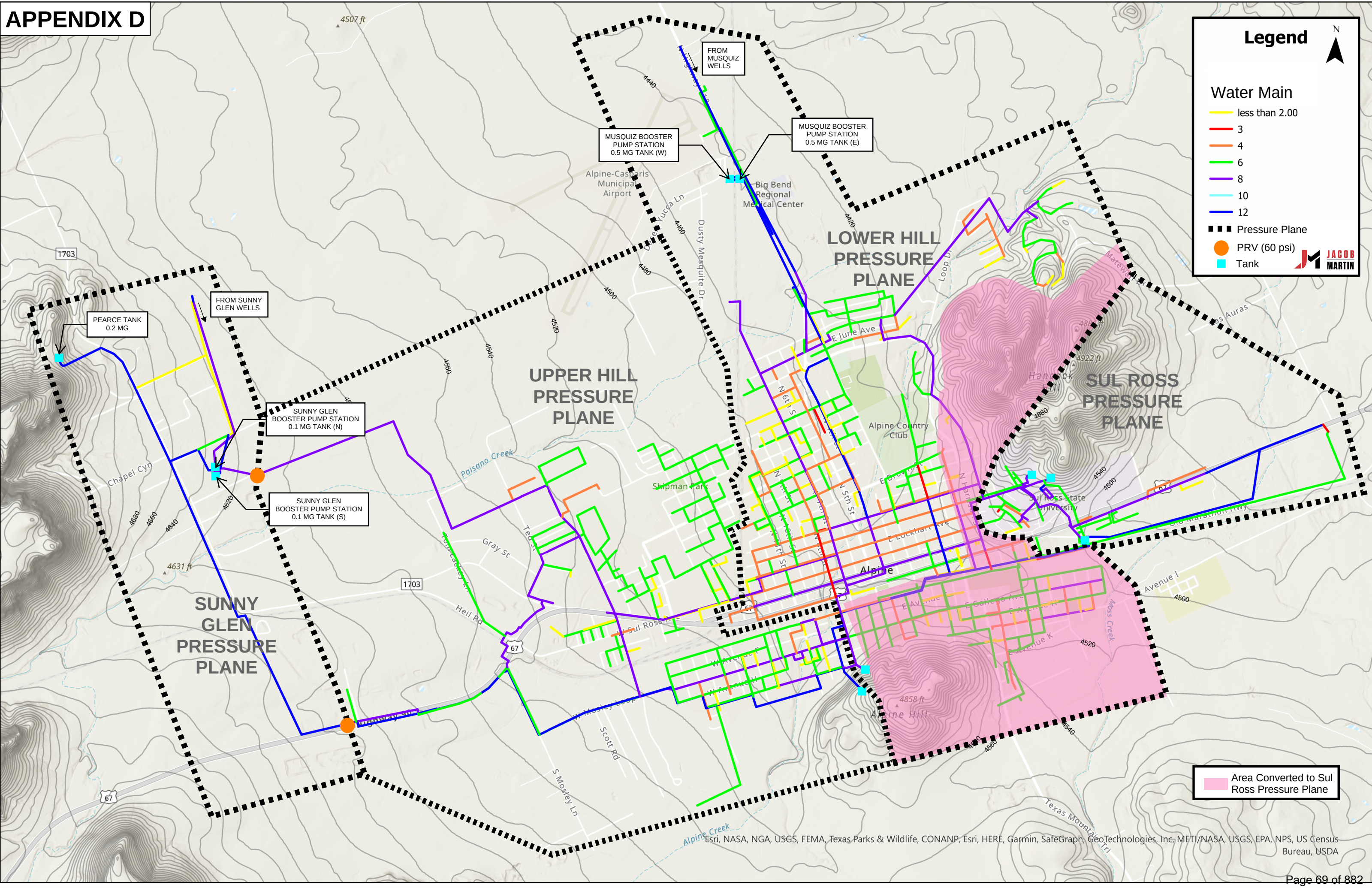


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APPENDIX D



Legend

Water Main

less than 2.00

3

4

6

8

10

12

Pressure Plane

PRV (60 psi)

Tank

JACOB MARTIN

Area Converted to Sul Ross Pressure Plane



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APPENDIX E
WATER SYSTEM IMPROVEMENTS TO SERVE SKY WAY GARDENS DEVELOPMENT



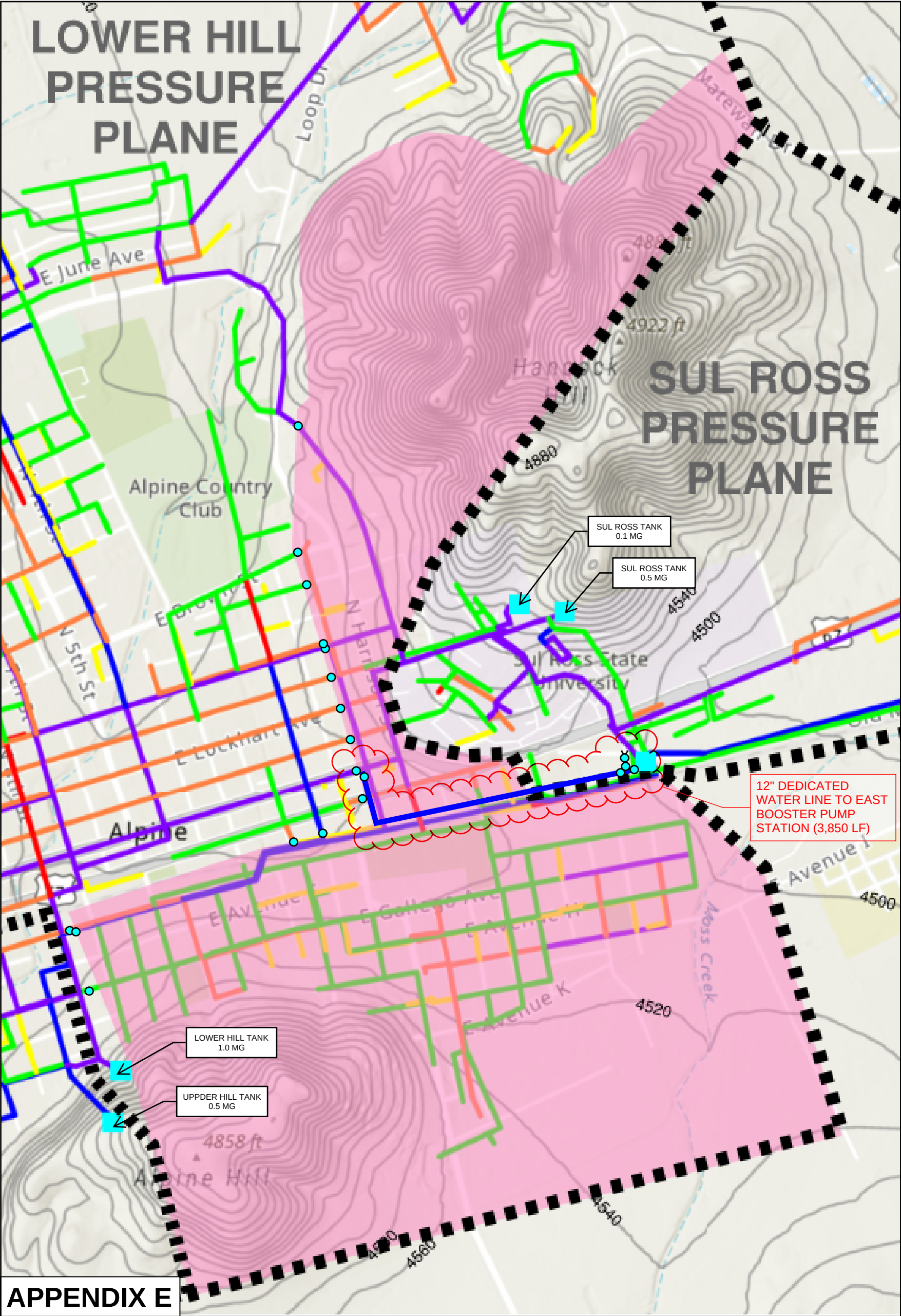
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APPENDIX E

LEGEND

Water Main

- less than 2.00
- 3
- 4
- 6
- 8
- 10
- 12

Pressure Plane

- Area Converted to Sul Ross Pressure Plane

- New Fire Hydrant
- Tank
- New Gate Valve

Page 71 of 882



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APPENDIX F
OPINION OF PROBABLE COST (OPC) TO
SERVE SKY WAY GARDEN DEVELOPMENT



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City of Alpine
 Sky Way Gardens Development
 Costs to Convert Service Area to Sul Ross Pressure Plane

OPINION OF PROBABLE COST

SEPTEMBER 19, 2025

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
CONSTRUCTION COSTS					
1	Mobilization, Bonds and Insurance (+/-5%)	1	LS	\$ 9,900.00	\$9,900
2	12" DR18 C900 PVC Water Line (Open Cut)	3,760	LF	\$ 130.00	\$488,800
3	12" DR18 C900 Restrained Join PVC (Bore w/ Casing Paid Separate)	90	LF	\$ 175.00	\$15,750
3	18" Sch. 40 Steel Encasement (Bore)	70	LF	\$ 300.00	\$21,000
4	12" Gate Valve and Box	5	EA	\$ 12,000.00	\$60,000
5	8" Gate Valve and Box	3	EA	\$ 8,000.00	\$24,000
6	6" Gate Valve and Box	4	EA	\$ 6,000.00	\$24,000
7	4" Gate Valve and Box	7	EA	\$ 5,000.00	\$35,000
8	6" Fire Hydrant (New)	1	EA	\$ 10,000.00	\$10,000
9	12" x 8" Water Line Connection	1	EA	\$ 5,000.00	\$5,000
11	Water Metal Detectable Tape	3,850	LF	\$ 1.00	\$3,850
TOTAL ESTIMATED CONSTRUCTION COSTS:					\$697,300
TOTAL BUDGET (INCLUDING CONTINGENCIES):					\$767,000
NON-CONSTRUCTION COSTS					
Engineering (+/- 8.5%)					\$65,200
Surveying (+/- 2.5%)					\$19,200
Part-Time Resident Project Representative (Inspection) (+/- 4%)					\$30,700
TXDOT Permitting (+/- 1.5%)					\$11,500
TOTAL NON-CONSTRUCTION COSTS:					\$126,600
PROJECT TOTAL BASE BID					\$893,600

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 4A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



AGENDA ITEM

Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2025-09-01, an ordinance establishing a speed limit of 30 miles per hour on Gallego Avenue from South 1st Street to South 5th Street, pursuant to a traffic and engineering investigation, and providing for appropriate signage; providing for the following clauses: Findings of Fact, Establishment, Cumulative, Severability, Proper Notice & Meeting, Public Hearing, and Effective Date.

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

Geoffrey R. Calderon, City Secretary

Approved - 9/23/2025

Final Approval - 9/23/2025

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 8A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation:



AGENDA ITEM

Approval of the September 9, 2025 Special Meeting Minutes (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

SUPPORTING MATERIALS

1. 9-9-25 Special City Council Minutes

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

Geoffrey R. Calderon, City Secretary

Approved - 9/10/2025

Final Approval - 9/23/2025

City Of Alpine
SPECIAL CITY COUNCIL MEETING
Tuesday, September 9, 2025 – 5:30 PM
Minutes

1. **CALL TO ORDER.**

- A. Pledge of Allegiance to the United States Flag.
- B. Pledge of Allegiance to the Texas Flag.
- C. Determination of a Quorum and Proof of Notice of the Meeting.

City Council Members Present:

Councilor Lucy Escovedo
Councilor Rick Stephens (*arrived late*)
Mayor Catherine Eaves
Councilor Eva Martinez
Councilor Richard Portillo
Councilor Robert Ruckes

City Staff and Stakeholders Present:

Geoffrey R. Calderon, City Secretary
& Interim City Manager
Abel Hinojos, Airport Supervisor

Not Present: None

Others Present: 2 other attendees

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and City Secretary, Geoffrey Calderon, reported that the meeting agenda was posted by 2:00 P.M. on September 3, 2025.

2. **PUBLIC COMMENTS.**

Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at www.cityofalpine.com/councilcomments. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.

3. **PUBLIC HEARINGS.**

At this time, the Mayor will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.

4. **PUBLIC PRESENTATIONS.**

- A. Presentations & Recognitions
- B. Proclamations

C. Community Interest Items

- i) Mayor Announcements
- ii) City Manager Announcements
- iii) Council Member Announcements

5. **CHANGES TO POSTED AGENDA.**

NOTICE: *The City Council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.*

- A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.
- B. **Items to be removed from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor or any City Council member. Items removed from the consent agenda will be considered in the *Items Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.
- C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.
- D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may, by simple request, ask that time-sensitive items be considered during that section.

6. **TIME SENSITIVE ITEMS.**

7. **CONSENT AGENDA.**

8. **ITEMS REMOVED FROM THE CONSENT AGENDA.**

9. **REPORTS & PRESENTATIONS.**

Presentations are limited to 6 minutes each. A bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the City Council.

10. **INFORMATION OR DISCUSSION ITEMS.**

11. **ACTION ITEMS.**

Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).

12. **EXECUTIVE REPORTS.**

Executive reports are limited to 10 minutes each. The City Council may hold a discussion during this section regarding any item listed on the agenda. No action may take place regarding report items, unless specified on the agenda.

City Mayor Report

B. City Manager Report

13. CITY COUNCIL MEMBER COMMENTS.

RESOLUTION 2025-09-14-A: On a motion by Councilor Richard Portillo and seconded by Councilor Robert Rückes to recess into executive session, the City Council unanimously adopted the motion. **(5:34 P.M.)**

14. EXECUTIVE SESSION.

NOTICE: *The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (development).*

A. Personnel Matters § 551.074, Texas Government Code:

- a. Conduct interviews for the position of City Manager and discuss next steps moving forward. (G. Calderon, Interim City Manager)

15. ACTION AFTER EXECUTIVE SESSION.

RESOLUTION 2025-09-14-B: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to move back into open session, the City Council unanimously adopted the motion. **(7:29 P.M.)**

- A. Action, if any, concerning any of the items listed in executive session. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-14-C: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to take no action after executive session, the City Council unanimously adopted the motion.

16. ADJOURN.

There being no further business, the meeting was adjourned by Mayor Eaves. (7:30 P.M.)

APPROVED:

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 5:00 P.M. on September 3, 2025, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 3rd day of September 2025.



Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer



CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 8B

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approval of the September 16, 2025 Regular Meeting Minutes (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 9-16-25 City Council Minutes

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/23/2025
Final Approval - 9/23/2025

City Of Alpine
REGULAR CITY COUNCIL MEETING
Tuesday, September 16, 2025 – 5:30 PM
Minutes

1. **CALL TO ORDER.**

Mayor Catherine Eaves called the meeting to order at 5:30 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom Videoconference in the City of Alpine, Texas. Mayor Eaves led the pledge of allegiance to the flags.

A. Pledge of Allegiance to the United States Flag.

B. Pledge of Allegiance to the Texas Flag.

C. Determination of a Quorum and Proof of Notice of the Meeting.

City Council Members Present:

Councilor Lucy Escovedo
Councilor Rick Stephens
Mayor Catherine Eaves
Councilor Eva Martinez
Councilor Richard Portillo
Councilor Robert Rückes

City Staff and Stakeholders Present:

Geoffrey R. Calderon, City Secretary
& Interim City Manager
Cynthia Trevino, City Attorney
Felipe Fierro, Police Captain
Victoria Sanchez, Director of Finance
Abel Hinojos, Airport Supervisor
Jessica Isley, Building Official

Not Present: None

Others Present: 7 others

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and City Secretary, Geoffrey Calderon, reported that the meeting agenda was posted by 2:00 P.M. on September 10, 2025.

2. **PUBLIC COMMENTS.**

Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at www.cityofalpine.com/councilcomments. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.

Public Comments: Cathy Lemmons, Brewster County Resident, addressed the City Council in support of Information or Discussion Item B.

3. **PUBLIC HEARINGS.**

At this time, the Mayor will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must

be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.

Open (5:34 P.M.)

- A. Public Hearing to obtain citizen views and comments regarding the first and final reading of Ordinance 2025-09-02, an ordinance amending the City of Alpine Fiscal Year 2024-2025 budget; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date.

Public Comments: None.

- B. Public Hearing to obtain citizen views and comments regarding Ordinance 2025-09-03, an ordinance making appropriations for the support of the City of Alpine, Texas for the fiscal year beginning October 1, 2025, and ending September 30, 2026; appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; adopting the annual budget of the City of Alpine, Texas for the fiscal year 2025-2026.

Public Comments: None.

- C. Public Hearing to obtain citizen views and comments regarding Ordinance 2025-09-04, an ordinance approving the fiscal year 2025-2026 proposed tax rate of \$0.424737 per \$100 of assessed valuation for the fiscal year October 1, 2025 through September 30, 2026 for use and support of the municipal government of the City of Alpine, Texas. This tax rate will raise the same amount of revenue from property taxes as last year's tax rate.

Public Comments: None.

- D. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2025-09-01, a special use permit allowing the applicant, April McAnally, to establish a short term rental at 509 N. 6th St. The property owner of record is Elizabeth Rogers. The Parcel ID of the subject property is 12058.

Public Comments: None.

Close (5:37 P.M.)

4. PUBLIC PRESENTATIONS.

- A. Presentations & Recognitions
- B. Proclamations
- C. Community Interest Items

- i) Mayor Announcements
- ii) City Manager Announcements
- iii) Council Member Announcements

5. **CHANGES TO POSTED AGENDA.**

NOTICE: *The City Council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.*

- A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.

No items were continued or withdrawn.

- B. **Items to be removed from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor or any City Council member. Items removed from the consent agenda will be considered in the *Items Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.

No items were removed from the consent agenda for separate discussion.

- C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.

No action items were added to the consent agenda.

- D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may, by simple request, ask that time-sensitive items be considered during that section.

No items were added to the time-sensitive items portion of the agenda.

6. **TIME SENSITIVE ITEMS.**

7. **CONSENT AGENDA.**

- A. Approval of the August 26, 2025 Budget Workshop Meeting Minutes. (G. Calderon, Interim City Manager)
- B. Approval of the September 2, 2025 Regular Meeting Minutes. (G. Calderon, Interim City Manager)
- C. Approval of the August 2025 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, Interim City Manager)

- D. Approval of Special Use Permit 2025-09-01, a special use permit allowing the applicant, April McAnally, to establish a short term rental at 509 N. 6th St. The property owner of record is Elizabeth Rogers. The Parcel ID of the subject property is 12058. (G. Calderon, Interim City Manager)
- E. Approval of August 2025 Invoice for Bojorquez Law Firm Services. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-17: On a motion by Councilor Rick Stephens and Seconded by Councilor Robert Rückes to approve the consent agenda as presented, the City Council unanimously adopted the motion.

8. **ITEMS REMOVED FROM THE CONSENT AGENDA.**

9. **REPORTS & PRESENTATIONS.**

Presentations are limited to 6 minutes each. A bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the City Council.

10. **INFORMATION OR DISCUSSION ITEMS.**

- A. Discussion regarding internships and succession planning with Dr. Jessica Velasco, program coordinator for the MPA program. (C. Eaves, Mayor)

Dr. Jessica Velasco addressed the City Council regarding internships and succession planning.

- B. Discuss city funding for non-profit and community organizations, and the possibility of funding the charitable organization of Saint Vincent of Paul. (E. Martinez, City Council)

Councilor Eva Martinez led a discussion regarding possible funding for the St. Vincent De Paul Organization.

- C. Discussion regarding the City's agreement with Deckard Technologies, Inc. for short-term rental software and consideration of whether to continue services for an additional one year term. (G. Calderon, Interim City Manager)

The following city staff members addressed the City Council regarding the current contract with Deckard Technologies:

*Geoffrey R. Calderon, Interim City Manager
Victoria Sanchez, Director of Finance
Jessica Isley, Building Official
Grisell Gonzales, Finance Clerk*

Mayor Eaves called a short recess. (6:14 P.M.)

The meeting resumed. (6:19 P.M.)

11. **ACTION ITEMS.**

Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).

- A. Approve the first and final reading of Ordinance 2025-09-02, an ordinance amending the City of Alpine Fiscal Year 2024-2025 budget; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-18: On a motion by Councilor Rick Stephens and Seconded by Councilor Richard Portillo to approve, the City Council unanimously adopted the motion.

- B. Approve the first and final reading of Ordinance 2025-09-03, an ordinance making appropriations for the support of the City of Alpine, Texas for the fiscal year beginning October 1, 2025, and ending September 30, 2026; appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; adopting the annual budget of the City of Alpine, Texas for the fiscal year 2025-2026. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-19: On a motion by Councilor Lucy Escovedo and seconded by Councilor Eva Martinez to approve, discussion ensued.

RESOLUTION 2025-09-20: On a motion by Councilor Rick Stephens to amend Ordinance 2025-09-03 to reduce the water budget by \$250,000 and reduce the sewer budget by \$250,000 and reduce the budget from \$17.047 million and adopt the budget at \$16.547 million. The motion was seconded by Councilor Lucy Escovedo, the City Council members voted in the following manner:

Councilor Richard Portillo: For
Councilor Eva Martinez: Against
Councilor Robert Rückes: Against
Councilor Lucy Escovedo: For
Councilor Rick Stephens: For

RESOLUTION 2025-09-21: On a motion by Councilor Richard Portillo and seconded by Councilor Eva Martinez to reopen the vote for the amendment, City Council voted with 4 members in favor and Councilor Rick Stephens voting against.

RESOLUTION 2025-09-22: After reopening the vote for the amendment proposed in Resolution 2025-09-20, the City Council voted in the following manner:

In favor of the amendment proposed by Resolution 2025-09-20:
Councilor Rick Stephens

Against:
Councilor Richard Portillo
Councilor Eva Martinez
Councilor Robert Rückes
Councilor Lucy Escovedo

The motion to amend the original motion was not adopted.

The City Council then voted on the original motion to adopt the budget as presented, with 4 members voting in favor, excluding Councilor Stephens, who voted against the motion.

- C. Approve the first and final reading of Ordinance 2025-09-04, an ordinance approving the fiscal year 2025-2026 proposed tax rate of \$0.424737 per \$100 of assessed valuation for the fiscal year October 1, 2025 through September 30, 2026 for use and support of the municipal government of the City of Alpine, Texas. This tax rate will raise the same amount of revenue from property taxes as last year's tax rate. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-23: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes that the property tax rate be adopted at the no new revenue tax rate of \$0.424737 per \$100 of valuation, which is effectively a 0 percent increase in the tax rate, the City Council unanimously adopted the motion by roll call vote:

Councilor Richard Portillo: For
Councilor Eva Martinez: For
Councilor Robert Rückes: For
Councilor Lucy Escovedo: For
Councilor Rick Stephens: For

- D. Approve the first reading of Ordinance 2025-09-01, an ordinance establishing a speed limit of 30 miles per hour on Gallego Avenue from South 1st Street to South 5th Street, pursuant to a traffic and engineering investigation, and providing for appropriate signage; providing for the following clauses: Findings of Fact, Establishment, Cumulative, Severability, Proper Notice & Meeting, Public Hearing, and Effective Date. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-24: On a motion by Councilor Lucy Escovedo and seconded by Councilor Robert Rückes to approve, the City Council unanimously adopted the motion.

- E. Approve Resolution 2025-09-15, a resolution adopting a power pedestal rental policy and agreement; Establishing rental fees; Providing for fee waivers for city-sponsored events; Requiring release of liability; Providing for damages recovery; Providing for reduced nonprofit rates; Authorizing the City Manager to administer and implement the policy; And providing an effective date. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-25: On a motion by Councilor Lucy Escovedo and seconded by Councilor Robert Rückes to approve, the City Council unanimously adopted the motion.

- F. Approve Resolution 2025-09-16, a resolution authorizing the City to participate in the Fiscal Year 2026 Regional Solid Waste Project allocation RIOCOC managed program. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-26: On a motion by Councilor Richard Portillo and seconded by Councilor Robert Rückes to approve, the City Council unanimously adopted the motion.

- G. Approve the 2025-2026 Alpine Public Library Contract. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-27: On a motion by Councilor Rick Stephens and seconded by Councilor Lucy Escovedo to approve, the City Council unanimously adopted the motion.

- H. Approve the 2025-2026 Family Crisis Center of the Big Bend Contract. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-28: On a motion by Councilor Robert Rückes and seconded by Councilor Richard Portillo to approve, the City Council adopted the motion with all members voting in favor excluding Lucy Escovedo who voted against.

- I. Approve the 2025-2026 Children's Advocacy Center of the Big Bend contract. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-29: On a motion by Councilor Robert Rückes and seconded by Councilor Richard Portillo to approve, the City Council did not adopt the motion with all members voting against adoption except Councilor Eva Martinez voting in favor.

12. **EXECUTIVE REPORTS.**

Executive reports are limited to 10 minutes each. The City Council may hold a discussion during this section regarding any item listed on the agenda. No action may take place regarding report items, unless specified on the agenda.

City Mayor Report

- B. **City Manager Report:** Employee Compensation; Streets; Water; Wastewater, Budget; Grants; Information Technology & Cybersecurity; Utility Billing Software Transition; Requests for Proposals; Smart Meters; Pending Projects; City Manager Search.

13. **CITY COUNCIL MEMBER COMMENTS.**

RESOLUTION 2025-09-30: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to recess into executive session, the City Council unanimously adopted the motion. (7:43 P.M.)

14. **EXECUTIVE SESSION.**

NOTICE: *The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (development).*

- A. Consultation with Attorney § 551.071, Texas Government Code:

- a. Review and discuss the Texas Disposal Systems contract terms. (R. Stephens, City Council)

Personnel Matters § 551.074, Texas Government Code:

- a. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (G. Calderon, Interim City Manager)

15. **ACTION AFTER EXECUTIVE SESSION.**

RESOLUTION 2025-09-31: On a motion by Councilor Robert Rückes and seconded by Councilor Rick Stephens to move into regular session, the City Council unanimously adopted the motion. **(8:28 P.M.)**

- A. Action, if any, concerning any of the items listed in executive session. (G. Calderon, Interim City Manager)

RESOLUTION 2025-09-32: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to take no action, the City Council unanimously adopted the motion.

16. **ADJOURN.**

There being no further business, the meeting was adjourned by Mayor Eaves. (8:28 P.M.)

APPROVED:

ATTEST:

Catherine Eaves, *Mayor*

Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on September 10, 2025, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

**WITNESS MY HAND AND SEAL
this 10th day of September 2025.**

Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer



CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 10A

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



AGENDA ITEM

Municipal Court Update by the Honorable Municipal Judge, Elizabeth Lewis, and Municipal Court Clerk, Alicia Fernbaugh. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. MUNICIPAL COURT UPDATE - October 2025

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/23/2025
Final Approval - 9/23/2025

MUNICIPAL COURT UPDATE
JANUARY 1, 2025 – AUGUST 31, 2025

MONTHLY COURT REVENUE BREAKDOWN:

Month	Total Collected	Kept by City	Remitted to State
January	\$10,391.83	\$5,700.19	\$4,691.64
February	\$9,831.39	\$5,882.52	\$3,948.87
March	\$11,566.12	\$6,939.61	\$5,172.51
April	\$5,590.32	\$3,061.96	\$2,528.36
May	\$7,626.70	\$4,199.12	\$3,427.58
June	\$8,345.35	\$4,760.58	\$3,584.77
July	\$5,405.80	\$2,976.28	\$2,429.52
August	\$6,850.68	\$4,117.24	\$2,733.44
Totals through August	\$65,608.19	\$37,091.93	\$28,516.26

NEW CASES AND CASES DISPOSED:

Month	New Cases	Cases Disposed
January	57	43
February	66	44
March	54	62
April	65	31
May	77	48
June	61	46
July	48	30
August	31	40
Totals through August	459	344

DISPOSITIONS BY TYPE:

Closed – Paid Fines and Costs	76%
Dismissed after Driver Safety Course	7%
Dismissed after Deferred Disposition	6%
Compliance	4%
Dismissed by Prosecution/Not Prosecuted	4%
Other Dispositions	3%

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 11A

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: None



AGENDA ITEM

Discuss the Skyway Gardens II Development including concerns with the water pressure and the feasibility study conducted by Jacob | Martin. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

This item was requested to be added by the City Council in case the discussion regarding the feasibility study presentation by Jacob | Martin in the Water Workshop needed to be extended and discussed further outside of the workshop.

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/23/2025
Final Approval - 9/23/2025

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 11B

Department: Office of the City Manager

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: None



AGENDA ITEM

Discuss hiring Government Capital Securities Corporation as the City's Municipal Advisor. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Purpose

The purpose of this item is to consider engaging Government Capital Securities Corporation (GCSC) as the City of Alpine's Municipal Advisor to assist with financial planning, structuring, and execution of future debt issuances. This agreement would ensure the City has access to professional advisory services when evaluating financing strategies for major projects, including anticipated water system improvements.

Background

The City periodically evaluates financing options to support infrastructure and capital needs. With multiple water and wastewater projects under consideration, including those to be discussed in the scheduled Water Workshop, staff recommends exploring the possibility of securing professional municipal advisory services to ensure compliance with federal and state regulations, protect the City's financial interests, and maximize available funding options.

GCSC is a registered Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board. Under this agreement, GCSC would have a fiduciary duty to the City, ensuring advice is provided in the City's best interest.

Key Provisions of the Agreement

- **Scope of Services:** GCSC will advise on structuring debt, selecting bond counsel and other professionals, preparing financial disclosures, coordinating with rating agencies, reviewing bids, and monitoring market conditions.
- **Financing Options:** GCSC will also provide advice on alternative financing methods, including bank loans, private placements, and state/federal programs.

- **Compensation:** Fees are based on the size of each issuance (ranging from \$15,000 for transactions up to \$1 million, with scaled pricing for larger issuances). Additional services, such as continuing disclosure filings, may incur modest annual fees.
- **Term:** The agreement is for one year, with automatic annual renewals, but may be terminated by either party with 30 days' notice.
- **Fiduciary Duty:** GCSC is bound by a duty of care and duty of loyalty, requiring full disclosure of conflicts of interest and ensuring advice is based on accurate and complete information.

Relation to Water Workshop

Because the City Council will hold a Water Workshop during this meeting, re-introducing available financing options is timely. The Municipal Advisor's role would be instrumental in:

- Exploring financing strategies to fund critical water system projects;
- Providing objective analysis of bond issuance, low-interest loan programs (e.g., TWDB, USDA), and other debt instruments;
- Supporting the Council in evaluating long-term affordability and rate impacts of water infrastructure investments.

SUPPORTING MATERIALS

1. GCSC MA Agreement- City of Alpine (Sept. 2025)
2. GCSC Tax Exempt Finance Table

BUDGET CONSIDERATIONS

Expenditure Required: N/A
 Savings Anticipation: N/A
 Current Budget FY 2024-2025: N/A
 Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
 Geoffrey R. Calderon, City Secretary

Approved - 9/24/2025
 Final Approval - 9/24/2025



MUNICIPAL ADVISORY AGREEMENT

This Municipal Advisory Agreement is agreed upon this the _____ day of _____, 2025 by and between the CITY OF ALPINE (the “Client”) and GOVERNMENT CAPITAL SECURITIES CORPORATION (“GCSC”).

WHEREAS, the Client periodically desires to issue debt securities or related indebtedness (“Securities”) and is in need of advice on such issuances;

WHEREAS, GCSC has advised a variety of governmental entities and maintains expertise in that area; and will have a fiduciary responsibility to the Client and

WHEREAS, the Client and GCSC desire to establish a relationship, which is terminable as provided herein, pursuant to which GCSC will advise the Client on the issuance of Securities, as well as provide advice pertaining to the structuring and sale of the Securities and other matters.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions referenced and exchanged herein, the receipt and sufficiency of which is hereby acknowledged, the parties hereto, intending to be legally bound, covenant and agree as follows:

1. Scope of Municipal Advisory Activities to be Performed. GCSC shall serve as the Client’s Municipal Advisor for the issuance of the Client’s Securities. Such advice can include, as applicable to the Securities to be issued, the following:

Assist in the selection of bond counsel and any other professional services entity in connection with the issuance of the Securities.

Advise as to the obligation structure, considering such factors as, terms, features, maturity amounts and dates, coupon rates, call features, reserve requirements, administrative costs, security features, credit enhancements, and other pertinent factors, and make recommendations to the Client with respect to the appropriateness and adequacy of the obligation structure and features.

Advise the Client generally on alternative financing and loan practices, structures, and programs.

Confer with bond and tax counsel concerning all necessary legal documents and proceedings and obtain their opinion relative to the compliance with limitations and constraints of federal tax regulations applicable to tax-exempt obligations.

Assist in the preparation of preliminary and final official statements, if requested.

Arrange for the purchase of escrow securities, if applicable.

Select a paying agent or trustee, as required, or an escrow agent to hold the escrow securities and make payments on bonds refunded, if applicable.

Meet with the Client and personnel to assist in explaining the Client’s Securities, if requested.

Advise the Client of the prevailing bond market conditions and recommend the timing of any public sale or private placement of Securities.

Coordinate the preparation of materials for submission to rating agencies for municipal bond rating.

Attend the bond sale, review the bids received and provide recommendations to the Client and its governing board as to acceptance of a bid; and, if applicable, structure the refunding issue based on the bid accepted.

Assist in the preparation and filing of annual continuing disclosure reports, if applicable, with the MSRB.

Advise, assist, negotiate on behalf of, and make recommendations to the Client regarding the terms and pricing for the Client's securities or other obligations with (a) state or national banks, (b) accredited investors, or (c) qualified institutional buyers.

Advise and assist in the preparation and filing of Arbitrage Rebate reports if needed.

Perform all other duties usually performed by a Municipal Advisor incidental to a financing program as may be requested by the Client. However, GCSC will NOT accept or hold "Good Faith" deposits to the Client provided by Underwriters.

2. **Independent Registered Municipal Advisor ("IRMA")**. If acting in the capacity of an Independent Registered Municipal Advisor ("IRMA") with regard to the IRMA exemption of the SEC Rule, GCSC will review all third-party recommendations submitted to GCSC in writing by the Client.

3. **Compensation**. Issuer shall pay a fee for each issuance of Securities which shall be equal to or less than the fee schedule below, plus reasonable expenses to GCSC as compensation for advising the Issuer on the Issuance of Securities. Said payment will be due and payable upon the funding of said Securities. ⁱ

Government Capital Securities Fee Structure* (Based on total proceeds of issue) *Excludes TWDB, TCEQ, USDA transactions which will be 25% above the base rates below.					
From	\$0	to	\$1,000,000	fee is	\$15,000
From	\$1,000,001	to	\$3,000,000	fee is	\$15,000 + \$12.50 per \$1,000 over \$1,000,000
From	\$3,000,001	to	\$5,000,000	fee is	\$40,000 + \$11.00 per \$1,000 over \$3,000,000
From	\$5,000,001	to	\$10,000,000	fee is	\$62,000 + \$8.00 per \$1,000 over \$5,000,000
From	\$10,000,001	to	\$20,000,000	fee is	\$102,000 + \$7.00 per \$1,000 over \$10,000,000
From	\$20,000,001	to	\$30,000,000	fee is	\$172,000 + \$6.00 per \$1,000 over \$20,000,000
From	\$30,000,001	to	\$50,000,000	fee is	\$232,000 + \$5.00 per \$1,000 over \$30,000,000
From	\$50,000,001	to	\$100,000,000	fee is	\$332,000 + \$3.00 per \$1,000 over \$50,000,000

Other services:

MSRB Continuing Disclosure (if required) preparation & filing \$1,750 per year. House Bill 1378 preparation \$250 per year.



4. **Term of Engagement.** Client agrees to utilize GCSC as its Municipal Advisor for a period of one (1) year from and after the date of this Agreement or for such period of time until the aforementioned Securities have been successfully funded. It is understood that this agreement shall automatically renew for subsequent one (1) year periods of time. It is recognized that both the Client and GCSC possess the right to terminate this Agreement anytime with or without cause upon thirty (30) days' prior written notice.

5. **Fiduciary Duty.** GCSC is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board ("MSRB"). As such, GCSC has a Fiduciary duty to the Client and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care:

- a) exercise due care in performing its municipal advisory activities;
- b) possess the degree of knowledge and expertise needed to provide the Client with informed advice;
- c) make a reasonable inquiry as to the facts that are relevant to Client's determination as to whether to proceed with a course of action or that form the basis for any advice provided to Client; and
- d) undertake a reasonable investigation to determine that GCSC is not forming any recommendation on materially inaccurate or incomplete information; GCSC must have a reasonable basis for:
 - i. any advice provided to or on behalf of the Client;
 - ii. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the Client, any other party involved in the municipal securities transaction or financial product, or investors in Client's securities; and
 - iii. any information provided to the Client or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

GCSC must deal honestly and with the utmost good faith with the Client and act in Client's best interests without regard to the financial or other interests of GCSC. GCSC will eliminate or provide full and fair disclosure (included herein) to Client about each material conflict of interest (as applicable). GCSC will not engage in municipal advisory activities with Client as an financial entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in Client's best interests.

6. **Authority to Execute.** The individuals signing this Agreement on behalf of GCSC and the Client each represents and warrants that he or she is duly authorized to execute and deliver this Agreement on such party's behalf.

This Agreement is entered into on the date first written above.

CITY OF ALPINE

GOVERNMENT CAPITAL
SECURITIES CORPORATION



By: _____
Title: Mayor

By: _____
Title: President



ⁱ Required Disclosures:

Disclosure of Conflicts of Interest and Legal or Disciplinary Events

Pursuant to Municipal Securities Rulemaking Board (“MSRB”) Rule G-42, on Duties of Non-Solicitor Municipal Advisors, Municipal Advisors are required to make certain written disclosures to clients and potential clients which include, amongst other things, Conflicts of Interest and any Legal or Disciplinary events of GCSC and its associated persons.

Conflicts of Interest

Compensation

GCSC represents that in connection with the issuance of municipal securities, GCSC may receive compensation from a Client or Obligated Person for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, GCSC hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest regarding GCSC’s ability to provide unbiased advice to enter into such transaction. The contingent fee arrangement creates an incentive for the firm to recommend unnecessary financings or financings that are disadvantageous to the Client, or to advise Client to increase the size of the issue. GCSC mitigates such conflict through its adherence to its fiduciary duty to Client, which includes a duty of loyalty to Client in performing all municipal advisory activities to Client. This duty of loyalty obligates GCSC to deal honestly and with the utmost good faith with the Client and act in the Client’s best interests without regard to GCSC’s financial or other interests.

Other Municipal Advisor Relationships

GCSC serves a wide variety of other Clients that may from time to time have interests that could have a direct or indirect impact on the interests of another GCSC Client. For example, GCSC serves as municipal advisor to other municipal advisory Clients and, in such cases, owes a regulatory duty to such other Clients. These other Clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various Clients, GCSC could potentially face a conflict of interest arising from these competing Client interests. GCSC fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with all of its Clients. GCSC fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with Client receiving this disclosure.

GCSC does not engage in any fee-splitting arrangement involving GCSC and any provider of investments. GCSC as an administrative task and on behalf of the Issuer, will pay various participants involved in a municipal bond transaction from monies received from the Issuer. GCSC does not consider its administrative task for the Issuer to have any impediment to GCSC’s ability to render unbiased and competent advice or to fulfill its regulatory duty to its clients.

The fee paid to GCSC increases the cost of issuance to Client. The increased cost occurs from compensating GCSC for municipal advisory services provided.

If GCSC becomes aware of any additional potential or actual conflict of interest after this disclosure, GCSC will disclose the detailed information in writing to the Client or obligated person in a timely manner.

Legal or Disciplinary Events

GCSC does not have any legal events or disciplinary history on GCSC’s Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The Client may electronically access GCSC’s most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: www.sec.gov/edgar/searchedgar/companysearch.html.

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC. If any material legal or regulatory action is brought against GCSC, GCSC will provide complete disclosure to the Client in detail allowing the Client to evaluate GCSC, its management and personnel.

Municipal Securities Rulemaking Board Rule G-10 Disclosure

Pursuant to Municipal Securities Rulemaking Board Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

- GCSC is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.
- Within the Municipal Securities Rulemaking Board (“MSRB”) website at www.msrb.org, CLIENT may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.





GOVERNMENT CAPITAL SECURITIES

Texas Tax-Exempt Finance Overview

Type of Issuer	Tax-exempt Obligation	Maximum Maturity	Common Maturity Ranges	Voter Approval		Atty Gen Approval		Purposes For Which Proceeds May Be Used	Source(s) Used to Pay Debt Service	Other Information
				Yes	No	Yes	No			
CITY & COUNTY	General Obligation Bonds	40 years	15-25 years	•		•		May be used to finance any type of lawful expenditure for public projects; however, is mainly used for acquisition/construction or renovation of capital assets (not working capital)	Ad valorem tax levy (I&S)	
	Revenue Bonds	40 years	10-30 years		•	•		To finance any type of public project that generates revenues (water & sewer systems, electric systems, public airports)	Specific revenues generated by the project	
	Certificates of Obligation	40 years	5-25 years		•	•		To finance construction of any public work, purchase of personal property, or payment of contractual obligation for professional services	Ad valorem tax (I&S) plus revenue pledge (at least \$1,000) (Note 1)	Notice publication requirement (once a week for 2 consecutive weeks) Subject to voter referendum if 5% of qualified voters file a petition
	Limited Tax Notes	7 years	5-7 years		•	•		May be used to finance any public project	Ad valorem tax levy (I&S)	
	Public Property Finance Contractual Obligations	25 years	3-15 years (Usable life of property financed)		•		•	To finance personal property (as opposed to capital assets) (Personal property can be physically removed from the real property without damaging the real property)	Ad valorem tax levy (M&O) and other available revenues	
	Lease/Purchase Agreements	25 years	Useful life of property financed		•		•	To finance personal property (as opposed to capital assets) (Personal property can be physically removed from the real property without damaging the real property)	Ad valorem tax levy (M & O); specific revenues; or current revenues (subject to annual appropriation)	
	Tax Anticipation Notes (TANs) Tax and Revenue Anticipation Notes (TRANs)	1 year	6 mos – 1 year		•		•	To cover short-term cash flow requirements	Ad valorem tax levy (I&S/M&O) (and revenues from a project when issuing TRANs)	

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Municipal Advisor
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CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 11C

Department: City Council

Sponsor: Lucy Escovedo, Councilor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



AGENDA ITEM

Discuss concerns with customers receiving blank or zero balance water bills, bill due dates, and past due notices regarding Utility Billing. (L. Escovedo, City Council)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/23/2025
Final Approval - 9/23/2025

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 11D

Department: Office of the City Manager

Sponsor: Catherine Eaves, Mayor

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: None



AGENDA ITEM

Discuss establishing a policy for the city funding non-profit organizations. (C. Eaves, Mayor)

EXECUTIVE SUMMARY

On **January 7, 2025**, the Alpine City Council reviewed a **draft Community Service Grant Program Policy and Application** designed to establish a formal process for evaluating and funding requests from non-profit organizations.

The Council recognized that the City has received an increasing number of requests from non-profits for financial support. Council members expressed a desire to implement a **structured and transparent process** to evaluate these requests fairly and consistently, ensuring that limited City funds are directed toward organizations and programs that provide measurable benefits to Alpine residents.

Key Features of the Draft Policy:

- **Eligibility Criteria** – Non-profits must be registered and in good standing, demonstrate measurable positive impact on Alpine residents, and align with priority focus areas such as public safety, veteran services, basic needs for seniors and low-income residents, beautification, and educational assistance.
- **Competitive Grant Process** – Applications would be evaluated through a standardized review and scoring system, ensuring fairness and prioritization of high-impact proposals.
- **Funding Allocation** – Annual funding levels would be determined through the budget process, with awards issued as one-time grants from the City's general fund.
- **Transparency & Accountability** – Applicants must provide detailed budgets and supporting documentation, while recipients are required to submit quarterly progress reports and present annual impact summaries to Council.
- **Council Oversight & Recusal Rules** – Council members with affiliations to applicant organizations must recuse themselves from deliberations, further reinforcing impartiality and transparency.

Benefits of Adopting Such a Policy:

- Creates a **transparent, accountable process** for allocating City funds.
- Promotes **fairness and consistency** by evaluating applications using the same standards.
- Strengthens **fiscal responsibility** by ensuring public dollars support programs that align with community priorities and provide measurable impact.
- Reduces ad hoc funding decisions and provides clarity to non-profit partners seeking City support.
- Improves long-term planning by requiring **reporting and performance evaluation**.

Conclusion:

The draft policy represents an important step in formalizing how the City partners with non-profits, ensuring that requests are handled transparently and equitably. Adoption of such a framework will help the City maximize community benefit while maintaining accountability in the use of public funds.

SUPPORTING MATERIALS

1. DRAFT - Community Service Grant Program Policy & Application

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/23/2025
Final Approval - 9/23/2025



CITY OF ALPINE

Community Service Grant Program Policy & Application

Date: January XX, 2025

Version: 1.0

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1.0 POLICY

1.1 STATEMENT

The City of Alpine recognizes the vital role nonprofit organizations play in improving the quality of life for our residents. To support these efforts, the Alpine Community Services Grant Program provides competitive grant funding to eligible nonprofits that deliver services benefiting Alpine residents.

While all applications are welcome, special consideration will be given to organizations that offer Alpine residents the following:

1. Public Safety and disaster relief assistance
2. Basic needs and services for veterans
3. Basic needs and services for the elderly
4. Basic needs and services for people with lower incomes
5. Community beautification and upkeep
6. Educational resources and assistance

1.2 SCOPE

This policy applies to all nonprofit organizations seeking funding from the Alpine Community Services Grant Program. It governs the eligibility, application, review, funding, reporting, and transparency processes for all grants awarded through this program. The scope of the program includes:

- Organizations operating within the City of Alpine or providing measurable benefits to Alpine residents.
- Nonprofit projects or programs that align with the City's organizational goals and community priorities.
- One-time grants funded exclusively through the City of Alpine's general fund, subject to annual budget approval and availability.

This policy does not apply to:

1. Organizations already under contract with the City to provide specific services (e.g., utility assistance, business retention).
2. For-profit entities or individuals.

2.0 DEFINITIONS

2.1 DEFINITIONS

For clarity and consistency, the following terms are defined as used in this policy:

1. **Nonprofit Organization:** An organization registered under Section 501(c)(3) of the Internal Revenue Code or similar legal designation, operating on a not-for-profit basis for charitable, educational, or community purposes.
2. **Public Safety:** Services or initiatives aimed at protecting the health, safety, and welfare of the community, including disaster relief, emergency response, and crime prevention.
3. **Basic needs:** Essential resources and services such as food, clothing, shelter, healthcare, and utilities that ensure the well-being of individuals or families.
4. **Community Beautification:** Activities or projects that enhance the physical appearance and environmental quality of Alpine, including landscaping, public art installations, and litter removal.
5. **Educational Assistance:** Programs or services that promote learning, skill development, or access to education for Alpine residents.
6. **Competitive Grant:** A funding process where applications are evaluated based on predetermined criteria to ensure fairness and the selection of the most impactful proposals.
7. **Grant Recipient:** A nonprofit organization awarded funds through the Alpine Community Services Grant Program to implement an approved project or program.
8. **General Fund:** The primary fund source for the City of Alpine's operations and programs, including the Community Services Grant Program.
9. **Eligible Organizations:** A nonprofit that meets the criteria outlined in the Eligibility Criteria section of this profit.

3.0 GUIDELINES AND PROCEDURES

3.1 PROGRAM GUIDELINES

- **Funding Source:** The program is funded through the City of Alpine's general fund.
- **Competitive Process:** Grant funding is limited and awarded based on a competitive evaluation process. Not all requests may be funded.
- **Purpose:** Funding will be provided to organizations whose proposals most effectively serve the public purpose in alignment with the City's goals and community's needs.

3.2 ELIGIBILITY CRITERIA

1. Applicants must be registered nonprofit organizations in good standing with relevant state and federal regulatory authorities.
2. The nonprofit must demonstrate a measureable positive impact on Alpine residents.
3. Proposals must align with the grant program's priority focus areas listed above.
4. Applicants must have served at least ____ Alpine residents or demonstrated a community-wide benefit.

3.3 APPLICATION PROCESS

1. **Application Availability:** Applications will be made available on the City of Alpine Website and at City Hall.
2. **Submission Deadline:** Applications must be submitted by the specified due date. Late submissions will not be considered.
3. **Required Documentation** must be included with application:
 - Organization's mission and objectives
 - Detailed Description of the project or program for which funding is requested
 - Budget breakdown of requested funds
 - Evidence of nonprofit status and financial transparency
 - Details of additional funding sources, if applicable

3.4 REVIEW AND EVALUATION

1. Applications will be reviewed by the Alpine City Council during a designated Community Services Grant Program Workshop

2. Council Members with affiliations to applying organizations must recuse themselves from the review process.
3. Applications will be evaluated based on:
 - Alignment with program focus areas and community priorities
 - Impact on the Alpine community
 - Feasibility of proposed project/program and budget

3.5 FUNDING ALLOCATION

Annual funding for the program will be determined through the City's budget process. Award amounts are subject to available resources and may vary based on program demand. Funds are provided as one-time grants and must be used solely for the approved program or project.

3.6 REPORTING REQUIREMENTS

1. Quarterly Reports: Grant Recipients must submit quarterly progress reports to the Alpine City Council at regularly scheduled meetings. Reports must include:
 - Financial Statements
 - Progress updates on program milestones
 - Challenges or issues encountered
2. Reports should be concise and include a brief presentation of six (6) minutes, including time for Council questions.
3. Failure to meet reporting requirements may result in future funding ineligibility.
4. An annual summary of grant impacts will be presented by the Office of the City Manager during a regular scheduled City Council Meeting in September of each year.

3.7 TIMELINE

- Applications Available: TBD
- Application Deadline: TBD
- Application Review: TBD
- Award Announcements: TBD
- Funding Release Date: TBD
- Last Day for Use of Funds: TBD

4.0 VERSION HISTORY

This policy will be reviewed periodically to ensure continued relevance and effectiveness.

Version	Date	Responsible	Revision Summary
1.0	January xx, 2025	City Manager	Document Creation

DRAFT

City of Alpine Community Services Grant Program Application

Instructions

Thank you for your interest in the Alpine Community Services Grant Program. Please complete the application form below and attach all required documentation. Applications must be submitted by **[insert deadline]** to be considered. Late or incomplete applications will not be reviewed.

Completed applications can be submitted:

- Online via the City of Alpine website
- In-person at Alpine City Hall

If you have questions, please contact **[contact person's name]** at **[contact information]**.

Section 1: Organization Information

1. **Organization Name:**

2. **Contact Person:**

Name: _____

Title: _____

Phone: _____

Email: _____

3. **Organization Address:**

City: _____ State: _____ ZIP: _____

4. **Tax ID Number:** _____

5. **Nonprofit Status:**

- ☐ Registered 501(c)(3)
 - ☐ Other (please specify): _____
-

Section 2: Project or Program Information

1. **Project/Program Title:**

2. **Which focus area(s) does your project/program align with? (Select all that apply):**

- ☐ Public safety and disaster relief assistance
- ☐ Basic needs and services for veterans
- ☐ Basic needs and services for people with lower incomes
- ☐ Community beautification and upkeep
- ☐ Educational assistance

3. **Provide a brief description of your project/program:**

4. **How will this project/program benefit Alpine residents?**

5. **Number of Alpine residents served:**

Section 3: Funding Request

1. **Total Amount Requested:** \$_____

2. **Provide a detailed budget for your project/program:**
(Attach a separate document if necessary.)

Expense Category	Amount
------------------	--------

Total:	\$_____
--------	---------

3. **Have you secured other funding sources for this project/program?**

- ☐ Yes (Please list): _____
- ☐ No

Section 4: Supporting Documentation

Please attach the following documents:

1. Proof of nonprofit status (e.g., IRS determination letter)
2. Financial statements (most recent)
3. Detailed project/program budget (if not completed above)
4. List of the organization's Board of Directors and key staff
5. Any additional information that supports your application

Section 5: Certification

I, the undersigned, certify that all information provided in this application is true and accurate to the best of my knowledge. I understand that failure to comply with reporting requirements or misuse of grant funds may result in disqualification from future funding opportunities.

Authorized Representative Signature: _____

Printed Name: _____

Title: _____

Date: _____

For City Use Only

- Date Received: _____
- Application Complete: ☐ Yes ☐ No
- Review Date: _____
- Decision: ☐ Approved ☐ Denied
- Award Amount: _____

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 11E

Department: City Council

Sponsor: Catherine Eaves, Mayor

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: None



AGENDA ITEM

Discuss the letter of support for the Alpine Independent School District's \$2 million grant application to the Moody Foundation, aimed at enhancing early childhood education opportunities in Alpine and the surrounding region; and discuss potential amendments to the City Council Rules of Procedure ordinance to expressly authorize the Mayor to sign letters of support that do not obligate City funds and that promote collaboration with community partners. (C. Eaves, Mayor)

EXECUTIVE SUMMARY

Background

The City of Alpine recently received an urgent request from the Alpine Independent School District to sign a letter of support for their \$2 million grant application to the Moody Foundation. The grant would fund early childhood education initiatives with benefits extending throughout Alpine and the surrounding area. The timeline for submission did not allow for the Council to formally meet and act on the request prior to the deadline.

Under the City Charter, the Mayor is recognized as the ceremonial head of City government; however, there is no explicit ordinance or rule granting authority for the Mayor to unilaterally sign letters of support on behalf of the City without prior Council approval. Traditionally, letters of support that represent the City's position have been brought before the Council for approval at a posted meeting. This ensures transparency and compliance with the Texas Open Meetings Act.

Issue

The absence of an explicit rule authorizing the Mayor to sign non-binding letters of support has created challenges when urgent deadlines arise. Without express authorization, staff and the Mayor are placed in a difficult position of either:

- **Delaying or missing opportunities** due to posting requirements for formal Council action, or
- **Risking Open Meetings Act concerns** if informal polling of Council Members is attempted to establish consensus outside of a posted meeting.

Recommendation

As the City is currently in the process of updating its Council Rules of Procedure ordinance, this presents an opportunity to address the issue proactively. Staff recommends that Council consider amending the ordinance to explicitly authorize the Mayor to sign certain letters of support without prior Council approval, provided that:

1. The letter does not obligate City funds or commit City resources;
2. The letter relates to projects or initiatives that benefit the community or further intergovernmental or community partnerships;
3. The letter is reported to the Council at the next regular meeting and included in the meeting packet for transparency.

This amendment would preserve Council's oversight role for binding commitments, while also enabling timely support for community initiatives that align with the City's interests. A provision may also be added that if the council has an issue with letter, they can vote to issue a retraction letter.

Benefits

- **Efficiency:** Allows timely responses to grant opportunities and urgent requests.
- **Transparency:** Letters signed under this authority would be reported to Council at the next meeting.
- **Community Partnership:** Strengthens collaboration with schools, non-profits, and other local entities by avoiding delays.
- **Legal Compliance:** Reduces the risk of Open Meetings Act violations by removing the need for serial communications or polling.

Next Steps

If Council is amenable, staff will prepare draft language amending the City Council Rules of Procedure ordinance to incorporate this authority and bring it forward for consideration during the ongoing ordinance update process.

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/24/2025
Final Approval - 9/24/2025

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 11F

Department: City Council

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Rick Stephens, City Council Member

Staff Recommendation: None



AGENDA ITEM

Discuss the City of Alpine Fiscal Year 2025-2026 approved budget including the implications of allocation of the fund balance. (R. Stephens, City Council)

EXECUTIVE SUMMARY

- The City of Alpine Fiscal Year 24-25 budget totaled \$17.2 million of which \$1.5 million came from federal funding to support a \$2 million expenditure to support significant upgrades to the waste water treatment plant.
- Federal funding is not available to support the the Fiscal Year 25-26 budget
- The City financial closing for the Fiscal Year 24-25 budget year is not yet complete so it is not yet possible to determine if the City spend was under the \$17.2 million Fiscal Year 24-25 authorization. Any under run could add to the City fund balance estimated to be \$3.4 million
- On September 16, 2026, the City Council passed a budget for Fiscal Year 25-26 allocating \$17.0 million that allocated \$1.4 million from the City of Alpine fund balance of \$3.4 million leaving a balance of \$2.0 million. \$250,000 of the approved budget was an undefined capital improvement plan for the waste water treatment plant. It also included \$300,000 to support installation of automatic gas meter readers in Fort Davis, about \$300,000 to support 6% increases in employee pay. The water budget and waste water budgets exceed the amount of revenue they bring in. The gas department is break even.
- There are a number of infrastructure improvements that City Council has discussed in the past that include the following that all require prioritization, exceed the available funds and require allocation of critical city financial resources:
 - Rebuild clarifier #2 at the waste water treatment plant
 - Resolve the low pressure water issue on the SE part of Alpine
 - Resolve the leaking water distribution issues
 - On the west side of Alpine
 - Habitual leaking water lines
 - Provide connectivity between the east and west water systems of Alpine
 - Develop new water well capacity either through lease or fresh drilling of wells to support Alpine
 - Install automatic water meter readers across the City

- Install automatic gas meter readers across the City
 - Many items listed in the City Capital Improvement Plan “wish list
- City Council needs to establish priorities and approaches to fund sustaining and improving the infrastructure. The choices appear to be: 1) Allocation of fund balance, 2) Increases in water, sewer, and gas rates, 3) Debt

SUPPORTING MATERIALS

1. FY 2025-2026 ADOPTED BUDGET

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/23/2025
Final Approval - 9/23/2025

CITY OF ALPINE

Adopted
FY 2025 –
2026
Budget



City of Alpine Fiscal Year 2025 – 2026 Adopted Budget

Property Tax Rate Comparison: Per \$100 Valuation

	<u>FY2024 - 2025</u>	<u>FY2025-2026</u>
Proposed Tax Rate:	0.439205/\$100	0.424737/\$100
No New Revenue Tax Rate:	0.422705/\$100	0.424737/\$100
Voter Approval Tax Rate:	0.498208/\$100	0.441946/\$100
De Minimis Rate	0.499822/\$100	0.511239/\$100
Debt Rate:	0.010198/\$100	0.007578/\$100

Total debt obligation for City of Alpine FY2025-2026 Budget secured by property taxes:
\$127,342.



MAYOR & CITY COUNCIL

FY 2025 - 2026

VOTE (FOR/AGAINST)

CATHERINE EAVES
Mayor
Term 2024 - 2026

RICHARD PORTILLO
Councilmember Ward 1
Term 2025 – 2028

EVA MARTINEZ
Councilmember Ward 2
Term 2024 – 2027

ROBERT RÜCKES
Councilmember Ward 3
Term 2025 – 2028

LUCY ESCOVEDO
Councilmember Ward 4
Term 2024 – 2027

RICK STEPHENS
Mayor Pro-Term
Councilmember Ward 5
Term 2023 – 2026

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August 12, 2025

Honorable Mayor and City Council,

I am pleased to present the proposed FY 2025–2026 budget. It keeps core services steady, advances the Council’s focus on infrastructure and people, and does so with a smaller overall footprint than last year.

OVERVIEW

- **Total proposed budget:** \$16,998,337 (down ~2.8% vs. FY 2024–2025 combined), driven mostly by lower enterprise spending.
- **General Fund:** \$6,520,266 (essentially flat; -0.27%).
- **Enterprise Funds (water, wastewater, sanitation, airport, gas):** \$9,611,629 (-4.59%).
- **Interest & Sinking (Debt Service):** \$49,742 revenue and appropriation proposed.

REVENUES THAT MATTER MOST

- **Property tax (General Fund):** Proposed collections of **\$2,206,451** (slightly above last year’s budget). Final rate will be set with the tax-rate ordinance \$0.41759 per 100 valuation.
- **Sales tax:** Budgeted at **\$2,260,000** (no change vs. last year).
- **Debt service (I&S) levy:** \$49,742 proposed to meet FY 2025–2026 bond payments \$0.007578 per 100 valuation.

Note: For reference, last year’s adopted property-tax rate was \$0.439205 per \$100 valuation, with a \$0.010198 debt component. This year’s **proposed** rates will be updated once the certified roll and notices are finalized.

SPENDING FOCUS

- **Keep the basics strong.** The General Fund stays level while continuing police, streets, parks, animal services, and citywide support.
- **Infrastructure first.** Enterprise budgets prioritize water and wastewater reliability, landfill compliance, and safe gas operations within a slightly smaller overall spend.
- **Debt commitments.** The I&S budget matches projected payments for the 2011 Certificates of Obligation.

WHAT IS CHANGING (AT A GLANCE)

- **General Fund:** Flat, with modest realignments across administrative and operating lines to reflect current needs while holding the bottom line.
- **Enterprise Fund:** Overall reduction relative to last year's amended plan, reflecting tighter, project-specific capital and operations pacing across water, sewer, sanitation, airport, and gas.

BOTTOM LINE

This is a steady, service-first budget that meets obligations, funds essentials, and keeps faith with our infrastructure priorities—without growing the top line. I appreciate the Council's feedback and look forward to finalizing the tax rate and any rate resolutions so we can get to work on delivery.

Respectfully,

Geoffrey R. Calderon, TRMC
Interim City Manager

CITY OF ALPINE FISCAL YEAR 2026 BUDGET CALENDAR

Milestone	Target Date	Notes
Receive Certified Tax Roll	July 25, 2025	
Capital Program sent to the City Council	July 29, 2025	
Notice in the Alpine Avalanche of Capital Program Public Hearing & Capital Plan Summary	July 31, 2025	Notice will be sent to the publisher by 12pm on July 29th
Submit Capital Program to Council via email	August 5, 2025	Late budget process due to leadership transition. Acknowledge deviation in Council records because Council has discretion to accept deviation when properly documented. Will be presented in resolution for CIP.
Formalize Draft Budget	August 12, 2025	
Budget filed with the City Secretary	August 12, 2025	
Budget sent to Council via email	August 12, 2025	City Manager shall submit to the Council a budget for the ensuing fiscal year. Required by Charter 5.02
Formal Approval & Public Hearing of Capital Program	August 19, 2025	Council to Approve CIP
Publish Notice of Budget Public Hearing	August 21, 2025	Due to publisher by August 19 th at 12:00pm
Budget/Tax Rate Workshop	August 23, 2025	Budget/Tax Rate Workshop: review certified values, discuss proposed tax rate.
Final Reading, Public Hearing & Budget Adoption	September 2, 2025	
Post/Publish Public Hearing for Tax Rate Hearing & Budget Hearing	September 4, 2025	Due to publisher by September 2 nd at 12:00pm
Post & Publish Tax Rate Hearing Notice	September 11, 2025	Due to publisher by September 9 th at 12:00pm
Deadline to approve the Budget	September 15, 2025	Sec. 5.05(c) of the City Charter
Hold Budget & Tax Rate Hearing & Adoption	September 16, 2025	Regular City Council Meeting



**CITY OF ALPINE, TEXAS
COMBINED BUDGET SUMMARIES
FISCAL YEAR: 2025-2026**

FUND/DEPARTMENT	FY 2024-2025 ADOPTED/AMENDED BUDGET As of 7/31/2025		FY 2025-2026 PROPOSED BUDGET		%
	REVENUE	APPROPRIATION	REVENUE	APPROPRIATION	
GENERAL FUND					
NON DEPARTMENTAL – GENERAL	\$130,000.00	\$722,129.00	\$131,000.00	\$719,751.00	
ADMINISTRATION	\$1,260,453.00	\$603,386.00	\$1,224,850.00	\$442,542.00	
CITY SECRETARY	\$0.00	\$0.00	\$0.00	\$289,960.00	
CITY GOVERNMENT	\$0.00	\$152,073.00	\$0.00	\$153,073.00	
HUMAN RESOURCE	\$0.00	\$114,044.00	\$0.00	\$124,815.00	
FINANCE	\$0.00	\$392,303.00	\$0.00	\$369,371.00	
MUNICIPAL COURT	\$50,250.00	\$108,680.00	\$47,250.00	\$114,806.00	
POLICE	\$4,650.00	\$1,637,250.00	\$5,000.00	\$1,650,028.00	
AD VALOREM TAX	\$2,203,447.00	\$0.00	\$2,206,451.00	\$0.00	
BUILDING SERVICES	\$94,000.00	\$265,640.00	\$94,500.00	\$268,479.00	
ANIMAL CONTROL	\$47,450.00	\$442,031.00	\$45,200.00	\$437,046.00	
PARKS / COMMUNITY RECREATION	\$25,500.00	\$552,350.00	\$25,500.00	\$512,653.00	
STREETS	\$70,200.00	\$1,495,132.00	\$70,000.00	\$1,414,292.00	
BUILDING MAINTENANCE	\$0.00	\$52,539.00	\$0.00	\$51,350.00	
TRANSFERS	\$191,607.00	\$0.00	\$438,415.00	\$0.00	
ALL TAXES	\$2,260,000.00	\$0.00	\$2,260,000.00	\$0.00	
TOTAL GENERAL FUND	\$6,337,557.00	\$6,537,557.00	\$6,548,166.00	\$6,548,166.00	0.16%
ENTERPRISE FUND					
NON DEPARTMENTAL – UTILITY BILLING	\$135,000.00	\$496,696.00	\$135,000.00	\$464,057.00	
WATER	\$1,961,000.00	\$2,054,410.00	\$1,936,800.00	\$2,226,125.00	
SEWER	\$800,000.00	\$2,014,388.00	\$800,000.00	\$926,592.00	
SANITATION / RECYCLING	\$2,454,305.00	\$2,303,908.00	\$2,457,620.00	\$2,314,218.00	
TRANSFERS	\$1,519,097.00	\$0.00	\$826,332.00	\$0.00	
AIRPORT	\$788,457.00	\$788,457.00	\$1,171,907.00	\$1,069,205.00	
GAS FUND	\$2,292,500.00	\$2,395,072.00	\$2,300,500.00	\$2,627,962.00	
TOTAL ENTERPRISE FUND	\$9,950,359.00	\$10,052,931.00	\$9,628,159.00	\$9,628,159.00	-4.41%
TOURISM FUND/HOTEL OCCUPANCY TAX					
TOURISM FUND/HOTEL OCCUPANCY TAX	\$650,000.00	\$830,914.00	\$650,000.00	\$821,429.00	
TRANSFERS	\$0.00	\$0.00	\$171,429.00	\$0.00	
TOTAL TOURISM FUND/HOT	\$650,000.00	\$830,914.00	\$821,429.00	\$821,429.00	-1.15%
INTEREST & SINKING					
INTEREST & SINKING	\$51,400.00	\$51,400.00	\$49,742.00	\$49,742.00	
TOTAL INTEREST & SINKING	\$51,400.00	\$51,400.00	\$49,742.00	\$49,742.00	-3.33%
COMBINED TOTALS	\$16,989,316.00	\$17,472,802.00	\$17,047,496.00	\$17,047,496.00	-2.49%



GENERAL FUND

PROPOSED 2025-2026

GENERAL FUND					
ACCT NUMBER	ACCOUNT TITLE	ORG BUDGET 2024-2025	CURRENT BUDGET 2024-2025	ACTUAL AS OF 07-31-2025	PROPOSED BUDGET 2025-2026
01-520-1000	SALE-CITY PROPERTY/ EASEMENTS	\$10,000.00	\$10,000.00	\$32,999.20	\$15,000.00
01-520-2000	WORKMAN'S COMP REFUND	\$0.00	\$0.00	\$0.00	\$0.00
01-520-4000	MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$720.17	\$1,000.00
01-520-9000	AUCTION	\$10,000.00	\$10,000.00	\$0.00	\$5,000.00
	NON DEPARTMENTAL REVENUE	\$20,000.00	\$20,000.00	\$33,719.37	\$21,000.00
01-521-0001	TEXSTAR	\$75,000.00	\$75,000.00	\$83,098.72	\$75,000.00
01-521-0002	TXCLASS CAPITAL IMPROVEMENTS	\$10,000.00	\$10,000.00	\$10,320.82	\$10,000.00
01-521-0003	TXCLASS FIRE ASSISTANCE	\$10,000.00	\$10,000.00	\$8,261.49	\$10,000.00
01-521-0004	TXCLASS CREEK PROJECT	\$10,000.00	\$10,000.00	\$9,893.05	\$10,000.00
01-521-0005	TXCLASS PUEBLO NUEVO	\$5,000.00	\$5,000.00	\$6,309.46	\$5,000.00
	INTEREST RESERVE ACCOUNTS	\$110,000.00	\$110,000.00	\$117,883.54	\$110,000.00
01-523-0090	ENTERPRISE ADMINISTRATIVE FEE	\$702,761.00	\$702,761.00	\$0.00	\$669,855.00
01-523-0100	ENTERPRISE FRANCHISE FEE	\$387,269.00	\$387,269.00	\$0.00	\$380,721.00
01-523-0612	FY 20 NSF - RETURNED CHECK FEE	\$150.00	\$150.00	\$0.00	\$150.00
01-523-1303	BEER & WINE PERMITS	\$7,500.00	\$7,500.00	\$4,645.00	\$7,500.00
01-523-1304	COIN OPERATEDAMUSEMENT FEE	\$6,000.00	\$6,000.00	\$2,500.00	\$6,000.00
01-523-1305	REZONING/VARIANCES	\$1,000.00	\$1,000.00	\$350.00	\$1,000.00
01-523-1306	PEDDLARS/SOLICITORS FEES	\$500.00	\$500.00	\$250.00	\$500.00
01-523-2000	7 % HOT OVERHEAD	\$44,677.00	\$44,677.00	\$0.00	\$48,528.00
01-523-2104	COPIES/PUBLIC	\$1,000.00	\$1,000.00	\$2.90	\$1,000.00
01-523-5203	SERV CHRГ/BAD CHECKS	\$200.00	\$200.00	\$0.00	\$200.00
01-523-5220	Discounts Earned (True Value)	\$0.00	\$0.00	\$0.00	\$0.00
01-523-5221	DONATIONS	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
01-523-7000	GENERAL BANK ACCT 2207 INTERE:	\$85,000.00	\$85,000.00	\$79,258.14	\$85,000.00
01-523-7003	INTEREST REVENUE - LEASE	\$0.00	\$0.00	\$0.00	\$0.00
01-523-7500	POST OFFICE GROUND LEASE	\$3,894.00	\$3,894.00	\$3,300.03	\$3,894.00
01-523-7501	NEIGHBORHOOD CENTER LEASE	\$6,000.00	\$6,000.00	\$5,000.00	\$6,000.00
01-523-7502	ALPINE COUNTRY CLUB LEASE - GC	\$2.00	\$2.00	\$0.00	\$2.00
01-523-9920	MISC INCOME/FEES	\$2,500.00	\$12,500.00	\$1,296.60	\$12,500.00
01-523-9921	TML. CONFERENCE	\$0.00	\$0.00	\$1,380.00	\$0.00
01-523-9922	OTHER GOVERNMENT/GRANT REIM	\$0.00	\$0.00	\$0.00	\$0.00
	ADMINISTRATIVE REVENUES	\$1,250,453.00	\$1,260,453.00	\$97,982.67	\$1,224,850.00
01-534-0300	CURRENT TAX COLLEC.	\$2,203,447.00	\$2,203,447.00	\$2,126,049.59	\$2,151,451.00
01-534-0400	DELINQUENT PENALTY & INTEREST	\$0.00	\$0.00	\$44,149.60	\$30,000.00
01-534-0410	M&O - DELINQUENT YEARS	\$0.00	\$0.00	\$0.00	\$0.00
01-534-0420	I&S DELINQUENT YEARS	\$0.00	\$0.00	\$0.00	\$0.00
01-534-0502	CURRENT PENALTY & INTEREST	\$0.00	\$0.00	\$17,744.58	\$15,000.00
01-534-0504	DELINQUENT PENALTY & INTERE	\$0.00	\$0.00	\$17,150.50	\$10,000.00
01-534-0505	DEALERSHIP INV. TX	\$0.00	\$0.00	\$0.00	\$0.00
01-534-0506	EXCESS PROCEEDS-TAX SALES	\$0.00	\$0.00	\$11,848.38	\$0.00
01-534-0507	BPP TAXES	\$0.00	\$0.00	\$38.12	\$0.00
	AD VALOREM TAX REVENUE	\$2,203,447.00	\$2,203,447.00	\$2,216,980.77	\$2,206,451.00
01-548-0401	CITY SALES TAX	\$2,150,000.00	\$2,150,000.00	\$1,648,273.36	\$2,150,000.00
01-548-0402	ELECTRIC FRANCHISE TAX	\$62,000.00	\$62,000.00	\$42,329.74	\$62,000.00
01-548-0403	TELEPHONE FRANCHISE TAX	\$8,000.00	\$8,000.00	\$4,347.99	\$8,000.00

01-548-0404	T.V. CABLE FRANCHISE TAX	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00
01-548-0406	MIXED BEVERAGE TAX	\$25,000.00	\$25,000.00	\$16,721.20	\$25,000.00
CITY SALES TAX REVENUES		\$2,260,000.00	\$2,260,000.00	\$1,711,672.29	\$2,260,000.00

Note: Prior year budget combined with administration. FY26 - separated for proper accountability.

01-619-0101	SALARIES	\$0.00	\$0.00	\$0.00	\$185,156.00
01-619-0103	OVERTIME	\$0.00	\$0.00	\$0.00	\$2,000.00
01-619-0105	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00
01-619-0201	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	\$14,319.00
01-619-0202	INSURANCE - GROUP	\$0.00	\$0.00	\$0.00	\$40,579.00
01-619-0203	RETIREMENT	\$0.00	\$0.00	\$0.00	\$4,105.00
01-619-0204	UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$300.00
01-619-0205	INS - WORKER'S COMP	\$0.00	\$0.00	\$0.00	\$501.00
01-619-0501	SUPPLIES	\$0.00	\$0.00	\$0.00	\$5,000.00
01-619-1500	TRAINING	\$0.00	\$0.00	\$0.00	\$5,000.00
01-619-1501	TRAVEL	\$0.00	\$0.00	\$0.00	\$5,000.00
01-619-1700	IT EQUIPMENT/SOFTWARE	\$0.00	\$0.00	\$0.00	\$5,000.00
01-619-2200	ELECTION EXPENSES	\$0.00	\$0.00	\$0.00	\$8,000.00
01-619-2700	TELEPHONE EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
01-619-2750	CELL PHONE EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
01-619-3000	CODIFICATION - ORDINANCE	\$0.00	\$0.00	\$0.00	\$15,000.00
CITY SECRETARY EXPENSES		\$0.00	\$0.00	\$0.00	\$289,960.00
01-620-1301	INSURANCE - GENERAL & LIABILITY	\$8,287.00	\$8,287.00	\$9,370.07	\$10,119.00
01-620-1400	CUSTODIAL SERVICE-GF DEPTS	\$0.00	\$0.00	\$0.00	\$0.00
01-620-1401	JANITORIAL SUPPLIES	\$5,000.00	\$5,000.00	\$2,440.28	\$5,000.00
01-620-1500	COPY EXPENSE-ALL GF DEPTS	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
01-620-1602	MAILING - ALL GF DEPTS.	\$15,000.00	\$15,000.00	\$6,832.24	\$15,000.00
01-620-1700	COMPUTER ASST -ALL GF DEPTS	\$20,000.00	\$20,000.00	\$11,137.87	\$20,000.00
01-620-1801	DUES/SUB/MEM -ALL GF DEPTS.	\$25,000.00	\$25,000.00	\$9,428.57	\$25,000.00
01-620-1802	PUB/NOT/ADV - ALL GF DEPTS.	\$25,000.00	\$25,000.00	\$13,304.00	\$25,000.00
01-620-1900	PRINTING - ALL GF DEPTS.	\$1,500.00	\$1,500.00	\$25.00	\$1,500.00
01-620-2101	AMBULANCE SUBSIDY	\$165,061.00	\$165,061.00	\$137,550.80	\$165,061.00
01-620-2102	LIBRARY SUBSIDY	\$40,000.00	\$40,000.00	\$33,333.30	\$45,000.00
01-620-2103	AISD -CHILDCARE	\$0.00	\$0.00	\$0.00	\$0.00
01-620-2104	FAMILY CRISIS CENTER	\$9,425.00	\$9,425.00	\$7,068.75	\$9,425.00
01-620-2105	CHILDRENS ADVOCACY CENTER	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
01-620-2106	ALPINE EMERGENCY SERVICES BOARD	\$40,000.00	\$50,000.00	\$50,000.00	\$50,000.00
01-620-2120	CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00
01-620-2200	ELECTION EXPENSE	\$12,000.00	\$12,000.00	\$13,261.32	\$0.00
01-620-2201	INTERNSHIP	\$0.00	\$0.00	\$0.00	\$0.00
01-620-2300	EMPLOYEE RELATIONS	\$12,500.00	\$12,500.00	\$8,454.48	\$12,500.00
01-620-2301	PUBLIC RELATIONS	\$1,000.00	\$1,000.00	\$800.00	\$1,000.00
01-620-3000	IRS PENALTY/FINE/VOIDED	\$0.00	\$0.00	\$1,724.93	\$0.00
01-620-4500	APPRAISAL BOARD	\$77,213.00	\$77,213.00	\$75,067.80	\$78,821.00
01-620-4501	TAX COLLECTION CONTRACT	\$23,643.00	\$23,643.00	\$23,642.85	\$24,825.00
01-620-6900	AUDIT	\$200,000.00	\$200,000.00	\$126,596.25	\$200,000.00
01-620-7900	CO HANDLING FEES	\$500.00	\$500.00	\$500.00	\$500.00
01-620-8002	INTEREST - LEASED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
01-620-8003	LEASED - EQUIPMENT	\$16,000.00	\$16,000.00	\$15,335.22	\$16,000.00

01-620-8004	SBITA PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00
01-620-9003	RIGHT TO USE LEASE - CAPITAL OU	\$0.00	\$0.00	\$0.00	\$0.00
01-620-9803	PRINCIPAL 0 RIGHT TO USE LEASES	\$0.00	\$0.00	\$0.00	\$0.00
01-620-9804	INTEREST EXPENSE - RIGHT TO USE	\$0.00	\$0.00	\$0.00	\$0.00
NON DEPARTMENTAL EXPENSES		\$712,129.00	\$722,129.00	\$550,873.73	\$719,751.00
01-622-0101	SALARIES	\$7,500.00	\$7,500.00	\$5,250.00	\$7,500.00
01-622-0201	SOCIAL SECURITY	\$573.00	\$573.00	\$401.62	\$573.00
01-622-0501	SUPPLIES	\$500.00	\$500.00	\$0.00	\$500.00
01-622-0502	HOSPITALITY	\$500.00	\$500.00	\$190.35	\$500.00
01-622-1502	MAYOR DISCRETIONARY	\$3,000.00	\$3,000.00	\$421.79	\$4,000.00
01-622-1503	WARD 1 DISCRETIONARY	\$3,000.00	\$3,000.00	\$1,916.81	\$4,000.00
01-622-1504	WARD 2 - DISCRETIONARY	\$3,000.00	\$3,000.00	\$2,258.86	\$4,000.00
01-622-1505	WARD 3 - DISCRESTIONARY	\$3,000.00	\$3,000.00	\$1,194.12	\$4,000.00
01-622-1506	WARD 4 - DISCRETIONARY	\$3,000.00	\$3,000.00	\$204.96	\$4,000.00
01-622-1507	WARD 5 - DISCRETIONARY	\$3,000.00	\$3,000.00	\$0.00	\$4,000.00
01-622-2000	BUILDING AND STANDARDS COMM	\$25,000.00	\$25,000.00	\$0.00	\$20,000.00
01-622-2121	LEGAL EXPENSES	\$100,000.00	\$100,000.00	\$47,408.79	\$100,000.00
01-622-2122	LEGAL EXPENSES - CIVIL	\$0.00	\$0.00	\$0.00	\$0.00
CITY COUNCIL EXPENSES		\$152,073.00	\$152,073.00	\$59,247.30	\$153,073.00
<i>Note: Prior year budget combined with administration. FY26 - separated for proper accountability.</i>					
01-623-0101	SALARIES	\$426,096.00	\$426,096.00	\$308,036.97	\$309,798.00
01-623-0103	OVERTIME	\$3,058.00	\$3,058.00	\$246.32	\$1,000.00
01-623-0104	CM - CAR ALLOWANCE	\$0.00	\$0.00	\$0.00	\$0.00
01-623-0105	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00
01-623-0201	SOCIAL SECURITY	\$37,745.00	\$37,745.00	\$23,012.01	\$23,701.00
01-623-0202	INSURANCE - GROUP	\$44,314.00	\$44,314.00	\$44,975.05	\$40,579.00
01-623-0203	RETIREMENT	\$7,679.00	\$7,679.00	\$6,726.73	\$6,815.00
01-623-0204	UNEMPLOYMENT	\$819.00	\$819.00	\$405.16	\$819.00
01-623-0205	INS - WORKMEN'S COMP	\$675.00	\$675.00	\$1,298.80	\$830.00
01-623-0501	SUPPLIES	\$6,500.00	\$6,500.00	\$4,278.40	\$5,000.00
01-623-0701	MAINT - VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00
01-623-0900	FUEL & OIL	\$0.00	\$0.00	\$0.00	\$0.00
01-623-1101	ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
01-623-1500	TRAINING	\$7,500.00	\$7,500.00	\$4,014.00	\$5,000.00
01-623-1501	TRAVEL	\$10,000.00	\$10,000.00	\$7,387.47	\$5,000.00
01-623-1700	IT EQUIPMENT/ SOFTWARE	\$20,000.00	\$20,000.00	\$7,797.49	\$20,000.00
01-623-2200	TML CONFERENCE	\$0.00	\$0.00	\$2,981.92	\$0.00
01-623-2700	TELEPHONE EXPENSES	\$7,500.00	\$7,500.00	\$6,676.29	\$7,500.00
01-623-2750	CELL PHONE EXPENSES	\$1,500.00	\$1,500.00	\$1,096.94	\$1,500.00
01-623-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00
01-623-3000	CODIFICATION-ORDINANCE	\$15,000.00	\$15,000.00	\$2,499.88	\$0.00
01-623-3001	RECORDS	\$0.00	\$0.00	\$0.00	\$0.00
01-623-9700	SOFTWARE/EMPLOYEE REVIEW	\$0.00	\$0.00	\$8,625.00	\$0.00
01-623-9800	CIP - COMPUTERS/IT	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
01-623-9801	LEASED VEHICLE	\$0.00	\$0.00	\$0.00	\$0.00
01-623-9802	INTEREST - LEASED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
ADMINISTRATIVE EXPENSES		\$603,386.00	\$603,386.00	\$430,058.43	\$442,542.00
01-524-2800	SCHOOL ZONE & BUS VIOLATIONS	\$0.00	\$0.00	\$0.00	\$0.00

01-524-2900	FINES & FEES REVENUE	\$50,000.00	\$50,000.00	\$35,208.79	\$45,000.00
01-524-3000	DEFERRED DISPOSITION	\$0.00	\$0.00	\$181.00	\$0.00
01-524-3300	MUN COURT TECHNOLOGY FUND	\$0.00	\$0.00	\$16.00	\$0.00
01-524-3350	TECHNOLOGY FUND INTEREST EAR	\$0.00	\$0.00	\$0.00	\$0.00
01-524-3400	MUNICIPAL COURT SECURITY FUNI	\$0.00	\$0.00	\$1,947.45	\$2,000.00
01-524-3500	TIME PAYMENT FEE	\$250.00	\$250.00	\$0.00	\$250.00
01-524-9000	OVERAGE/SHORTAGE	\$0.00	\$0.00	\$0.00	\$0.00
MUNICIPAL COURT REVENUES		\$50,250.00	\$50,250.00	\$37,353.24	\$47,250.00
01-624-0101	SALARIES	\$34,219.00	\$34,219.00	\$25,102.08	\$38,337.00
01-624-0103	OVERTIME	\$1,023.00	\$1,023.00	\$26.06	\$1,200.00
01-624-0105	CONTRACT LABOR	\$43,500.00	\$43,500.00	\$29,996.44	\$43,500.00
01-624-0201	SOCIAL SECURITY	\$2,689.00	\$2,689.00	\$1,922.36	\$3,025.00
01-624-0202	INSURANCE - GROUP	\$8,862.00	\$8,862.00	\$5,201.42	\$10,145.00
01-624-0203	RETIREMENT	\$770.00	\$770.00	\$549.90	\$869.00
01-624-0204	UNEMPLOYMENT	\$117.00	\$117.00	\$118.24	\$125.00
01-624-0205	INS - WORKMEN'S COMP	\$0.00	\$0.00	\$0.00	\$105.00
01-624-0208	FINE COLLECTION/FTA FEES	\$0.00	\$0.00	\$0.00	\$0.00
01-624-0501	OFFICE SUPPLIES	\$2,500.00	\$2,500.00	\$352.95	\$2,500.00
01-624-0502	SUPPLIES	\$1,000.00	\$1,000.00	\$335.01	\$1,000.00
01-624-1500	TRAINING	\$2,000.00	\$2,000.00	\$350.00	\$2,000.00
01-624-1501	TRAVEL	\$2,500.00	\$2,500.00	\$752.80	\$2,500.00
01-624-1700	IT EQUIPMENT/SOFTWARE	\$5,000.00	\$5,000.00	\$2,987.11	\$5,000.00
01-624-2000	CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00
01-624-2700	TELEPHONE EXPENSES	\$4,500.00	\$4,500.00	\$3,246.08	\$4,500.00
MUNICIPAL COURT EXPENSES		\$108,680.00	\$108,680.00	\$70,940.45	\$114,806.00
01-531-0600	REIMBURSEMENTS	\$2,200.00	\$2,200.00	\$0.00	\$2,000.00
01-531-0900	LEOSE-STATE COMPTROLLER	\$1,200.00	\$1,200.00	\$2,614.92	\$2,000.00
01-531-1000	RESTITUTION	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1304	POLICE IMPOUNDS	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1305	SPECIAL EVENT REVENUE	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1306	OVERSIZED ESCORT FEE	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1501	POLICE FINES	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1507	POLICE ACCIDENT REPORTS	\$1,250.00	\$1,250.00	\$695.00	\$1,000.00
01-531-1615	ABANDONED VEHICLES & INT	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1616	PD/FED EQUIT SHAR & INT	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1700	CIVIC CENTER SECURITY	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1900	DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00
01-531-9922	INSURANCE CLAIM	\$0.00	\$0.00	\$2,029.00	\$0.00
POLICE REVENUES		\$4,650.00	\$4,650.00	\$5,338.92	\$5,000.00
01-631-0101	SALARIES	\$992,338.00	\$992,338.00	\$759,807.74	\$971,850.00
01-631-0103	OVERTIME	\$62,203.00	\$62,203.00	\$68,813.93	\$65,000.00
01-631-0104	EVENT SECURITY	\$0.00	\$0.00	\$2,430.00	\$4,000.00
01-631-0201	SOCIAL SECURITY	\$80,461.00	\$80,461.00	\$61,941.78	\$79,626.00
01-631-0202	INSURANCE GROUP	\$168,394.00	\$168,394.00	\$127,583.08	\$182,080.00
01-631-0203	RETIREMENT	\$23,042.00	\$23,042.00	\$18,133.06	\$22,769.00
01-631-0204	UNEMPLOYMENT	\$2,340.00	\$2,340.00	\$1,229.87	\$2,340.00
01-631-0205	INS - WORKMEN'S COMP	\$26,402.00	\$26,402.00	\$15,151.36	\$24,169.00
01-631-0400	SAFETY PROGRAM	\$3,000.00	\$3,000.00	\$452.82	\$3,000.00

01-631-0501	OFFICE SUPPLIES	\$6,000.00	\$5,000.00	\$3,888.16	\$5,000.00
01-631-0502	FIELD SUPPLIES	\$10,000.00	\$8,500.00	\$3,309.70	\$8,500.00
01-631-0510	UNIFORMS	\$10,000.00	\$12,550.00	\$8,077.69	\$12,550.00
01-631-0700	MAINT - EQUIPMENT	\$3,500.00	\$3,500.00	\$456.52	\$3,500.00
01-631-0701	MAINT-VEHICLE	\$10,000.00	\$11,000.00	\$10,404.05	\$12,000.00
01-631-0713	MAINT - DRUG DOG	\$5,000.00	\$5,000.00	\$2,497.24	\$5,000.00
01-631-0900	FUEL & OIL	\$25,000.00	\$25,000.00	\$19,069.08	\$25,000.00
01-631-1101	ELECTRICITY	\$8,400.00	\$8,400.00	\$3,228.63	\$8,400.00
01-631-1301	LAW ENFORCEMENT LIABILITY INS	\$29,752.00	\$29,752.00	\$29,860.00	\$36,326.00
01-631-1401	JANITORIAL SUPPLIES	\$1,000.00	\$1,000.00	\$652.63	\$1,000.00
01-631-1500	TRAINING	\$10,000.00	\$10,000.00	\$5,062.90	\$10,000.00
01-631-1501	TRAVEL	\$10,000.00	\$9,450.00	\$4,055.72	\$10,000.00
01-631-1700	FY20 - IT/SOFTWARE	\$2,500.00	\$2,500.00	\$8,296.40	\$7,500.00
01-631-2700	TELEPHONE EXPENSES	\$13,250.00	\$13,250.00	\$11,018.11	\$13,250.00
01-631-2750	CELL PHONE EXPENSES	\$12,500.00	\$12,500.00	\$8,479.90	\$12,500.00
01-631-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00
01-631-3000	HEPATITIS SHOTS	\$0.00	\$0.00	\$0.00	\$0.00
01-631-3100	INFORMANT MONEY	\$0.00	\$0.00	\$1,320.00	\$0.00
01-631-3200	COMMUNITY PROGRAMS	\$12,000.00	\$12,000.00	\$4,470.31	\$12,000.00
01-631-3300	INVESTIGATIVE EXPENSES	\$3,000.00	\$2,500.00	\$264.00	\$2,500.00
01-631-3700	COPSYNC / SOUTHERN SOFTWARE	\$18,250.00	\$18,250.00	\$0.00	\$18,250.00
01-631-7000	CODE RED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
01-631-7001	FEDERAL WARNING SYSTEM	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
01-631-8001	LEASED VEHICLES	\$80,918.00	\$80,918.00	\$42,119.12	\$80,918.00
01-631-8002	INTEREST - LEASED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
01-631-8003	LEASED - EQUIPMENT	\$0.00	\$0.00	\$2,286.49	\$3,000.00
01-621-8004	SBITA INTERST	\$0.00	\$0.00	\$0.00	\$0.00
01-631-9300	FY24 - TASERS	\$5,000.00	\$5,000.00	\$4,778.68	\$5,000.00
01-631-9922	INSURANCE CLAIMS - PROPERTY	\$0.00	\$0.00	\$2,154.00	\$0.00

POLICE EXPENSES	\$1,637,250.00	\$1,637,250.00	\$1,231,292.97	\$1,650,028.00
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01-535-1301	PLUMBING PERMIT	\$15,000.00	\$15,000.00	\$6,982.41	\$15,000.00
01-535-1302	BUILDING PERMITS	\$65,000.00	\$65,000.00	\$52,648.44	\$65,000.00
01-535-1303	ELECTRICAL PERMITS	\$10,000.00	\$10,000.00	\$10,211.73	\$10,000.00
01-535-1304	IMPOUNDS	\$0.00	\$0.00	\$0.00	\$0.00
01-535-1305	MOVING PERMIT	\$2,500.00	\$2,500.00	\$350.00	\$2,500.00
01-535-1306	SIGN PERMIT	\$1,000.00	\$1,000.00	\$586.25	\$1,000.00
01-535-1307	FILMING PERMIT	\$500.00	\$500.00	\$400.00	\$500.00
01-535-1308	LANDFILL TIPPING FEES - AISD PRC	\$0.00	\$0.00	\$0.00	\$0.00
01-535-1309	LIVE MUSIC PERMIT	\$0.00	\$0.00	\$300.00	\$500.00

BUILDING SERVICES REVENUE	\$94,000.00	\$94,000.00	\$71,478.83	\$94,500.00
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01-635-0101	SALARIES	\$152,317.00	\$152,317.00	\$61,607.90	\$146,645.00
01-635-0103	OVERTIME	\$2,418.00	\$2,418.00	\$22.59	\$2,500.00
01-635-0105	CONTRACT LABOR	\$0.00	\$0.00	\$13,500.00	\$13,500.00
01-635-0201	SOCIAL SECURITY	\$11,806.00	\$11,806.00	\$4,626.03	\$11,410.00
01-635-0202	INSURANCE-GROUP	\$26,588.00	\$26,588.00	\$11,506.13	\$20,290.00
01-635-0203	RETIREMENT	\$3,381.00	\$3,381.00	\$1,339.37	\$3,276.00
01-635-0204	UNEMPLOYMENT	\$351.00	\$351.00	\$180.00	\$351.00
01-635-0205	INS-WORKERS COMP	\$195.00	\$195.00	\$932.00	\$715.00

01-635-0501	OFFICE SUPPLIES	\$3,000.00	\$3,000.00	\$1,136.66	\$3,000.00
01-635-0502	FIELD SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00
01-635-0510	UNIFORMS	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
01-635-0701	MAINT-VEHICLE	\$1,000.00	\$1,000.00	\$358.49	\$1,000.00
01-635-0900	FUEL & OIL	\$2,000.00	\$2,000.00	\$536.80	\$2,000.00
01-635-1301	LIABILITY/AUTO COVERAGE	\$941.00	\$941.00	\$892.99	\$1,149.00
01-635-1500	TRAINING	\$5,000.00	\$5,000.00	\$2,867.50	\$5,000.00
01-635-1501	TRAVEL	\$4,000.00	\$4,000.00	\$0.00	\$5,000.00
01-635-1700	IT EQUIPMENT/SOFTWARE	\$6,000.00	\$6,000.00	\$1,591.79	\$6,000.00
01-635-2000	ABATEMENT	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
01-635-2100	ENFORCEMENT CLEAN UP	\$4,500.00	\$4,500.00	\$581.75	\$4,500.00
01-635-2700	TELEPHONE EXPENSES	\$3,500.00	\$3,500.00	\$2,615.40	\$3,500.00
01-635-2750	CELL PHONE EXPENSES	\$1,250.00	\$1,250.00	\$721.42	\$1,250.00
01-635-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00
01-635-3500	ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00
01-635-8001	LEASED VEHICLE	\$16,393.00	\$16,393.00	\$7,781.47	\$16,393.00
01-635-8002	INTEREST - LEASED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
01-635-9000	PLANNING	\$0.00	\$0.00	\$0.00	\$0.00

BUILDING SERVICES EXPENSES	\$265,640.00	\$265,640.00	\$112,798.29	\$268,479.00
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01-636-0101	SALARIES	\$74,505.00	\$74,505.00	\$60,957.83	\$81,708.00
01-636-0103	OVERTIME	\$1,153.00	\$1,153.00	\$877.06	\$1,200.00
01-636-0201	SOCIAL SECURITY	\$5,773.00	\$5,773.00	\$4,630.95	\$6,343.00
01-636-0202	INSURANCE	\$17,726.00	\$17,726.00	\$7,059.54	\$20,290.00
01-636-0203	RETIREMENT	\$1,653.00	\$1,653.00	\$1,350.26	\$1,819.00
01-636-0204	UNEMPLOYMENT	\$234.00	\$234.00	\$128.26	\$234.00
01-636-0205	WORKMEN COMP	\$0.00	\$0.00	\$0.00	\$221.00
01-636-0501	SUPPLIES	\$2,000.00	\$3,500.00	\$1,358.01	\$3,500.00
01-636-1500	TRAINING	\$2,500.00	\$2,500.00	\$200.00	\$2,500.00
01-636-1501	TRAVEL	\$2,500.00	\$1,000.00	\$0.00	\$1,000.00
01-636-1700	IT EQUIPMENT/ SOFTWARE	\$3,500.00	\$3,500.00	\$754.22	\$3,500.00
01-636-2800	DRUG TESTING	\$2,500.00	\$2,500.00	\$3,240.00	\$2,500.00

HUMAN RESOURCE EXPENSES	\$114,044.00	\$114,044.00	\$80,556.13	\$124,815.00
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01-637-0101	SALARIES	\$284,809.00	\$284,809.00	\$180,538.27	\$258,339.00
01-637-0103	OVERTIME	\$4,321.00	\$4,321.00	\$770.21	\$4,000.00
01-637-0105	CONTRACT LABOR	\$0.00	\$0.00	\$1,372.50	\$0.00
01-637-0201	SOCIAL SECURTY	\$21,963.00	\$21,963.00	\$13,151.57	\$20,070.00
01-637-0202	INSURANCE-GROUP	\$35,452.00	\$35,452.00	\$32,610.04	\$40,579.00
01-637-0203	RETIREMENT	\$6,290.00	\$6,290.00	\$3,961.94	\$5,719.00
01-637-0204	UNEMPLOYMENT	\$468.00	\$468.00	\$376.64	\$468.00
01-637-0205	INS - WORKMEN'S COMP	\$0.00	\$0.00	\$0.00	\$696.00
01-637-0501	SUPPLIES	\$5,000.00	\$5,000.00	\$5,976.10	\$5,000.00
01-637-0502	OFFICE EQUIPMENT	\$0.00	\$0.00	\$316.79	\$0.00
01-637-1500	TRAINING	\$5,000.00	\$5,000.00	\$1,445.00	\$5,000.00
01-637-1501	TRAVEL	\$5,000.00	\$5,000.00	\$3,037.63	\$5,000.00
01-637-1700	IT EQUIPMENT/ SOFTWARE	\$18,000.00	\$18,000.00	\$25,200.48	\$20,000.00
01-637-2700	TELEPHONE EXPENSES	\$5,500.00	\$5,500.00	\$2,885.03	\$4,000.00
01-637-2750	CELL PHONE EXPENSES	\$500.00	\$500.00	\$193.25	\$500.00
01-637-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00

01-637-8001	SBITA PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00
	FINANCE DEPT EXPENSES	\$392,303.00	\$392,303.00	\$271,835.45	\$369,371.00
01-538-1301	QUARANTINE	\$4,500.00	\$4,500.00	\$680.00	\$4,500.00
01-538-1303	PET ADOPTIONS	\$12,500.00	\$12,500.00	\$4,700.00	\$8,000.00
01-538-1304	ANIMAL LICENSE FEES	\$1,500.00	\$1,500.00	\$815.00	\$1,500.00
01-538-1305	CREMATIONS	\$22,250.00	\$22,250.00	\$28,865.00	\$25,000.00
01-538-1306	EUTHANIZATIONS	\$0.00	\$0.00	\$0.00	\$0.00
01-538-1307	ANIMAL SURRENDER	\$2,000.00	\$2,000.00	\$570.00	\$2,000.00
01-538-1308	MICROCHIP	\$1,500.00	\$1,500.00	\$60.00	\$1,000.00
01-538-1309	ANIMAL IMPOUND	\$3,000.00	\$3,000.00	\$880.00	\$3,000.00
01-538-1310	VACCINES	\$200.00	\$200.00	\$37.00	\$200.00
01-538-1900	DONATIONS	\$0.00	\$0.00	\$645.00	\$0.00
01-538-2000	REIMBURSEMENTS	\$0.00	\$0.00	\$25.00	\$0.00
01-538-9000	INSURANCE CLAIM	\$0.00	\$0.00	\$0.00	\$0.00
	ANIMAL CONTROL REVENUES	\$47,450.00	\$47,450.00	\$37,277.00	\$45,200.00
01-638-0101	SALARIES	\$221,834.00	\$221,834.00	\$168,497.03	\$216,972.00
01-638-0103	OVERTIME	\$9,913.00	\$9,913.00	\$2,788.52	\$9,000.00
01-638-0201	SOCIAL SECURITY	\$17,682.00	\$17,682.00	\$12,700.20	\$17,288.00
01-638-0202	INSURANCE-GROUP	\$44,314.00	\$44,314.00	\$33,015.04	\$50,724.00
01-638-0203	RETIREMENT	\$5,064.00	\$5,064.00	\$3,732.94	\$4,947.00
01-638-0204	UNEMPLOYMENT	\$702.00	\$702.00	\$426.89	\$702.00
01-638-0205	INS-WORKMEN'S COMP	\$4,445.00	\$4,445.00	\$5,703.00	\$6,380.00
01-638-0501	SUPPLIES	\$2,500.00	\$2,400.00	\$1,785.97	\$2,500.00
01-638-0502	FIELD SUPPLIES	\$2,500.00	\$2,500.00	\$2,484.64	\$2,500.00
01-638-0510	UNIFORMS	\$1,500.00	\$1,500.00	\$934.27	\$1,500.00
01-638-0700	MAINT - EQUIPMENT	\$500.00	\$1,000.00	\$860.30	\$1,000.00
01-638-0701	MAINT-VEHICLE	\$1,500.00	\$1,500.00	\$1,097.29	\$1,500.00
01-638-0900	FUEL & OIL	\$6,500.00	\$6,500.00	\$2,681.85	\$6,500.00
01-638-1101	ELECTRICITY	\$3,500.00	\$3,500.00	\$3,074.51	\$3,500.00
01-638-1301	LIABILITY/AUTO COVERAGE	\$3,506.00	\$3,506.00	\$3,494.00	\$4,281.00
01-638-1401	JANITORIAL SUPPLIES	\$8,000.00	\$8,000.00	\$4,115.61	\$8,000.00
01-638-1500	TRAINING	\$6,000.00	\$6,000.00	\$790.63	\$5,000.00
01-638-1501	TRAVEL	\$4,000.00	\$4,000.00	\$3,345.24	\$5,000.00
01-638-1700	IT/SOFTWARE	\$4,500.00	\$4,500.00	\$2,330.31	\$4,500.00
01-638-2700	TELEPHONE EXPENSES	\$5,000.00	\$5,000.00	\$4,168.10	\$5,000.00
01-638-2750	CELL PHONE EXPENSES	\$2,000.00	\$2,000.00	\$1,442.84	\$2,000.00
01-638-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00
01-638-3200	ANIMAL CARE	\$35,000.00	\$34,600.00	\$18,678.65	\$35,000.00
01-638-3301	SPAY & NEUTER PROGRAM	\$30,000.00	\$30,000.00	\$16,489.58	\$25,000.00
01-638-8001	LEASED VEHICLE	\$21,571.00	\$21,571.00	\$11,190.07	\$18,252.00
01-638-8002	INTEREST - LEASED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
01-638-9000	CAT CONDO - PRIOR CIP - INCINERA	\$0.00	\$0.00	\$0.00	\$0.00
01-638-9001	CIP - HVAC SYSTEM	\$0.00	\$0.00	\$0.00	\$0.00
01-638-9922	INSURANCE CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00
	ANIMAL CONTROL EXPENSES	\$442,031.00	\$442,031.00	\$305,827.48	\$437,046.00
01-641-0503	PEST CONTROL - ALL GF	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
01-641-0510	UNIFORMS	\$0.00	\$0.00	\$0.00	\$0.00

01-641-0700	MAINT EQUIPMENT	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
01-641-0701	MAINT VEHICLE	\$750.00	\$750.00	\$0.00	\$750.00
01-641-0708	FIRE SAFETY INSPECTION	\$2,600.00	\$2,600.00	\$1,354.95	\$2,600.00
01-641-1301	LIABILITY/AUTO COVERAGE	\$1,189.00	\$1,189.00	\$0.00	\$0.00
01-641-1500	TRAINING	\$0.00	\$0.00	\$0.00	\$0.00
01-641-1501	TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00
01-641-6000	MAINT - CITY HALL	\$10,000.00	\$7,500.00	\$1,561.68	\$7,500.00
01-641-6001	MAINT - POLICE DEPT	\$3,000.00	\$5,500.00	\$1,552.07	\$5,500.00
01-641-6002	MAINT - ANIMAL SHELTER	\$20,000.00	\$20,000.00	\$18,856.29	\$20,000.00
01-641-6003	MAINT - SUNSHINE HOUSE	\$5,000.00	\$5,000.00	\$690.93	\$5,000.00
01-641-6004	MAINT - NEIGHBORHOOD CENTER	\$3,000.00	\$3,000.00	\$220.66	\$3,000.00
01-641-6005	MAINT - MAINTENANCE YARD	\$0.00	\$5,000.00	\$4,816.98	\$5,000.00
BUILDING MAINTENANCE		\$47,539.00	\$52,539.00	\$29,053.56	\$51,350.00
01-542-1100	SWIMMING POOL ADMISSIONS	\$15,000.00	\$15,000.00	\$13,383.00	\$15,000.00
01-542-1105	POOL CASH DRAWER/OVER/SHORT	\$0.00	\$0.00	\$25.00	\$0.00
01-542-1700	EVENTS SECURITY REVENUE	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
01-542-1703	CIVIC CENTER RENTAL	\$7,500.00	\$7,500.00	\$5,800.00	\$7,500.00
01-542-1900	PAVILION RENTAL	\$1,500.00	\$1,500.00	\$1,050.00	\$1,500.00
01-542-3900	SKATE PARK-DONATIONS & INT.	\$0.00	\$0.00	\$0.00	\$0.00
01-542-9100	MISC/REFUNDS	\$0.00	\$0.00	\$0.00	\$0.00
PARKS & POOL REVENUE		\$25,500.00	\$25,500.00	\$20,258.00	\$25,500.00
01-642-0101	SALARIES	\$276,878.00	\$276,878.00	\$184,896.23	\$220,749.00
01-642-0103	OVERTIME	\$15,812.00	\$15,812.00	\$3,783.85	\$15,000.00
01-642-0201	SOCIAL SECURITY	\$21,569.00	\$21,569.00	\$13,751.55	\$18,035.00
01-642-0202	INSURANCE - GROUP	\$53,177.00	\$53,177.00	\$46,922.04	\$60,869.00
01-642-0203	RETIREMENT	\$6,177.00	\$6,177.00	\$3,500.78	\$5,160.00
01-642-0204	UNEMPLOYMENT	\$702.00	\$702.00	\$550.16	\$702.00
01-642-0205	INS - WORKMEN'S COMP	\$3,037.00	\$3,037.00	\$3,037.00	\$3,410.00
01-642-0501	SUPPLIES	\$2,500.00	\$2,500.00	\$2,020.24	\$2,500.00
01-642-0502	FIELD SUPPLIES	\$8,000.00	\$11,000.00	\$7,024.82	\$10,000.00
01-642-0503	POOL SUPPLIES	\$0.00	\$0.00	\$0.00	\$1,000.00
01-642-0510	UNIFORMS	\$5,000.00	\$5,000.00	\$2,286.29	\$5,000.00
01-642-0700	MAINT - EQUIPMENT	\$5,000.00	\$8,000.00	\$3,699.80	\$8,000.00
01-642-0701	MAINT - VEHICLES	\$4,000.00	\$4,000.00	\$2,454.82	\$4,000.00
01-642-0707	MAINTENANCE - POOL	\$12,500.00	\$14,500.00	\$10,690.47	\$15,000.00
01-642-0709	SUPPLIES - CIVIC CENTER	\$8,500.00	\$8,500.00	\$6,140.48	\$8,500.00
01-642-0710	POOL - PUMP REPLACEMENT	\$0.00	\$0.00	\$0.00	\$14,000.00
01-642-0730	MAINT - ALL PARKS	\$45,000.00	\$37,000.00	\$25,471.79	\$35,000.00
01-642-0731	LUJAN PARK - COUNCIL APPROVED	\$5,000.00	\$5,000.00	\$585.56	\$5,000.00
01-642-0732	TREE DONATION	\$0.00	\$0.00	\$0.00	\$0.00
01-642-0900	FUEL & OIL	\$10,000.00	\$10,000.00	\$4,668.95	\$10,000.00
01-642-1101	Electricity	\$16,000.00	\$16,000.00	\$12,353.77	\$16,000.00
01-642-1301	LIABILITY/AUTO COVERAGE	\$5,569.00	\$5,569.00	\$5,735.42	\$6,799.00
01-642-1500	TRAINING	\$3,000.00	\$3,000.00	\$3,910.00	\$3,000.00
01-642-1501	TRAVEL	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
01-642-1700	IT EQUIPMENT/ SOFTWARE	\$3,500.00	\$3,500.00	\$2,262.66	\$3,500.00
01-642-2700	TELEPHONE EXPENSES	\$5,500.00	\$5,500.00	\$3,718.60	\$5,500.00
01-642-2750	CELL PHONE EXPENSES	\$1,800.00	\$1,800.00	\$721.42	\$1,800.00

01-642-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00
01-642-3500	MASTER PARK PLAN - ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00
01-642-8001	LEASED VEHICLE	\$26,629.00	\$26,629.00	\$8,477.18	\$26,629.00
01-642-8002	INTEREST - LEASED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
01-642-9000	FY24 - PARK SIGNS	\$5,000.00	\$5,000.00	\$1,069.30	\$5,000.00
01-642-9001	CIP - PUEBLO NUEVO PARK - TPWD M	\$0.00	\$0.00	\$0.00	\$0.00
01-642-9002	PUEBLO NUEVO PARK IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00
PARKS & POOL EXPENSES		\$552,350.00	\$552,350.00	\$359,733.18	\$512,653.00
01-544-1901	ROAD REPAIR	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00
01-544-5005	FIBER OPTIC EASE.	\$10,000.00	\$10,000.00	\$2,299.49	\$10,000.00
01-544-6000	GRANT REIMB	\$0.00	\$0.00	\$0.00	\$0.00
01-544-7000	REIMBURSEMENTS	\$200.00	\$200.00	\$0.00	\$0.00
01-544-8000	WC SALARY REIMB	\$0.00	\$0.00	\$0.00	\$0.00
01-544-9900	CAPITOL IMPROVEMENTS - RESERV	\$0.00	\$0.00	\$0.00	\$0.00
01-544-9922	INSURANCE CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00
STREETS REVENUE		\$70,200.00	\$70,200.00	\$2,299.49	\$70,000.00
01-644-0101	SALARIES	\$527,038.00	\$527,038.00	\$371,249.50	\$510,490.00
01-644-0103	OVERTIME	\$29,844.00	\$29,844.00	\$3,664.76	\$30,000.00
01-644-0105	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00
01-644-0201	SOCIAL SECURITY	\$42,490.00	\$42,490.00	\$27,610.95	\$41,349.00
01-644-0202	INSURANCE - GROUP	\$79,766.00	\$79,766.00	\$66,011.29	\$101,447.00
01-644-0203	RETIREMENT	\$12,168.00	\$12,168.00	\$8,184.80	\$11,807.00
01-644-0204	UNEMPLOYMENT	\$1,404.00	\$1,404.00	\$774.32	\$1,404.00
01-644-0205	INS - WORKMEN'S COMP	\$14,217.00	\$14,217.00	\$11,549.00	\$12,375.00
01-644-0501	OFFICE SUPPLIES	\$4,500.00	\$4,500.00	\$2,509.54	\$4,500.00
01-644-0502	FIELD SUPPLIES	\$16,000.00	\$16,000.00	\$11,465.57	\$16,000.00
01-644-0510	UNIFORMS	\$6,500.00	\$6,500.00	\$3,350.83	\$6,500.00
01-644-0700	MAINT - EQUIPMENT	\$45,000.00	\$40,000.00	\$14,784.53	\$40,000.00
01-644-0701	MAINT - VEHICLES	\$12,000.00	\$12,000.00	\$4,402.12	\$12,000.00
01-644-0718	STREET SIGNS	\$20,000.00	\$20,000.00	\$14,386.05	\$20,000.00
01-644-0719	STREET MAINTENANCE MATERIALS	\$65,000.00	\$65,000.00	\$42,860.03	\$100,000.00
01-644-0900	FUEL	\$15,000.00	\$15,000.00	\$7,514.55	\$15,000.00
01-644-0901	OIL	\$0.00	\$0.00	\$0.00	\$0.00
01-644-1101	ELECTRICITY	\$70,000.00	\$70,000.00	\$43,854.57	\$60,000.00
01-644-1301	LIABILITY/AUTO COVERAGE	\$12,909.00	\$12,909.00	\$12,580.32	\$15,762.00
01-644-1500	TRAINING	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00
01-644-1501	TRAVEL	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
01-644-1700	IT EQUIPMENT/ SOFTWARE	\$1,500.00	\$1,500.00	\$5,768.32	\$2,000.00
01-644-2000	CONTRACT	\$35,000.00	\$35,000.00	\$0.00	\$20,000.00
01-644-2700	TELEPHONE EXPENSES	\$4,500.00	\$4,500.00	\$3,597.71	\$4,500.00
01-644-2750	CELL PHONE EXPENSES	\$2,000.00	\$2,000.00	\$3,396.97	\$4,500.00
01-644-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00
01-644-3500	ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00
01-644-3501	MOBILITY PLAN	\$0.00	\$0.00	\$0.00	\$0.00
01-644-8001	LEASED VEHICLE	\$17,017.00	\$17,017.00	\$7,220.39	\$17,017.00
01-644-8002	INTEREST - LEASED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
01-644-8100	EASEMENT/ROAD SEAL (ANNUAL)	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
01-644-9000	CAP IMPROVEMENT STREETS	\$255,279.00	\$255,279.00	\$78,132.90	\$200,000.00

01-644-9001	CAP - STREET PROJECT FY20 &FY21	\$0.00	\$0.00	\$0.00	\$0.00
01-644-9002	ACCE STREET IMPROVMENTS	\$0.00	\$0.00	\$0.00	\$0.00
01-644-9003	CIP - HOT BOX FY 25 LOADER	\$200,000.00	\$200,000.00	\$0.00	\$0.00
01-644-9601	CAPITAL FINANCING PRINCIPAL	\$0.00	\$0.00	\$0.00	\$125,246.00
01-644-9602	CAPITAL FINANCING INTEREST	\$0.00	\$0.00	\$0.00	\$31,395.00
STREET DEPT EXPENSES		\$1,500,132.00	\$1,495,132.00	\$744,869.02	\$1,414,292.00

COMBINED GENERAL FUND REVENUES	\$6,135,950.00	\$6,145,950.00	\$4,352,244.12	\$6,109,751.00
COMBINED GENERAL FUND APPROPRIATIONS	\$6,527,557.00	\$6,537,557.00	\$4,247,085.99	\$6,548,166.00
		(\$391,607.00)		(\$438,415.00)

01-599-9100	SYSTEM ADDED TRANSFER IN	\$0.00	\$191,067.00	\$0.00	\$438,415.00
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**ENTERPRISE
WATER – WASTE WATER –
SANITATION (ENVIRONMENTAL
SERVICES)**

PROPOSED 2025-2026

ENTERPRISE FUND -WATER/WASTEWATER/SANITATION					
ACCT NUMBER	ACCOUNT TITLE	ORG BUDGET 2024-2025	CURRENT BUDGET 2024-2025	ACTUAL AS OF 7-31-2025	PROPOSED BUDGET 2025-2026
04-550-0500	RB 03 RESERVE INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
04-550-0501	TXCLASS - INTEREST	\$50,000.00	\$50,000.00	\$38,982.16	\$50,000.00
.	INTEREST RESERVE ACCOUNTS	\$50,000.00	\$50,000.00	\$38,982.16	\$50,000.00
04-551-7000	W/S/S INTEREST	\$65,000.00	\$65,000.00	\$62,003.47	\$65,000.00
04-551-7001	WATER CUSTOMER DEPOSIT INTER	\$20,000.00	\$20,000.00	\$19,126.66	\$20,000.00
04-551-9000	Overage in Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00
.	INTEREST REVENUES	\$85,000.00	\$85,000.00	\$81,130.13	\$85,000.00
04-553-0601	WATER BILLING	\$1,867,000.00	\$1,867,000.00	\$1,274,570.88	\$1,867,000.00
04-553-0602	BULK WATER	\$0.00	\$0.00	\$0.00	\$0.00
04-553-0611	MISC INCOME	\$2,000.00	\$2,000.00	\$534.80	\$1,000.00
04-553-0612	RETURNED CHECK FEE	\$500.00	\$500.00	\$120.00	\$300.00
04-553-0613	TAMPERING FEE	\$1,500.00	\$1,500.00	\$3,490.46	\$3,500.00
04-553-0614	VACATION FEE	\$0.00	\$0.00	\$425.00	\$0.00
04-553-1309	SERVICE RECONNECT	\$25,000.00	\$25,000.00	\$18,550.00	\$25,000.00
04-553-1600	INSURANCE CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00
04-553-1901	ROAD CUT FEE	\$10,000.00	\$10,000.00	\$1,000.00	\$10,000.00
04-553-6500	WATER LINE EXTENSION FEES	\$15,000.00	\$15,000.00	\$0.00	\$5,000.00
04-553-6600	WATER TAP FEES	\$40,000.00	\$40,000.00	\$12,350.00	\$25,000.00
04-553-6601	WATER TAP SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00
04-553-6602	WATER TAP LABOR	\$0.00	\$0.00	\$0.00	\$0.00
04-553-7000	BILLING ADJUSTMENTS	\$0.00	\$0.00	\$1,445.41	\$0.00
04-553-7005	CONTRIBUTED CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00
04-553-8000	WC SALARY REIMB	\$0.00	\$0.00	\$0.00	\$0.00
04-553-9000	OVERAGE/UNDERAGE CASH DRAW	\$0.00	\$0.00	(\$10.97)	\$0.00
04-553-9001	AUCTION	\$0.00	\$0.00	\$0.00	\$0.00
04-553-9002	INSURANCE CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00
04-553-9800	BAD DEBT RECOVERY UTILITY DEP	\$0.00	\$0.00	\$0.00	\$0.00
.	WATER REVENUES	\$1,961,000.00	\$1,961,000.00	\$1,312,475.58	\$1,936,800.00
04-554-0602	SEWER BILLING	\$750,000.00	\$750,000.00	\$645,158.53	\$750,000.00
04-554-0605	LIQUID SEWAGE DUMPING FEE	\$25,000.00	\$25,000.00	\$48,575.00	\$35,000.00
04-554-0606	SEWER TAP FEES	\$25,000.00	\$25,000.00	\$5,120.00	\$15,000.00
04-554-0607	SEWER TAP SUPPLIES	\$0.00	\$0.00	\$112.72	\$0.00
04-554-0608	SEWER TAP LABOR	\$0.00	\$0.00	\$640.00	\$0.00
04-554-0610	SEWER LINE EXTENSION FEES	\$0.00	\$0.00	\$0.00	\$0.00
04-554-0611	MISC/REFUNDS	\$0.00	\$0.00	\$0.00	\$0.00
04-554-0700	INFRASTRUCTURE IMPROVEMENT	\$0.00	\$0.00	\$0.00	\$0.00
04-554-1901	ROAD CUT FEE	\$0.00	\$0.00	\$500.00	\$0.00
04-554-7000	BILLING ADJUSTMENTS	\$0.00	\$0.00	\$0.00	\$0.00
04-554-8000	WC SALARY REIMB	\$0.00	\$0.00	\$0.00	\$0.00
04-554-9001	AUCTION SALE OF LEASED VEHICLE				
.	SEWER REVENUES	\$800,000.00	\$800,000.00	\$700,106.25	\$800,000.00
04-555-0603	SANITATION/RECYCLE BILLING	\$2,100,000.00	\$2,100,000.00	\$1,625,376.17	\$2,100,000.00
04-555-0604	SALES TAX COLLECTED	\$155,000.00	\$155,000.00	\$111,739.55	\$155,000.00
04-555-0611	MISC	\$0.00	\$0.00	\$81.96	\$0.00
04-555-7000	BILLING ADJUSTMENTS	\$0.00	\$0.00	\$0.00	\$0.00

04-555-7001	LANDFILL/ASSURANCE INTEREST	\$2,500.00	\$2,500.00	\$2,679.09	\$2,500.00
04-555-7500	LANDFILL LEASE	\$150,000.00	\$150,000.00	\$101,207.62	\$150,000.00
04-555-8000	KEEP ALPINE BEAUTIFUL (GBG)	\$0.00	\$0.00	\$0.00	\$0.00
04-555-8001	GRANT / REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00
04-555-8002	COUNTY INTERLOCAL AGREEMENT	\$46,305.00	\$46,305.00	\$46,305.00	\$48,620.00
04-555-8003	TIRE DISPOSAL FEES	\$500.00	\$500.00	\$2,069.20	\$1,500.00

SANITATION/ RECYCE REVENUE	\$2,454,305.00	\$2,454,305.00	\$1,889,458.59	\$2,457,620.00
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04-651-0100	FRANCHISE FEE	\$267,515.00	\$267,515.00	\$192,965.86	\$266,171.00
04-651-0101	UTILITY CLERKS SALARY	\$68,738.00	\$68,738.00	\$49,149.04	\$69,099.00
04-651-0103	OVERTIME	\$2,058.00	\$2,058.00	\$143.53	\$2,000.00
04-651-0201	SOCIAL SECURITY	\$5,402.00	\$5,402.00	\$3,747.26	\$5,440.00
04-651-0202	INSURANCE - GROUP	\$17,726.00	\$17,726.00	\$11,888.94	\$20,290.00
04-651-0203	RETIREMENT	\$1,547.00	\$1,547.00	\$1,076.34	\$1,565.00
04-651-0204	UNEMPLOYMENT	\$234.00	\$234.00	\$207.53	\$234.00
04-651-0205	WORKMANS COMP	\$0.00	\$0.00	\$1,562.43	\$1,600.00
04-651-0900	ADMINISTRATIVE FEE	\$16,976.00	\$16,976.00	\$5,658.67	\$14,658.00
04-651-1400	OFFICE SUPPLIES	\$5,000.00	\$5,000.00	\$3,510.77	\$5,000.00
04-651-1401	JANITORIAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00
04-651-1500	COPY EXPENSE-ALL EF DEPTS	\$0.00	\$0.00	\$0.00	\$0.00
04-651-1602	MAILING - ALL EF DEPTS.	\$35,000.00	\$35,000.00	\$29,576.23	\$35,000.00
04-651-1700	IT EQUIPMENT/ SOFTWARE	\$65,000.00	\$65,000.00	\$47,767.32	\$30,000.00
04-651-1801	DUES/SUB/MEM -ALL EF DEPTS.	\$0.00	\$0.00	\$1,275.00	\$1,500.00
04-651-1802	PUB/NOT/ADV - ALL EF DEPTS.	\$2,500.00	\$2,500.00	\$675.00	\$2,500.00
04-651-1803	FINES & PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00
04-651-1901	UNIFORMS	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
04-651-8003	LEASED EQUIPMENT	\$7,500.00	\$7,500.00	\$4,701.12	\$7,500.00
04-651-9501	AMORTIZATION EXPENSE -RIGHT T	\$0.00	\$0.00	\$0.00	\$0.00
04-651-9502	AMORTIZATION EXPENSE -RIGHT T	\$0.00	\$0.00	\$0.00	\$0.00
04-651-9809	INTEREST EXPENSE - RIGHT TO USE	\$0.00	\$0.00	\$0.00	\$0.00

UTILITY BILLING DEPARTMENT	\$496,696.00	\$496,696.00	\$353,905.04	\$464,057.00
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04-653-0090	ADMINISTRATIVE FEE	\$138,965.00	\$138,965.00	\$46,321.67	\$151,668.00
04-653-0101	SALARIES	\$496,817.00	\$496,817.00	\$292,859.78	\$526,349.00
04-653-0103	OVERTIME	\$25,721.00	\$25,721.00	\$41,046.01	\$25,000.00
04-653-0201	SOCIAL SECURITY	\$39,870.00	\$39,870.00	\$25,102.40	\$42,180.00
04-653-0202	INSURANCE - GROUP	\$15,585.00	\$15,585.00	\$62,339.98	\$131,881.00
04-653-0203	RETIREMENT	\$11,417.00	\$11,417.00	\$7,287.56	\$12,099.00
04-653-0204	UNEMPLOYMENT	\$1,521.00	\$1,521.00	\$1,232.36	\$1,521.00
04-653-0205	INSURANCE - WORKMEN'S COMP	\$7,005.00	\$7,005.00	\$5,325.72	\$12,320.00
04-653-0216	PENSION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
04-653-0220	OPEB EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
04-653-0501	OFFICE SUPPLIES	\$8,000.00	\$8,000.00	\$4,457.79	\$8,000.00
04-653-0502	FIELD SUPPLIES	\$8,000.00	\$8,000.00	\$5,695.02	\$8,000.00
04-653-0503	SAFETY EQUIPMENT	\$6,000.00	\$6,000.00	\$636.42	\$6,000.00
04-653-0508	CHEMICALS	\$19,000.00	\$19,000.00	\$13,151.98	\$19,000.00
04-653-0510	UNIFORMS	\$7,000.00	\$7,000.00	\$2,870.36	\$7,000.00
04-653-0700	MAINT - EQUIPMENT	\$15,000.00	\$15,000.00	\$9,791.18	\$15,000.00
04-653-0701	MAINT - VEHICLES	\$18,000.00	\$18,000.00	\$5,798.12	\$15,000.00
04-653-0711	DISTRIBUTION SYSTEM MAINT	\$150,000.00	\$150,000.00	\$89,687.08	\$150,000.00

04-653-0900	FUEL & OIL	\$30,000.00	\$30,000.00	\$18,964.99	\$30,000.00
04-653-1101	ELECTRICITY	\$95,000.00	\$95,000.00	\$76,219.51	\$95,000.00
04-653-1200	FAR WT WATER PLANNING GROUP	\$445.00	\$445.00	\$0.00	\$445.00
04-653-1301	INSURANCE - GENERAL & LIABILITY	\$22,178.00	\$22,178.00	\$24,518.60	\$27,079.00
04-653-1500	TRAINING	\$9,000.00	\$9,000.00	\$235.00	\$9,000.00
04-653-1501	TRAVEL	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
04-653-1600	BUILDING MAINTENANCE	\$15,000.00	\$15,000.00	\$3,730.28	\$15,000.00
04-653-1700	IT EQUIPMENT/ SOFTWARE	\$10,000.00	\$10,000.00	\$5,656.65	\$10,000.00
04-653-1701	CONSULTING/CONTRACT SERVICES	\$10,000.00	\$10,000.00	\$5,251.27	\$10,000.00
04-653-1801	DUES/SUB/MEM	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
04-653-1902	ROAD REPAIR	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
04-653-2120	CONTINGENCY/MISC/VOIDED	\$0.00	\$0.00	\$0.00	\$0.00
04-653-2124	PRO FOR BAD DEBTS	\$0.00	\$0.00	\$0.00	\$0.00
04-653-2700	TELEPHONE EXPENSES	\$10,500.00	\$10,500.00	\$8,653.38	\$10,500.00
04-653-2750	CELL PHONE EXPENSES	\$11,000.00	\$11,000.00	\$3,003.74	\$11,000.00
04-653-2800	DRUG TESTING	\$0.00	\$0.00	\$75.00	\$0.00
04-653-3500	ENGINEERING	\$20,000.00	\$20,000.00	\$36,781.42	\$30,000.00
04-653-4000	JD WATER DISTRICT FEES	\$16,500.00	\$16,500.00	\$11,141.70	\$16,500.00
04-653-4802	SCADA	\$25,000.00	\$25,000.00	\$1,937.00	\$20,000.00
04-653-4803	MUSQUIZ WELL FIELD	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00
04-653-4804	MUSQUIZ PUMP STATION	\$35,000.00	\$35,000.00	\$525.00	\$35,000.00
04-653-4805	SUNNY GLENN WELL FIELD	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00
04-653-4806	SUNNY GLENN PUMP STATION	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00
04-653-4901	SAMPLES	\$15,000.00	\$15,000.00	\$9,695.17	\$15,000.00
04-653-4902	TCEQ WATR FEE (YR#90220001)	\$10,000.00	\$10,000.00	\$7,353.50	\$10,000.00
04-653-6004	TANK MAINTENANCE	\$50,000.00	\$50,000.00	\$21,370.00	\$50,000.00
04-653-6100	SEP TCEQ ENFORCEMENT	\$0.00	\$0.00	\$0.00	\$0.00
04-653-6500	LINE EXTENSIONS/ NEW CONSTRUCT	\$0.00	\$0.00	\$0.00	\$0.00
04-653-8001	LEASED VEHICLES	\$43,500.00	\$43,500.00	\$31,576.12	\$43,500.00
04-653-8003	LEASED EQUIPMENT	\$5,000.00	\$5,000.00	\$2,911.12	\$5,000.00
04-653-9301	BOND ISSUE COST AMMORTIZATION	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9400	CIP - BACKHOE	\$125,000.00	\$125,000.00	\$0.00	\$125,000.00
04-653-9500	Depreciation Expense - Water	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9600	CIP - FIRE HYDRANTS	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
04-653-9700	LINE MAINTENANCE	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00
04-653-9800	BOND ADMINISTRATIVE FEE	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9801	Principal - RB W&S Series 2003A	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9802	Interest - RB W&S Series 2003A	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9803	Principal - CO Series 2005 TWDB	\$138,000.00	\$138,000.00	\$138,000.00	\$138,000.00
04-653-9805	Principal - CO Series 2011	\$30,800.00	\$30,800.00	\$30,800.00	\$30,800.00
04-653-9806	Interest - CO Series 2011	\$9,586.00	\$9,586.00	\$5,118.30	\$8,283.00
04-653-9807	Principal - GO Ref Bond Series 2011	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9808	Interest - GO Ref Bond Series 2011	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9922	INSURANCE CLAIMS - PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9999	RESERVE - FINANCIAL POLICY	\$0.00	\$0.00	\$0.00	\$0.00
WATER EXPENSES		\$2,054,410.00	\$2,054,410.00	\$1,057,121.18	\$2,226,125.00
04-654-0090	ADMINISTRATIVE FEE	\$149,214.00	\$149,214.00	\$49,738.00	\$68,627.00
04-654-0101	SALARIES	\$221,892.00	\$221,892.00	\$165,141.29	\$124,805.00
04-654-0103	OVERTIME	\$12,586.00	\$12,586.00	\$16,212.14	\$12,500.00

04-654-0201	SOCIAL SECURITY	\$17,891.00	\$17,891.00	\$13,214.25	\$10,505.00
04-654-0202	INSURANCE - GROUP	\$35,452.00	\$35,452.00	\$33,730.93	\$30,435.00
04-654-0203	RETIREMENT	\$5,123.00	\$5,123.00	\$3,950.69	\$3,013.00
04-654-0204	UNEMPLOYMENT	\$468.00	\$468.00	\$189.00	\$468.00
04-654-0205	INS - WORKMEN'S COMP	\$7,005.00	\$7,005.00	\$4,739.29	\$7,000.00
04-654-0216	PENSION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
04-654-0220	OPEB EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
04-654-0501	OFFICE SUPPLIES	\$5,000.00	\$5,000.00	\$458.20	\$5,000.00
04-654-0502	FIELD SUPPLIES	\$2,500.00	\$2,500.00	\$86.02	\$2,500.00
04-654-0508	CHEMICALS - CHLORINE	\$20,000.00	\$20,000.00	\$7,075.09	\$20,000.00
04-654-0509	CHEMICALS - SULFER DIOXIDE	\$15,000.00	\$15,000.00	\$3,320.40	\$15,000.00
04-654-0510	UNIFORMS	\$2,400.00	\$2,400.00	\$1,209.96	\$2,400.00
04-654-0700	MAINT - EQUIPMENT	\$20,000.00	\$20,000.00	\$181.94	\$20,000.00
04-654-0701	MAINT - VEHICLES	\$3,000.00	\$3,000.00	\$7.50	\$3,000.00
04-654-0704	WWTP FACILITY MAINT	\$85,000.00	\$85,000.00	\$7,284.21	\$85,000.00
04-654-0705	COLLECTION SYSTEM MAINTENAN	\$75,000.00	\$75,000.00	\$37,257.46	\$75,000.00
04-654-0900	FUEL & OIL	\$14,000.00	\$14,000.00	\$4,009.39	\$14,000.00
04-654-1101	ELECTRICITY	\$45,000.00	\$45,000.00	\$36,007.00	\$45,000.00
04-654-1301	INSURANCE - GENERAL & LIABILIT	\$4,441.00	\$4,441.00	\$5,180.00	\$5,423.00
04-654-1500	TRAINING	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
04-654-1501	TRAVEL	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
04-654-1700	IT EQUIPMENT/ SOFTWARE	\$5,000.00	\$5,000.00	\$1,131.33	\$5,000.00
04-654-1801	DUES/SUB/MEM	\$0.00	\$0.00	\$0.00	\$0.00
04-654-1902	ROAD REPAIR	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
04-654-2120	CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00
04-654-2124	BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
04-654-2700	TELEPHONE EXPENSES	\$6,500.00	\$6,500.00	\$4,478.10	\$6,500.00
04-654-2750	CELL PHONE EXPENSES	\$2,000.00	\$2,000.00	\$962.80	\$2,000.00
04-654-2800	DRUG TESTING	\$0.00	\$0.00	\$75.00	\$0.00
04-654-3000	HEPATITIS SHOTS	\$500.00	\$500.00	\$488.57	\$500.00
04-654-3100	SAFETY EQUIPMENT	\$4,000.00	\$4,000.00	\$220.27	\$4,000.00
04-654-3500	ENGINEERING	\$15,000.00	\$15,000.00	\$12,400.00	\$15,000.00
04-654-4802	SCADA	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
04-654-4901	SAMPLES	\$10,000.00	\$10,000.00	\$8,916.28	\$10,000.00
04-654-4902	ANNUAL SEWER INSPECTION	\$0.00	\$0.00	\$0.00	\$0.00
04-654-4903	TCEQ (YR-010117-001)2 PRMTS	\$15,000.00	\$15,000.00	\$14,388.44	\$15,000.00
04-654-6100	TCEQ ENFORCEMENT	\$0.00	\$0.00	\$0.00	\$0.00
04-654-8001	LEASED VEHICLE	\$31,416.00	\$31,416.00	\$16,727.31	\$31,416.00
04-654-8003	LEASED EQUIPMENT	\$0.00	\$0.00	\$2,726.87	\$3,500.00
04-654-9000	CIP - CLARIFIER	\$900,000.00	\$900,000.00	\$934,292.47	\$0.00
04-654-9001	CIP - WWTP	\$250,000.00	\$250,000.00	\$0.00	\$250,000.00
04-654-9500	Depreciation Expense - Sewer	\$0.00	\$0.00	\$0.00	\$0.00
04-654-9801	Principal - CO Combo Tax&Rev 2012	\$0.00	\$0.00	\$0.00	\$0.00
04-654-9802	Interest - CO Combo Tax&Rev 2012	\$0.00	\$0.00	\$0.00	\$0.00
SEWER EXPENSES		\$2,014,388.00	\$2,014,388.00	\$1,385,800.20	\$926,592.00
04-655-0090	ADMINISTRATIVE FEE	\$170,660.00	\$170,660.00	\$56,886.67	\$171,390.00
04-655-0101	SALARIES	\$119,339.00	\$119,339.00	\$87,557.43	\$122,817.00
04-655-0103	OVERTIME	\$6,147.00	\$6,147.00	\$63.12	\$6,150.00
04-655-0105	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00

04-655-0201	SOCIAL SECURITY	\$9,575.00	\$9,575.00	\$6,663.49	\$9,867.00
04-655-0202	INSURANCE - GROUP	\$17,726.00	\$17,726.00	\$7,810.10	\$20,290.00
04-655-0203	RETIREMENT	\$2,742.00	\$2,742.00	\$1,912.33	\$2,829.00
04-655-0204	UNEMPLOYMENT	\$468.00	\$468.00	\$255.33	\$468.00
04-655-0205	INS - WORKMEN'S COMP	\$3,548.00	\$3,548.00	\$3,206.00	\$3,548.00
04-655-0216	PENSION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
04-655-0220	OPEB EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
04-655-0501	SUPPLIES	\$500.00	\$700.00	\$571.62	\$700.00
04-655-0502	FIELD SUPPLIES	\$2,000.00	\$2,000.00	\$903.58	\$2,000.00
04-655-0510	UNIFORMS	\$1,000.00	\$1,000.00	\$195.83	\$1,000.00
04-655-0604	SANITATION SALES TAX - STATE	\$155,000.00	\$155,000.00	\$118,308.78	\$155,000.00
04-655-0701	VEHICLE MAINTENANCE	\$1,500.00	\$2,000.00	\$1,773.16	\$2,000.00
04-655-0900	FUEL & OIL	\$600.00	\$600.00	\$465.19	\$600.00
04-655-1101	ELECTRICITY	\$1,250.00	\$1,250.00	\$444.88	\$1,250.00
04-655-1301	INSURANCE - GENERAL & LIABILITY	\$703.00	\$703.00	\$549.00	\$859.00
04-655-1500	TRAINING	\$1,000.00	\$1,000.00	\$165.00	\$1,000.00
04-655-1501	TRAVEL	\$1,000.00	\$300.00	\$0.00	\$300.00
04-655-2021	VOIDED CHECKS	\$0.00	\$0.00	\$0.00	\$0.00
04-655-2124	BAD DEBT	\$0.00	\$0.00	\$0.00	\$0.00
04-655-2700	TELEPHONE EXPENSES	\$3,500.00	\$3,500.00	\$2,913.10	\$3,500.00
04-655-2750	CELL PHONE EXPENSES	\$2,000.00	\$2,000.00	\$1,063.45	\$2,000.00
04-655-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00
04-655-4902	TCEQ/SOLID WASTE(QTR-#2197)	\$12,500.00	\$12,500.00	\$9,336.56	\$12,500.00
04-655-5000	WASTE/RECYCLE COLL FEES	\$1,756,150.00	\$1,756,150.00	\$1,442,777.70	\$1,756,150.00
04-655-5001	TIPPING FEES DUE TO GENERAL FUEL	\$0.00	\$0.00	\$0.00	\$0.00
04-655-8000	ENVIRONMENTAL SERVICES	\$35,000.00	\$35,000.00	\$22,144.98	\$35,000.00
04-655-8001	GRANTS	\$0.00	\$0.00	\$0.00	\$0.00
04-655-8003	LEASED - EQUIPMENT	\$0.00	\$0.00	\$2,726.86	\$3,000.00
04-655-9000	LANDFILL CLOSURE	\$0.00	\$0.00	\$0.00	\$0.00
04-655-9500	DEPRECIATION EXPENSE - SANITATION	\$0.00	\$0.00	\$0.00	\$0.00
SANITATION/RECYCLE EXPENSES		\$2,303,908.00	\$2,303,908.00	\$1,768,694.16	\$2,314,218.00
COMBINED WATER/SEWER/SAN/REVENUES		\$5,350,305.00	\$5,350,305.00	\$4,022,152.71	\$5,329,420.00
COMBINED WATER/SEWER/SAN/APPROPRIATE		\$6,869,402.00	\$6,869,402.00	\$4,565,520.58	\$5,930,992.00
			(\$1,519,097.00)		(\$601,572.00)
04-599-9100	SYSTEM ADDED TRANSFER IN	\$0.00	\$1,519,097.00	\$0.00	\$601,572.00



AIRPORT

PROPOSED 2025-2026

ENTERPRISE FUND - AIRPORT FUND					
ACCT NUMBER	ACCOUNT TITLE	ORG BUDGET 2024-2025	AMENDED BUDGET 2024-2025	ACTUAL AS OF 7-31-2025	PROPOSED BUDGET 2025-2026
05-527-1602	FUEL SALES	\$745,000.00	\$745,000.00	\$622,653.05	\$1,127,500.00
05-527-1603	OIL SALES	\$50.00	\$50.00	\$1,172.44	\$1,000.00
05-527-1604	MAP SALES	\$0.00	\$0.00	\$0.00	\$0.00
05-527-1702	GROUND LEASE (HANGER)	\$23,407.00	\$23,407.00	\$17,272.27	\$23,407.00
05-527-5100	TXDOT RAMP GRANT	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
05-527-5200	MISC FEES/REFUNDS/INSURANCE	\$0.00	\$0.00	\$20.10	\$0.00
05-527-5201	TEXAS CLASS - INTEREST	\$0.00	\$0.00	\$236.93	\$0.00
05-527-5202	GRANT REIMBURSEMENTS - ARPA	\$0.00	\$0.00	\$0.00	\$0.00
05-527-5300	AUCTION SALES	\$0.00	\$0.00	\$0.00	\$0.00
05-527-7001	AIRPORT BANK ACCT INTEREST	\$10,000.00	\$10,000.00	\$10,222.90	\$10,000.00
05-527-7002	RESERVE ACCOUNT - CIP MATCH	\$0.00	\$0.00	\$0.00	\$0.00
05-527-7003	INTEREST REVENUE - LEASE	\$0.00	\$0.00	\$0.00	\$0.00
	AIRPORT REVENUE	\$788,457.00	\$788,457.00	\$651,577.69	\$1,171,907.00
05-627-0090	ADMINISTRATIVE FEE	\$58,405.00	\$58,405.00	\$19,468.33	\$78,386.00
05-627-0101	SALARIES	\$110,893.00	\$110,893.00	\$69,643.09	\$102,624.00
05-627-0103	OVERTIME	\$7,641.00	\$7,641.00	\$5,207.82	\$7,600.00
05-627-0201	SOCIAL SECURITY	\$9,044.00	\$9,044.00	\$5,723.70	\$8,433.00
05-627-0202	INSURANCE - GROUP	\$17,726.00	\$17,726.00	\$8,916.72	\$20,290.00
05-627-0203	RETIREMENT	\$2,590.00	\$2,590.00	\$1,631.44	\$2,405.00
05-627-0204	UNEMPLOYMENT	\$234.00	\$234.00	\$63.00	\$234.00
05-627-0205	INS - WORKMEN'S COMP	\$1,686.00	\$1,686.00	\$1,748.00	\$2,100.00
05-627-0216	PENSION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
05-627-0220	OPEB EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
05-627-0501	SUPPLIES	\$1,800.00	\$1,800.00	\$1,762.50	\$1,800.00
05-627-0502	FIELD SUPPLIES	\$800.00	\$800.00	\$745.59	\$800.00
05-627-0510	UNIFORMS	\$300.00	\$300.00	\$246.54	\$300.00
05-627-0601	LICENSES AND FEES	\$450.00	\$450.00	\$0.00	\$450.00
05-627-0701	MAINT - EQUIPMENT	\$1,800.00	\$1,800.00	\$1,230.42	\$1,800.00
05-627-0702	MAINT - VEHICLE	\$1,500.00	\$1,500.00	\$604.27	\$1,500.00
05-627-0704	FACILITY MAINT	\$21,883.00	\$21,883.00	\$29,545.38	\$22,000.00
05-627-0708	FIRE SAFETY INSPEC	\$150.00	\$150.00	\$153.61	\$150.00
05-627-0900	FUEL & OIL	\$1,500.00	\$1,500.00	\$879.56	\$1,500.00
05-627-1001	MISC/VOIDED EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
05-627-1101	ELECTRICITY	\$5,500.00	\$5,500.00	\$2,911.14	\$5,500.00
05-627-1301	AIRPORT LIABILITY INSURANCE	\$2,389.00	\$2,389.00	\$2,365.00	\$2,917.00
05-627-1500	TRAINING	\$1,000.00	\$1,000.00	\$100.00	\$1,000.00
05-627-1501	TRAVEL	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
05-627-1700	IT EQUIPMENT/ SOFTWARE	\$1,000.00	\$1,000.00	\$1,089.64	\$1,000.00
05-627-2000	AV/JET FUEL/OIL PURCHASES	\$525,000.00	\$525,000.00	\$443,775.91	\$789,250.00
05-627-2120	AWOS CONTRACT	\$5,966.00	\$5,966.00	\$0.00	\$5,966.00
05-627-2700	TELEPHONE EXPENSES	\$6,500.00	\$6,500.00	\$7,090.89	\$8,500.00
05-627-2750	CELL PHONE EXPENSE	\$1,000.00	\$1,000.00	\$603.33	\$1,000.00
05-627-4902	TCEQ - STORMWATER	\$200.00	\$200.00	\$200.00	\$200.00
05-627-5600	FY 20 CIP - 10% MATCH -	\$0.00	\$0.00	\$0.00	\$0.00
05-627-8003	LEASED - EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00

05-627-9500	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00
	Airport Expenses	\$788,457.00	\$788,457.00	\$605,705.88	\$1,069,205.00
COMBINED AIRPORT REVENUES		\$788,457.00	\$788,457.00	\$651,577.69	\$1,171,907.00
COMBINED AIRPORT APPROPRIATIONS		\$788,457.00	\$788,457.00	\$605,705.88	\$1,069,205.00
			\$0.00		\$102,702.00
05-599-9110	SYSTEM ADDED TRANSFER OUT	\$0.00	\$0.00	\$0.00	(\$102,702.00)



GAS DEPARTMENT

PROPOSED 2025-2026

ENTEPRISE FUND - GAS					
ACCT NUMBER	ACCOUNT TITLE	ORG BUDGET 2024-2025	AMENDED BUDGET 2024-2025	ACTUAL AS OF 7-31-2025	PROPOSED BUDGET 2025-2026
08-558-0110	NATURAL GAS SALES - ALPINE	\$1,775,000.00	\$1,775,000.00	\$1,424,936.69	\$1,775,000.00
08-558-0120	NATURAL GAS SALES - FT. DAVIS	\$350,000.00	\$350,000.00	\$250,929.30	\$350,000.00
08-558-0200	SERVICE FEES - ALPINE	\$10,000.00	\$10,000.00	\$4,970.00	\$8,000.00
08-558-0201	SERVICE FEES - FT. DAVIS	\$2,500.00	\$2,500.00	\$1,330.00	\$2,500.00
08-558-0240	SERVICE TAP FEES - ALPINE	\$10,000.00	\$10,000.00	\$1,000.00	\$5,000.00
08-558-0241	SERVICE TAP FEES - FT. DAVIS	\$2,500.00	\$2,500.00	\$3,375.00	\$2,500.00
08-558-0242	EXTENSION FEE - ALPINE	\$0.00	\$0.00	\$0.00	\$1,000.00
08-558-0243	EXTENSION FEE - FORT DAVIS	\$0.00	\$0.00	\$12,000.00	\$5,000.00
08-558-0244	TAP SUPPLIES - ALPINE	\$0.00	\$0.00	\$0.00	\$0.00
08-558-0245	TAP SUPPLIES - FT. DAVIS	\$0.00	\$0.00	\$2,280.00	\$3,000.00
08-558-0246	RETIRE FEE - ALPINE	\$0.00	\$0.00	\$0.00	\$0.00
08-558-0247	RETIRE FEE - FT. DAVIS	\$0.00	\$0.00	\$0.00	\$0.00
08-558-0250	PENALTY FEES - ALPINE	\$1,250.00	\$1,250.00	\$11,355.62	\$5,000.00
08-558-0251	PENALTY FEES - FT. DAVIS	\$2,000.00	\$2,000.00	\$1,524.53	\$2,000.00
08-558-0400	MISC. INCOME	\$1,250.00	\$1,250.00	\$14.91	\$500.00
08-558-0401	GAS BANK ACCT INT	\$65,000.00	\$65,000.00	\$51,530.24	\$60,000.00
08-558-0402	WC REIMBURSEMENT	\$0.00	\$0.00	\$10,513.84	\$0.00
08-558-0403	WTG ROYALTIES	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
08-558-0500	SALES TAX COLLECTED	\$60,000.00	\$60,000.00	\$39,893.94	\$60,000.00
08-558-0612	FY20 - NSF - RETURNED CHECK FEE	\$0.00	\$0.00	\$0.00	\$0.00
08-558-0614	VACATION FEE	\$0.00	\$0.00	\$325.00	\$500.00
08-558-0615	TAMPERING FEE	\$0.00	\$0.00	\$150.00	\$500.00
08-558-1901	ROAD CUT FEE	\$5,000.00	\$5,000.00	\$500.00	\$5,000.00
08-558-7000	BILLING ADJUSTMENTS	\$0.00	\$0.00	\$492.75	\$0.00
08-558-7001	GAS CUSTOMER DEPOSIT INTEREST	\$0.00	\$0.00	\$11,123.36	\$10,000.00
08-558-9000	AUCTION	\$500.00	\$500.00	\$0.00	\$0.00
08-558-9001	CAPITAL CONTRIBUTIONS	\$2,500.00	\$2,500.00	\$0.00	\$0.00
	GAS REVENUES	\$2,292,500.00	\$2,292,500.00	\$1,828,245.18	\$2,300,500.00
08-658-0090	ADMINISTRATIVE FEE	\$168,541.00	\$168,541.00	\$56,180.33	\$191,668.00
08-658-0100	FRANCHISE FEE	\$119,754.00	\$119,754.00	\$89,553.05	\$114,550.00
08-658-0101	SALARIES	\$592,436.00	\$592,436.00	\$446,125.69	\$594,144.00
08-658-0103	OVERTIME	\$34,144.00	\$34,144.00	\$19,433.36	\$34,000.00
08-658-0201	SOCIAL SECURITY	\$47,808.00	\$47,808.00	\$34,175.96	\$47,409.00
08-658-0202	INSURANCE - GROUP	\$97,491.00	\$97,491.00	\$85,841.20	\$111,592.00
08-658-0203	RETIREMENT	\$13,691.00	\$13,691.00	\$10,154.03	\$13,538.00
08-658-0204	UNEMPLOYMENT	\$1,287.00	\$1,287.00	\$557.23	\$1,287.00
08-658-0205	INS - WORKMEN'S COMP	\$5,798.00	\$5,798.00	\$6,083.44	\$7,500.00
08-658-0216	PENSION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
08-658-0220	OPEB EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
08-658-0410	NATURAL GAS PUR - ALPINE	\$535,000.00	\$535,000.00	\$447,956.07	\$535,000.00
08-658-0420	NATURAL GAS PUR - FT. DAVIS	\$80,000.00	\$80,000.00	\$70,176.72	\$80,000.00
08-658-0501	OFFICE SUPPLIES	\$7,500.00	\$7,500.00	\$5,707.13	\$7,500.00
08-658-0502	FIELD SUPPLIES	\$15,000.00	\$15,000.00	\$14,528.80	\$20,000.00
08-658-0503	SAFETY EQUIPMENT	\$25,000.00	\$25,000.00	\$20,061.17	\$25,000.00
08-658-0510	UNIFORMS	\$12,000.00	\$12,000.00	\$13,300.58	\$15,000.00

08-658-0600	EQUIPMENT MAINT.	\$14,825.00	\$14,825.00	\$6,023.95	\$15,000.00
08-658-0701	VEHICLE MAINT	\$13,700.00	\$13,700.00	\$10,578.69	\$15,000.00
08-658-0800	CP & METER MAINT	\$20,000.00	\$20,000.00	\$19,201.30	\$30,000.00
08-658-0900	FUEL & OIL	\$15,000.00	\$15,000.00	\$14,167.68	\$18,000.00
08-658-1001	MISC/VOIDED	\$0.00	\$0.00	\$0.00	\$0.00
08-658-1100	METERS	\$25,000.00	\$25,000.00	\$16,411.94	\$30,000.00
08-658-1101	ELECTRICITY	\$5,000.00	\$5,000.00	\$2,684.08	\$5,000.00
08-658-1200	DISTRIBUTION SYSTEM MAINT	\$50,000.00	\$50,000.00	\$44,358.30	\$60,000.00
08-658-1301	INSURANCE - GENERAL/AUTO LIAB	\$21,166.00	\$21,166.00	\$23,516.60	\$25,843.00
08-658-1400	EQUIPMENT RENTAL	\$4,000.00	\$4,000.00	\$3,485.46	\$5,000.00
08-658-1500	TRAINING	\$15,000.00	\$15,000.00	\$6,601.61	\$15,000.00
08-658-1501	TRAVEL	\$12,500.00	\$12,500.00	\$7,318.14	\$12,500.00
08-658-1600	POSTAGE/FREIGHT	\$20,000.00	\$20,000.00	\$11,128.10	\$20,000.00
08-658-1700	IT EQUIPMENT/ SOFTWARE	\$20,000.00	\$20,000.00	\$19,544.59	\$25,000.00
08-658-1800	PENALTIES/FINES	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
08-658-1901	ROAD REPAIR	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
08-658-2124	PROVISION FOR BAD DEBT	\$0.00	\$0.00	\$0.00	\$0.00
08-658-2200	CONSULTING/CONTRACT FEES	\$20,000.00	\$20,000.00	\$15,739.28	\$20,000.00
08-658-2300	RR COMMISSION FEES	\$5,000.00	\$5,000.00	\$2,779.54	\$5,000.00
08-658-2400	DIG TESS/TEXAS 811	\$1,500.00	\$1,500.00	\$1,351.80	\$1,500.00
08-658-2700	TELEPHONE EXPENSES	\$8,000.00	\$8,000.00	\$6,050.05	\$8,000.00
08-658-2750	CELL PHONE EXPENSES	\$5,000.00	\$5,000.00	\$3,111.42	\$5,000.00
08-658-2800	DRUG TESTING	\$1,200.00	\$1,200.00	\$876.00	\$1,200.00
08-658-2900	DUES & MEMBERSHIPS	\$1,500.00	\$1,500.00	\$592.00	\$1,500.00
08-658-3050	PAP/DAMAGE PREVENTION	\$8,500.00	\$8,500.00	\$6,269.25	\$8,500.00
08-658-3100	ADVERTISING	\$3,000.00	\$3,000.00	\$675.00	\$3,000.00
08-658-3800	BUILDING MAINT.	\$15,000.00	\$2,000.00	\$285.99	\$2,000.00
08-658-3900	SALES TAX REMITTED TO STATE	\$60,000.00	\$60,000.00	\$47,301.72	\$60,000.00
08-658-8001	LEASED VEHICLE	\$44,500.00	\$57,500.00	\$25,769.28	\$57,500.00
08-658-8003	LEASED EQUIPMENT	\$10,000.00	\$10,000.00	\$8,637.54	\$10,000.00
08-658-9500	DEPRECIATION EXPENSE - GAS	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9501	AMORTIZATION EXPENSE RIGHT TC	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9502	AMORTIZATION EXPENSE RIGHT TC	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9800	CIP - KABOTA - FY20 EXCAVATOR	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9809	INTEREST EXPENSE - RIGHT TO USE	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9810	CIP - STOPPLE	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9811	CIP - RATIFIER	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9812	FY23 GATESFY24 AUTOMATIVE ME	\$150,000.00	\$150,000.00	\$0.00	\$300,000.00
08-658-9999	RESERVES - FINANCIAL POLICY	\$47,731.00	\$47,731.00	\$47,730.80	\$47,731.00
.	GAS EXPENSES	\$2,395,072.00	\$2,395,072.00	\$1,672,024.87	\$2,627,962.00
COMBINED GAS REVENUES		\$2,292,500.00	\$2,292,500.00	\$1,828,245.18	\$2,300,500.00
COMBINED GAS APPROPRIATIONS		\$2,395,072.00	\$2,395,072.00	\$1,672,024.87	\$2,627,962.00
			(\$102,572.00)		(\$327,462.00)
08-599-9100	SYSTEM ADDED TRANSFER IN	\$0.00	\$102,572.00	\$0.00	\$327,462.00



HOTEL OCCUPANCY TAX (HOT)

PROPOSED 2025-2026

TOURISM FUND PROMOTION TOURISM - HOTEL OCCUPANCY TAX (HOT)					
ACCT NUMBER	ACCOUNT TITLE	ORG BUDGET 2024-2025	AMENDED BUDGET 2024-2025	ACTUAL AS OF 7-31-2025	PROPOSED BUDGET 2025-2026
06-556-0408	HOT HOTEL OCCUPANCY TAX	\$650,000.00	\$650,000.00	\$0.00	\$650,000.00
06-556-0410	HOT INTEREST ACCT #7082339	\$0.00	\$0.00	\$26,819.15	
06-556-0411	TEXAS CLASS - INTEREST	\$0.00	\$0.00	\$3,729.74	
06-556-0412	STR PERMIT FEE	\$0.00	\$0.00	\$5,339.24	
06-556-0413	GO TEXAN REIMBURSEMENT	\$0.00	\$0.00	\$0.00	
06-556-0414	TEXAS MOUNTAIN TRAIL GRANT			\$0.00	
06-556-0501	HOT - VALUE LODGE/ALPINE LOI	\$0.00	\$0.00	\$22,385.48	
06-556-0502	HOT - ANTELOPE LODGE	\$0.00	\$0.00	\$0.00	
06-556-0503	HOT - QUALITY INN	\$0.00	\$0.00	\$77,427.61	
06-556-0504	HOT - HIGHLAND INN	\$0.00	\$0.00	\$0.00	
06-556-0505	HOT - THE HOLLAND HOTEL	\$0.00	\$0.00	\$28,458.59	
06-556-0506	HOT - LA LOMA INN	\$0.00	\$0.00	\$0.00	
06-556-0507	HOT - MOTEL BIEN VENIDO	\$0.00	\$0.00	\$0.00	
06-556-0508	HOT - TRAVEL LODGE/OAK TREE	\$0.00	\$0.00	\$8,269.17	
06-556-0509	HOT - STUDIO GUEST HOUSE	\$0.00	\$0.00	\$165.97	
06-556-0511	HOT - AMERICA'S BEST/SUNDAY	\$0.00	\$0.00	\$34,059.40	
06-556-0513	HOT - THE MAVERICK INN	\$0.00	\$0.00	\$12,395.45	
06-556-0514	HOT - QUARTER CIRCLE 7	\$0.00	\$0.00	\$35,048.86	
06-556-0515	HOT - ALPINE GUEST LOFTS	\$0.00	\$0.00	\$1,784.88	
06-556-0516	HOT - HAMPTON INN	\$0.00	\$0.00	\$128,382.47	
06-556-0517	HOT - BREWSTER CO. LODGING	\$0.00	\$0.00	\$2,065.54	
06-556-0518	HOT - CASA VIDA	\$0.00	\$0.00	\$906.54	
06-556-0519	HOT - HOLIDAY INN EXPRESS	\$0.00	\$0.00	\$131,128.08	
06-556-0521	CAVE MESA	\$0.00	\$0.00	\$578.30	
06-556-0529	Alpine Vacation Rentals, LLC	\$0.00	\$0.00	\$0.00	
06-556-0530	HOT-Alpine Creek Cottage, L.L.C.	\$0.00	\$0.00	\$0.00	
06-556-0532	Lockhart Hacienda	\$0.00	\$0.00	\$1,340.09	
06-556-0536	Casa Blanca	\$0.00	\$0.00	\$107.45	
06-556-0537	ZIMMER - GATED GARDENS	\$0.00	\$0.00	\$1,497.90	
06-556-0539	PURPLE DOOR GUESTHOUSE	\$0.00	\$0.00	\$0.00	
06-556-0543	RIPPEL - BRBO	\$0.00	\$0.00	\$0.00	
06-556-0547	ALPINE SUNSET RETREAT	\$0.00	\$0.00	\$85.25	
06-556-0548	BOMBERO 18, LLC	\$0.00	\$0.00	\$1,465.17	
06-556-0549	LANGRIDGE LODGE	\$0.00	\$0.00	\$449.94	
06-556-0550	LUXURY FARM HOUSE	\$0.00	\$0.00	\$676.86	
06-556-0552	ALPINE PROPERTY RENTALS	\$0.00	\$0.00	\$0.00	
06-556-0553	SKYE BLUE SERVICES- PEACH H	\$0.00	\$0.00	\$1,841.83	
06-556-0555	TEXSKY - BIRNNEST	\$0.00	\$0.00	\$0.00	
06-556-0559	WINDMILL HOUSE - HURST	\$0.00	\$0.00	\$637.60	
06-556-0560	EL NIDO - SANDRA PRATT	\$0.00	\$0.00	\$0.00	
06-556-0561	KIM LANGRIDGE - LANGRIDGE L	\$0.00	\$0.00	\$0.00	
06-556-0562	COVINGTON - BEACH HOUSE	\$0.00	\$0.00	\$0.00	
06-556-0563	ALPINE BED & BREAKFAST - RAI	\$0.00	\$0.00	\$5,939.13	

06-556-0566	DANNICA INVESTMENTS - M. QU	\$0.00	\$0.00	\$0.00
06-556-0568	CASA ACERO - EAGLE PASS	\$0.00	\$0.00	\$3,941.39
06-556-0569	CAJITA VERDE - BLECHA	\$0.00	\$0.00	\$340.60
06-556-0570	PAIGE LOSOYA - CACTUS STREE	\$0.00	\$0.00	\$431.98
06-556-0571	ADOBE VISTA - SCHWERDTFEGE	\$0.00	\$0.00	\$947.33
06-556-0572	EL NOPAL CASITA - LIM/ROTHEY	\$0.00	\$0.00	\$520.11
06-556-0573	5TH STREET - ROGGOW	\$0.00	\$0.00	\$0.00
06-556-0574	BIRD'S NEST - BRANT	\$0.00	\$0.00	\$957.93
06-556-0576	CASA OCOTILLO - HARPOLD	\$0.00	\$0.00	\$816.46
06-556-0577	OH HI HOUSE - BIENVENIDO BIG	\$0.00	\$0.00	\$0.00
06-556-0578	THE VILLA	\$0.00	\$0.00	\$155.69
06-556-0579	CASA DE ARROZ	\$0.00	\$0.00	\$837.79
06-556-0580	THE COWBOY HOUSE	\$0.00	\$0.00	\$1,284.44
06-556-0582	FOURTH & LONG-SUGAR MOON	\$0.00	\$0.00	\$746.08
06-556-0583	KATHRYN'S KORNER	\$0.00	\$0.00	\$1,956.82
06-556-0584	SUNCATCHER-GONZALES	\$0.00	\$0.00	\$501.69
06-556-0585	LA PALOMA-BRANT	\$0.00	\$0.00	\$519.93
06-556-0586	SGE GUEST HOUSE - R STOVELL	\$0.00	\$0.00	\$1,294.17
06-556-0588	HOLLAND HOUSE -S HOLLAND F	\$0.00	\$0.00	\$1,142.55
06-556-0589	LITTLE BLUE HOUSE - A BRANT	\$0.00	\$0.00	\$0.00
06-556-0590	BRIGHT MOON-A GABBERT	\$0.00	\$0.00	\$954.31
06-556-0591	T. KELLNER-SALTILLO HOUSE	\$0.00	\$0.00	\$0.00
06-556-0592	ORANGE STREET BNB-GARRETT	\$0.00	\$0.00	\$0.00
06-556-0593	EL CORAZON-C C FONSECA	\$0.00	\$0.00	\$151.22
06-556-0594	CASA PIEDRA-CLAY BRAUCH	\$0.00	\$0.00	\$2,177.99
06-556-0595	VALENZUELA HOUSE-GONZALE	\$0.00	\$0.00	\$542.36
06-556-0596	VERANDA-S BLAIR BROWN	\$0.00	\$0.00	\$0.00
06-556-0597	SPACIOUS HOUSE-HOLLY & AND	\$0.00	\$0.00	\$1,825.91
06-556-0598	WINTER'S HOUSE-OFFENSTEIN	\$0.00	\$0.00	\$484.72
06-556-0599	EL GOATHEAD-STONE	\$0.00	\$0.00	(\$54.43)
06-556-0600	CASA LA VISTA - CASITA BONITA	\$0.00	\$0.00	\$292.25
06-556-0601	SIMPATICO-STUBBS	\$0.00	\$0.00	\$528.94
06-556-0602	CACTUS HOUSE- L. COBOS	\$0.00	\$0.00	\$354.96
06-556-0603	OLD TOWN CASITA - N EDWARD	\$0.00	\$0.00	\$0.00
06-556-0604	MORNING STAR HOUSE-LAUREL	\$0.00	\$0.00	\$1,232.37
06-556-0605	LA COCHERA-S GRISHAM	\$0.00	\$0.00	\$428.63
06-556-0606	SUMMIT COTTAGE-C PENNEY	\$0.00	\$0.00	\$603.04
06-556-0607	ALPINE COUNTRY CLUB LOFTS-M	\$0.00	\$0.00	\$1,558.36
06-556-0608	LAS HERMANAS-JAM & JAM ENT	\$0.00	\$0.00	\$1,553.82
06-556-0609	THE COZY STARGAZER - J FARAI	\$0.00	\$0.00	\$348.35
06-556-0610	RUSTIC RANCH HOUSE RETREET	\$0.00	\$0.00	\$127.40
06-556-0611	GRINGO HONEYMOON -C JACOB	\$0.00	\$0.00	\$90.70
06-556-0612	307 E JUNE - KEVIN TOMANKA	\$0.00	\$0.00	\$134.75
06-556-0613	100 W MURPHY - G EGAN-LEANI	\$0.00	\$0.00	\$152.32
06-556-0614	409 N 6TH-J MICHELOTTI-ALPINE	\$0.00	\$0.00	\$551.46
06-556-9920	STR STIPE FEES	\$0.00	\$0.00	\$108.06
Promotion & Tourism Revenues		\$650,000.00	\$650,000.00	\$563,528.14
				\$650,000.00

06-656-0100	7 % FISCAL FEE	\$44,677.00	\$44,677.00	\$14,892.33	\$48,528.00
06-656-0101	SALARIES - VISITOR CENTER EMP	\$67,463.00	\$67,463.00	\$53,382.64	\$71,211.00
06-656-0103	OVERTIME	\$1,529.00	\$1,529.00	\$5,789.64	\$6,000.00
06-656-0201	SOCIAL SECURITY	\$5,264.00	\$5,264.00	\$4,526.69	\$5,907.00
06-656-0202	INSURANCE	\$8,863.00	\$8,863.00	\$60.00	\$10,145.00
06-656-0203	RETIREMENT	\$1,507.00	\$1,507.00	\$1,274.90	\$1,692.00
06-656-0204	UNEMPLOYMENT	\$234.00	\$234.00	\$155.28	\$234.00
06-656-0205	WORKMEN'S COMP	\$0.00	\$0.00	\$54.96	\$187.00
06-656-0501	VC - SUPPLIES	\$8,000.00	\$8,000.00	\$4,852.91	\$8,000.00
06-656-1001	MISC/VOIDED	\$0.00	\$0.00	\$0.00	\$0.00
06-656-1101	VC - ELECTRICITY	\$1,500.00	\$1,500.00	\$937.05	\$1,500.00
06-656-1301	LIABILITY/AUTO COVERAGE	\$698.00	\$698.00	\$178.00	\$853.00
06-656-1500	VC - TRAINING	\$1,500.00	\$1,500.00	\$425.00	\$1,500.00
06-656-1501	VC - TRAVEL	\$6,000.00	\$6,000.00	\$6,180.88	\$6,000.00
06-656-1602	VC - POSTAGE	\$2,500.00	\$2,500.00	\$1,217.81	\$2,500.00
06-656-1700	IT EQUIPMENT/ SOFTWARE	\$1,400.00	\$1,400.00	\$16,980.63	\$18,000.00
06-656-1801	VC - SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$0.00
06-656-1900	VC - PRINTING/ADVERTISING	\$1,500.00	\$1,500.00	\$1,327.44	\$1,500.00
06-656-2121	FACILITY MAINT/EQUIPMENT	\$15,000.00	\$15,000.00	\$11,057.18	\$15,000.00
06-656-2700	VC- TELEPHONE/INTERNET	\$2,000.00	\$2,000.00	\$1,573.81	\$2,000.00
06-656-5102	TOURISM DIRECTOR CONTRACT	\$87,854.00	\$87,854.00	\$73,211.60	\$92,247.00
06-656-5103	REGISTRATION CONVENTION DELE	\$350,825.00	\$300.00	\$0.00	\$300.00
06-656-5104	PROMOTION / ADVERTISING	\$81,600.00	\$350,525.00	\$233,494.71	\$350,525.00
06-656-5105	PROMOTION OF THE ARTS	\$85,000.00	\$81,600.00	\$88,398.90	\$81,600.00
06-656-5106	HISTORICAL RESTORATION/PRESER	\$47,500.00	\$85,000.00	\$50,825.00	\$40,000.00
06-656-5109	SPORTING EVENTS	\$3,500.00	\$47,500.00	\$0.00	\$47,500.00
06-656-5111	TRANSPORTATION SYSTEM	\$0.00	\$3,500.00	\$1,826.02	\$3,500.00
06-656-5115	SIGNAGE	\$0.00	\$0.00	\$0.00	\$0.00
06-656-5116	GO TEXAN GRANT	\$0.00	\$0.00	\$0.00	\$0.00
06-656-5200	VISITOR CENTER REMODEL	\$0.00	\$0.00	\$0.00	\$0.00
06-656-8003	LEASED - EQUIPMENT	\$5,000.00	\$5,000.00	\$2,987.09	\$5,000.00
06-656-9000	RESERVES/FUND BALANCE	\$0.00	\$0.00	\$0.00	\$0.00
06-656-9803	PRINCIPAL - RIGHT TO USE LEASES	\$0.00	\$0.00	\$0.00	\$0.00
06-656-9804	INTEREST EXPENSE - RIGHT TO USE	\$0.00	\$0.00	\$0.00	\$0.00
06-656-9999	RESERVES - FINANCIAL POLICY	\$0.00	\$0.00	\$0.00	\$0.00
PROMOTION & TOURISM EXPENS		\$830,914.00	\$830,914.00	\$575,610.47	\$821,429.00
COMBINED P&T HOT REVENUES		\$650,000.00	\$650,000.00	\$563,528.14	\$650,000.00
COMBINED P&T HOT APPROPRIATIONS		\$830,914.00	\$830,914.00	\$575,610.47	\$821,429.00
			(\$180,914.00)		(\$171,429.00)
06-599-9100	SYSTEM ADDED TRANSFER IN	\$0.00	\$0.00	\$0.00	\$171,429.00



DEBT SERVICE (INTEREST & SINKING)

PROPOSED 2025-2026

INTEREST & SINKING FUND					
ACCT NUMBER	ACCOUNT TITLE	ORG BUDGET 2024-2025	AMENDED BUDGET 2024-2025	ACTUAL AS OF 6-30-2025	PROPOSED BUDGET 2025-2026
75-534-0410	CURRENT I & S AD VALOREM	\$51,400.00	\$51,400.00	\$50,404.05	\$49,742.00
75-534-0420	DELINQUENT I & S	\$0.00	\$0.00	\$3,624.35	
75-534-0502	PENALTY & INTEREST	\$0.00	\$0.00	\$2,124.32	
75-534-7001	I&S BANK INTEREST	\$0.00	\$0.00	\$3,430.02	
75-599-9100	SYSTEM ADDED TRANSFER IN	\$0.00	\$0.00	\$0.00	
75-599-9110	SYSTEM ADDED TRANSFER OUT	\$0.00	\$0.00	\$0.00	
	INTEREST & SINKING REVENUE	\$51,400.00	\$51,400.00	\$59,582.74	\$49,742.00

ACCT NUMBER	ACCOUNT TITLE	ORG BUDGET 2024-2025	AMENDED BUDGET 2024-2025	ACTUAL AS OF 6-30-2025	PROPOSED BUDGET 2025-2026
75-600-0200	PRINCIPAL - CO SERIES 2011	\$39,200.00	\$39,200.00	\$39,200.00	\$39,200.00
75-600-0201	INTEREST - CO SERIES 2011	\$12,200.00	\$12,200.00	\$6,514.20	\$10,542.00
75-600-0300	PRINCIPAL - GO SERIES 2011	\$0.00	\$0.00	\$0.00	\$0.00
75-600-0301	INTEREST - GO SERIES 2011	\$0.00	\$0.00	\$0.00	\$0.00
	INTEREST & SINKING EXPENSES	\$51,400.00	\$51,400.00	\$45,714.20	\$49,742.00

COMBINED I&S REVENUES	\$51,400.00	\$51,400.00	\$59,582.74	\$49,742.00
COMBINED I&S APPROPRIATIONS	\$51,400.00	\$51,400.00	\$45,714.20	\$49,742.00
		\$0.00		\$0.00



MULTI YEAR BUDGET COMPARISON REPORT

PROPOSED 2025-2026



CITY OF ALPINE, TEXAS
MULTI-YEAR BUDGET COMPARISON REPORT
FY 2025-2026 PROPOSED BUDGET

GENERAL FUND							
ACCT NUMBER	ACCOUNT TITLE	ACTUAL 2022-2023	ACTUAL 2023-2024	ORG BUDGET 2024-2025	CURRENT BUDGET 2024-2025	ACTUAL AS OF 07-31-2025	PROPOSED BUDGET 2025-2026
01-520-1000	SALE-CITY PROPERTY/ EASEMENTS	\$0.00	\$5,250.00	\$10,000.00	\$10,000.00	\$32,999.20	\$15,000.00
01-520-2000	WORKMAN'S COMP REFUND	\$0.00	\$1,040.53	\$0.00	\$0.00	\$0.00	\$0.00
01-520-4000	MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$720.17	\$1,000.00
01-520-9000	AUCTION	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$5,000.00
	NON DEPARTMENTAL REVENUE	\$0.00	\$6,290.53	\$20,000.00	\$20,000.00	\$33,719.37	\$21,000.00
01-521-0001	TEXSTAR	\$92,187.73	\$113,479.32	\$75,000.00	\$75,000.00	\$83,098.72	\$75,000.00
01-521-0002	TXCLASS CAPITAL IMPROVEMENTS	\$13,862.60	\$16,664.78	\$10,000.00	\$10,000.00	\$10,320.82	\$10,000.00
01-521-0003	TXCLASS FIRE ASSISTANCE	\$9,702.58	\$11,691.70	\$10,000.00	\$10,000.00	\$8,261.49	\$10,000.00
01-521-0004	TXCLASS CREEK PROJECT	\$11,258.81	\$13,566.77	\$10,000.00	\$10,000.00	\$9,893.05	\$10,000.00
01-521-0005	TXCLASS PUEBLO NUEVO	\$0.00	\$8,652.44	\$5,000.00	\$5,000.00	\$6,309.46	\$5,000.00
	INTEREST RESERVE ACCOUNTS	\$127,011.72	\$164,055.01	\$110,000.00	\$110,000.00	\$117,883.54	\$110,000.00
01-523-0090	ENTERPRISE ADMINISTRATIVE FEE	\$598,229.76	\$673,203.99	\$702,761.00	\$702,761.00	\$0.00	\$669,855.00
01-523-0100	ENTERPRISE FRANCHISE FEE	\$349,438.52	\$320,760.40	\$387,269.00	\$387,269.00	\$0.00	\$380,721.00
01-523-0612	FY 20 NSF - RETURNED CHECK FEE	\$0.00	\$0.00	\$150.00	\$150.00	\$0.00	\$150.00
01-523-1303	BEER & WINE PERMITS	\$6,922.50	\$5,797.50	\$7,500.00	\$7,500.00	\$4,645.00	\$7,500.00
01-523-1304	COIN OPERATED AMUSEMENT FEE	\$6,650.00	\$5,250.00	\$6,000.00	\$6,000.00	\$2,500.00	\$6,000.00
01-523-1305	REZONING/VARIANCES	\$300.00	\$550.00	\$1,000.00	\$1,000.00	\$350.00	\$1,000.00
01-523-1306	PEDDLARS/SOLICITORS FEES	\$300.00	\$160.00	\$500.00	\$500.00	\$250.00	\$500.00
01-523-2000	7 % HOT OVERHEAD	\$30,978.00	\$43,176.99	\$44,677.00	\$44,677.00	\$0.00	\$48,528.00
01-523-2104	COPIES/PUBLIC	\$171.95	\$515.25	\$1,000.00	\$1,000.00	\$2.90	\$1,000.00
01-523-5203	SERV CHRGR/BAD CHECKS	\$30.00	\$30.00	\$200.00	\$200.00	\$0.00	\$200.00
01-523-5220	Discounts Earned (True Value)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-523-5221	DONATIONS	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
01-523-7000	GENERAL BANK ACCT 2207 INTEREST	\$51,048.53	\$113,802.98	\$85,000.00	\$85,000.00	\$79,258.14	\$85,000.00
01-523-7003	INTEREST REVENUE - LEASE	\$1,892.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-523-7500	POST OFFICE GROUND LEASE	\$3,840.00	\$4,400.04	\$3,894.00	\$3,894.00	\$3,300.03	\$3,894.00
01-523-7501	NEIGHBORHOOD CENTER LEASE	\$0.00	\$5,600.00	\$6,000.00	\$6,000.00	\$5,000.00	\$6,000.00
01-523-7502	ALPINE COUNTRY CLUB LEASE - GC	\$0.00	\$12.00	\$2.00	\$2.00	\$0.00	\$2.00
01-523-9920	MISC INCOME/FEES	\$1,110.99	\$26,171.12	\$2,500.00	\$12,500.00	\$1,296.60	\$12,500.00
01-523-9921	TML. CONFERENCE	\$1,520.00	\$0.00	\$0.00	\$0.00	\$1,380.00	\$0.00
01-523-9922	OTHER GOVERNMENT/GRANT REIM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	ADMINISTRATIVE REVENUES	\$1,052,432.29	\$1,199,430.27	\$1,250,453.00	\$1,260,453.00	\$97,982.67	\$1,224,850.00
01-534-0300	CURRENT TAX COLLEC.	\$1,829,902.12	\$2,033,950.01	\$2,203,447.00	\$2,203,447.00	\$2,126,049.59	\$2,151,451.00
01-534-0400	DELINQUENT PENALTY & INTEREST	\$40,916.70	\$47,833.30	\$0.00	\$0.00	\$44,149.60	\$30,000.00
01-534-0410	M&O - DELINQUENT YEARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-534-0420	I&S DELINQUENT YEARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-534-0502	CURRENT PENALTY & INTEREST	\$19,375.89	\$21,688.95	\$0.00	\$0.00	\$17,744.58	\$15,000.00
01-534-0504	DELINQUENT PENALTY & INTEREST	\$11,864.90	\$17,678.77	\$0.00	\$0.00	\$17,150.50	\$10,000.00
01-534-0505	DEALERSHIP INV. TX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-534-0506	EXCESS PROCEEDS-TAX SALES	\$1,604.91	\$0.00	\$0.00	\$0.00	\$11,848.38	\$0.00
01-534-0507	BPP TAXES	\$1,672.69	\$35.00	\$0.00	\$0.00	\$38.12	\$0.00
	AD VALOREM TAX REVENUE	\$1,905,337.21	\$2,121,186.03	\$2,203,447.00	\$2,203,447.00	\$2,216,980.77	\$2,206,451.00
01-548-0401	CITY SALES TAX	\$2,093,352.69	\$1,976,039.77	\$2,150,000.00	\$2,150,000.00	\$1,648,273.36	\$2,150,000.00
01-548-0402	ELECTRIC FRANCHISE TAX	\$64,956.31	\$61,869.65	\$62,000.00	\$62,000.00	\$42,329.74	\$62,000.00
01-548-0403	TELEPHONE FRANCHISE TAX	\$7,131.45	\$3,346.39	\$8,000.00	\$8,000.00	\$4,347.99	\$8,000.00
01-548-0404	T.V. CABLE FRANCHISE TAX	\$15,020.51	\$13,995.03	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00
01-548-0406	MIXED BEVERAGE TAX	\$28,760.34	\$27,085.38	\$25,000.00	\$25,000.00	\$16,721.20	\$25,000.00
	CITY SALES TAX REVENUES	\$2,209,221.30	\$2,082,336.22	\$2,260,000.00	\$2,260,000.00	\$1,711,672.29	\$2,260,000.00

Note: Prior year budget combined with administration. FY26 - separated for proper accountability.

01-619-0101	SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185,156.00
01-619-0103	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
01-619-0105	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

01-619-0201	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,319.00
01-619-0202	INSURANCE - GROUP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,579.00
01-619-0203	RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,105.00
01-619-0204	UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
01-619-0205	INS - WORKER'S COMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$501.00
01-619-0501	SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
01-619-1500	TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
01-619-1501	TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
01-619-1700	IT EQUIPMENT/SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
01-619-2200	ELECTION EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00
01-619-2700	TELEPHONE EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-619-2750	CELL PHONE EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-619-3000	CODIFICATION - ORDINANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
	CITY SECRETARY EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$289,960.00
01-620-1301	INSURANCE - GENERAL & LIABILITY	\$8,433.00	\$8,138.00	\$8,287.00	\$8,287.00	\$9,370.07	\$10,119.00
01-620-1400	CUSTODIAL SERVICE-GF DEPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-620-1401	JANITORIAL SUPPLIES	\$3,165.15	\$3,543.95	\$5,000.00	\$5,000.00	\$2,440.28	\$5,000.00
01-620-1500	COPY EXPENSE-ALL GF DEPTS	\$10,766.82	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
01-620-1602	MAILING - ALL GF DEPTS.	\$12,115.65	\$9,916.44	\$15,000.00	\$15,000.00	\$6,832.24	\$15,000.00
01-620-1700	COMPUTER ASST -ALL GF DEPTS	\$1,323.32	\$15,606.91	\$20,000.00	\$20,000.00	\$11,137.87	\$20,000.00
01-620-1801	DUES/SUB/MEM -ALL GF DEPTS.	\$19,284.77	\$8,056.11	\$25,000.00	\$25,000.00	\$9,428.57	\$25,000.00
01-620-1802	PUB/NOT/ADV - ALL GF DEPTS.	\$19,726.35	\$22,800.40	\$25,000.00	\$25,000.00	\$13,304.00	\$25,000.00
01-620-1900	PRINTING - ALL GF DEPTS.	\$0.00	\$440.88	\$1,500.00	\$1,500.00	\$25.00	\$1,500.00
01-620-2101	AMBULANCE SUBSIDY	\$160,773.00	\$165,060.96	\$165,061.00	\$165,061.00	\$137,550.80	\$165,061.00
01-620-2102	LIBRARY SUBSIDY	\$39,999.96	\$45,000.00	\$40,000.00	\$40,000.00	\$33,333.30	\$45,000.00
01-620-2103	AISD -CHILDCARE	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-620-2104	FAMILY CRISIS CENTER	\$9,425.00	\$9,425.00	\$9,425.00	\$9,425.00	\$7,068.75	\$9,425.00
01-620-2105	CHILDRENS ADVOCACY CENTER	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
01-620-2106	ALPINE EMERGENCY SERVICES BOARD	\$0.00	\$40,000.00	\$40,000.00	\$50,000.00	\$50,000.00	\$50,000.00
01-620-2120	CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-620-2200	ELECTION EXPENSE	\$4,715.24	\$5,318.08	\$12,000.00	\$12,000.00	\$13,261.32	\$0.00
01-620-2201	INTERNSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-620-2300	EMPLOYEE RELATIONS	\$8,616.02	\$5,830.44	\$12,500.00	\$12,500.00	\$8,454.48	\$12,500.00
01-620-2301	PUBLIC RELATIONS	\$356.00	\$112.87	\$1,000.00	\$1,000.00	\$800.00	\$1,000.00
01-620-3000	IRS PENALTY/FINE/VOIDED	\$0.00	\$23.01	\$0.00	\$0.00	\$1,724.93	\$0.00
01-620-4500	APPRAISAL BOARD	\$67,708.00	\$55,152.00	\$77,213.00	\$77,213.00	\$75,067.80	\$78,821.00
01-620-4501	TAX COLLECTION CONTRACT	\$21,445.00	\$22,517.00	\$23,643.00	\$23,643.00	\$23,642.85	\$24,825.00
01-620-6900	AUDIT	\$149,835.00	\$118,600.00	\$200,000.00	\$200,000.00	\$126,596.25	\$200,000.00
01-620-7900	CO HANDLING FEES	\$1,306.25	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
01-620-8002	INTEREST - LEASED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-620-8003	LEASED - EQUIPMENT	\$0.00	\$16,417.80	\$16,000.00	\$16,000.00	\$15,335.22	\$16,000.00
01-620-8004	SBITA PRINCIPAL	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-620-9003	RIGHT TO USE LEASE - CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-620-9803	PRINCIPAL 0 RIGHT TO USE LEASES	\$14,502.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-620-9804	INTEREST EXPENSE - RIGHT TO USE	\$5,666.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	NON DEPARTMENTAL EXPENSES	\$566,863.67	\$582,459.85	\$712,129.00	\$722,129.00	\$550,873.73	\$719,751.00
01-622-0101	SALARIES	\$6,900.00	\$6,300.00	\$7,500.00	\$7,500.00	\$5,250.00	\$7,500.00
01-622-0201	SOCIAL SECURITY	\$527.83	\$481.95	\$573.00	\$573.00	\$401.62	\$573.00
01-622-0501	SUPPLIES	\$211.57	\$56.28	\$500.00	\$500.00	\$0.00	\$500.00
01-622-0502	HOSPITALITY	\$129.42	\$228.17	\$500.00	\$500.00	\$190.35	\$500.00
01-622-1502	MAYOR DISCRETIONARY	\$2,099.29	\$875.34	\$3,000.00	\$3,000.00	\$421.79	\$4,000.00
01-622-1503	WARD 1 DISCRETIONARY	\$1,459.20	\$2,318.40	\$3,000.00	\$3,000.00	\$1,916.81	\$4,000.00
01-622-1504	WARD 2 - DISCRETIONARY	\$3,000.00	\$2,062.52	\$3,000.00	\$3,000.00	\$2,258.86	\$4,000.00
01-622-1505	WARD 3 - DISCRETIONARY	\$662.96	\$1,882.69	\$3,000.00	\$3,000.00	\$1,194.12	\$4,000.00
01-622-1506	WARD 4 - DISCRETIONARY	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$204.96	\$4,000.00
01-622-1507	WARD 5 - DISCRETIONARY	\$1,610.08	\$150.00	\$3,000.00	\$3,000.00	\$0.00	\$4,000.00
01-622-2000	BUILDING AND STANDARDS COMM	\$0.00	\$15,000.00	\$25,000.00	\$25,000.00	\$0.00	\$20,000.00
01-622-2121	LEGAL EXPENSES	\$63,870.55	\$102,779.10	\$100,000.00	\$100,000.00	\$47,408.79	\$100,000.00
01-622-2122	LEGAL EXPENSES - CIVIL	\$48,369.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	CITY COUNCIL EXPENSES	\$128,840.42	\$132,134.45	\$152,073.00	\$152,073.00	\$59,247.30	\$153,073.00

Note: Prior year budget combined with administration. FY26 - separated for proper accountability.

01-623-0101	SALARIES	\$295,444.51	\$325,528.99	\$426,096.00	\$426,096.00	\$308,036.97	\$309,798.00
01-623-0103	OVERTIME	\$481.29	\$153.47	\$3,058.00	\$3,058.00	\$246.32	\$1,000.00

01-623-0104	CM - CAR ALLOWANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-623-0105	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-623-0201	SOCIAL SECURITY	\$21,477.69	\$24,333.56	\$37,745.00	\$37,745.00	\$23,012.01	\$23,701.00
01-623-0202	INSURANCE - GROUP	\$45,564.90	\$47,497.92	\$44,314.00	\$44,314.00	\$44,975.05	\$40,579.00
01-623-0203	RETIREMENT	\$5,983.32	\$6,812.78	\$7,679.00	\$7,679.00	\$6,726.73	\$6,815.00
01-623-0204	UNEMPLOYMENT	\$59.50	\$689.15	\$819.00	\$819.00	\$405.16	\$819.00
01-623-0205	INS - WORKMEN'S COMP	(\$697.00)	\$69.17	\$675.00	\$675.00	\$1,298.80	\$830.00
01-623-0501	SUPPLIES	\$2,697.42	\$5,542.06	\$6,500.00	\$6,500.00	\$4,278.40	\$5,000.00
01-623-0701	MAINT - VEHICLES	\$32.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-623-0900	FUEL & OIL	\$107.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-623-1101	ELECTRICITY	\$2,882.23	\$2,053.29	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
01-623-1500	TRAINING	\$1,274.00	\$5,618.40	\$7,500.00	\$7,500.00	\$4,014.00	\$5,000.00
01-623-1501	TRAVEL	\$2,006.48	\$7,197.90	\$10,000.00	\$10,000.00	\$7,387.47	\$5,000.00
01-623-1700	IT EQUIPMENT/ SOFTWARE	\$1,463.17	\$12,524.44	\$20,000.00	\$20,000.00	\$7,797.49	\$20,000.00
01-623-2200	TML CONFERENCE	\$6,445.99	\$0.00	\$0.00	\$0.00	\$2,981.92	\$0.00
01-623-2700	TELEPHONE EXPENSES	\$5,394.35	\$7,164.56	\$7,500.00	\$7,500.00	\$6,676.29	\$7,500.00
01-623-2750	CELL PHONE EXPENSES	\$938.17	\$1,430.86	\$1,500.00	\$1,500.00	\$1,096.94	\$1,500.00
01-623-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-623-3000	CODIFICATION-ORDINANCE	\$10,533.48	\$6,523.84	\$15,000.00	\$15,000.00	\$2,499.88	\$0.00
01-623-3001	RECORDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-623-9700	SOFTWARE/EMPLOYEE REVIEW	\$0.00	\$27,875.00	\$0.00	\$0.00	\$8,625.00	\$0.00
01-623-9800	CIP - COMPUTERS/IT	\$1,819.85	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
01-623-9801	LEASED VEHICLE	\$6,031.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-623-9802	INTEREST - LEASED EQUIPMENT	\$1,360.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADMINISTRATIVE EXPENSES		\$411,302.30	\$481,015.39	\$603,386.00	\$603,386.00	\$430,058.43	\$442,542.00

01-524-2800	SCHOOL ZONE & BUS VIOLATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-524-2900	FINES & FEES REVENUE	\$66,951.95	\$39,753.64	\$50,000.00	\$50,000.00	\$35,208.79	\$45,000.00
01-524-3000	DEFERRED DISPOSITION	\$0.00	\$0.00	\$0.00	\$0.00	\$181.00	\$0.00
01-524-3300	MUN COURT TECHNOLOGY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$16.00	\$0.00
01-524-3350	TECHNOLOGY FUND INTEREST EAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-524-3400	MUNICIPAL COURT SECURITY FUNI	\$2,970.20	\$2,036.07	\$0.00	\$0.00	\$1,947.45	\$2,000.00
01-524-3500	TIME PAYMENT FEE	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00
01-524-9000	OVERAGE/SHORTAGE	(\$70.10)	\$0.10	\$0.00	\$0.00	\$0.00	\$0.00
MUNICIPAL COURT REVENUES		\$69,852.05	\$41,789.81	\$50,250.00	\$50,250.00	\$37,353.24	\$47,250.00
01-624-0101	SALARIES	\$29,233.60	\$31,469.65	\$34,219.00	\$34,219.00	\$25,102.08	\$38,337.00
01-624-0103	OVERTIME	\$0.00	\$0.00	\$1,023.00	\$1,023.00	\$26.06	\$1,200.00
01-624-0105	CONTRACT LABOR	\$38,400.00	\$39,400.00	\$43,500.00	\$43,500.00	\$29,996.44	\$43,500.00
01-624-0201	SOCIAL SECURITY	\$2,156.07	\$2,298.27	\$2,689.00	\$2,689.00	\$1,922.36	\$3,025.00
01-624-0202	INSURANCE - GROUP	\$8,044.15	\$8,420.64	\$8,862.00	\$8,862.00	\$5,201.42	\$10,145.00
01-624-0203	RETIREMENT	\$600.71	\$658.39	\$770.00	\$770.00	\$549.90	\$869.00
01-624-0204	UNEMPLOYMENT	\$10.62	\$117.00	\$117.00	\$117.00	\$118.24	\$125.00
01-624-0205	INS - WORKMEN'S COMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00
01-624-0208	FINE COLLECTION/FTA FEES	\$129.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-624-0501	OFFICE SUPPLIES	\$1,609.93	\$1,993.16	\$2,500.00	\$2,500.00	\$352.95	\$2,500.00
01-624-0502	SUPPLIES	\$303.04	\$472.72	\$1,000.00	\$1,000.00	\$335.01	\$1,000.00
01-624-1500	TRAINING	\$480.00	\$55.00	\$2,000.00	\$2,000.00	\$350.00	\$2,000.00
01-624-1501	TRAVEL	\$979.69	\$901.95	\$2,500.00	\$2,500.00	\$752.80	\$2,500.00
01-624-1700	IT EQUIPMENT/SOFTWARE	\$0.00	\$3,665.97	\$5,000.00	\$5,000.00	\$2,987.11	\$5,000.00
01-624-2000	CONTRACT	\$2,610.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-624-2700	TELEPHONE EXPENSES	\$3,915.17	\$3,942.66	\$4,500.00	\$4,500.00	\$3,246.08	\$4,500.00
MUNICIPAL COURT EXPENSES		\$88,472.40	\$93,395.41	\$108,680.00	\$108,680.00	\$70,940.45	\$114,806.00

01-531-0600	REIMBURSEMENTS	(\$28.75)	\$0.00	\$2,200.00	\$2,200.00	\$0.00	\$2,000.00
01-531-0900	LEOSE-STATE COMPTROLLER	\$1,024.79	\$2,726.09	\$1,200.00	\$1,200.00	\$2,614.92	\$2,000.00
01-531-1000	RESTITUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1304	POLICE IMPOUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1305	SPECIAL EVENT REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1306	OVERSIZED ESCORT FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1501	POLICE FINES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1507	POLICE ACCIDENT REPORTS	\$1,358.00	\$1,533.00	\$1,250.00	\$1,250.00	\$695.00	\$1,000.00
01-531-1615	ABANDONED VEHICLES & INT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

01-531-1616	PD/FED EQUIT SHAR & INT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1700	CIVIC CENTER SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-531-1900	DONATIONS	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-531-9922	INSURANCE CLAIM	\$0.00	\$8,500.00	\$0.00	\$0.00	\$2,029.00	\$0.00
	POLICE REVENUES	\$2,384.04	\$12,759.09	\$4,650.00	\$4,650.00	\$5,338.92	\$5,000.00
01-631-0101	SALARIES	\$699,775.43	\$740,739.41	\$992,338.00	\$992,338.00	\$759,807.74	\$971,850.00
01-631-0103	OVERTIME	\$72,536.34	\$85,069.58	\$62,203.00	\$62,203.00	\$68,813.93	\$65,000.00
01-631-0104	EVENT SECURITY	\$0.00	\$120.00	\$0.00	\$0.00	\$2,430.00	\$4,000.00
01-631-0201	SOCIAL SECURITY	\$57,522.98	\$62,086.46	\$80,461.00	\$80,461.00	\$61,941.78	\$79,626.00
01-631-0202	INSURANCE GROUP	\$113,434.13	\$106,921.16	\$168,394.00	\$168,394.00	\$127,583.08	\$182,080.00
01-631-0203	RETIREMENT	\$15,909.46	\$17,323.11	\$23,042.00	\$23,042.00	\$18,133.06	\$22,769.00
01-631-0204	UNEMPLOYMENT	\$183.37	\$1,933.72	\$2,340.00	\$2,340.00	\$1,229.87	\$2,340.00
01-631-0205	INS - WORKMEN'S COMP	\$43,119.00	\$29,366.19	\$26,402.00	\$26,402.00	\$15,151.36	\$24,169.00
01-631-0400	SAFETY PROGRAM	\$1,385.10	\$2,116.22	\$3,000.00	\$3,000.00	\$452.82	\$3,000.00
01-631-0501	OFFICE SUPPLIES	\$5,977.14	\$4,026.69	\$6,000.00	\$5,000.00	\$3,888.16	\$5,000.00
01-631-0502	FIELD SUPPLIES	\$5,000.49	\$6,085.20	\$10,000.00	\$8,500.00	\$3,309.70	\$8,500.00
01-631-0510	UNIFORMS	\$6,478.14	\$2,787.58	\$10,000.00	\$12,550.00	\$8,077.69	\$12,550.00
01-631-0700	MAINT - EQUIPMENT	\$3,631.82	\$693.94	\$3,500.00	\$3,500.00	\$456.52	\$3,500.00
01-631-0701	MAINT-VEHICLE	\$17,211.69	\$11,743.65	\$10,000.00	\$11,000.00	\$10,404.05	\$12,000.00
01-631-0713	MAINT - DRUG DOG	\$2,018.92	\$1,134.22	\$5,000.00	\$5,000.00	\$2,497.24	\$5,000.00
01-631-0900	FUEL & OIL	\$23,800.41	\$27,891.64	\$25,000.00	\$25,000.00	\$19,069.08	\$25,000.00
01-631-1101	ELECTRICITY	\$6,625.72	\$8,614.63	\$8,400.00	\$8,400.00	\$3,228.63	\$8,400.00
01-631-1301	LAW ENFORCEMENT LIABILITY INS	\$28,555.00	\$28,327.00	\$29,752.00	\$29,752.00	\$29,860.00	\$36,326.00
01-631-1401	JANITORIAL SUPPLIES	\$439.26	\$592.45	\$1,000.00	\$1,000.00	\$652.63	\$1,000.00
01-631-1500	TRAINING	\$5,214.56	\$13,891.82	\$10,000.00	\$10,000.00	\$5,062.90	\$10,000.00
01-631-1501	TRAVEL	\$5,763.56	\$9,093.16	\$10,000.00	\$9,450.00	\$4,055.72	\$10,000.00
01-631-1700	FY20 - IT/SOFTWARE	\$1,371.02	\$1,097.27	\$2,500.00	\$2,500.00	\$8,296.40	\$7,500.00
01-631-2700	TELEPHONE EXPENSES	\$13,085.75	\$13,138.69	\$13,250.00	\$13,250.00	\$11,018.11	\$13,250.00
01-631-2750	CELL PHONE EXPENSES	\$12,468.94	\$11,217.68	\$12,500.00	\$12,500.00	\$8,479.90	\$12,500.00
01-631-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-631-3000	HEPATITIS SHOTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-631-3100	INFORMANT MONEY	\$200.00	\$400.00	\$0.00	\$0.00	\$1,320.00	\$0.00
01-631-3200	COMMUNITY PROGRAMS	\$403.80	\$5,401.86	\$12,000.00	\$12,000.00	\$4,470.31	\$12,000.00
01-631-3300	INVESTIGATIVE EXPENSES	\$2,224.36	\$608.00	\$3,000.00	\$2,500.00	\$264.00	\$2,500.00
01-631-3700	COPSYNC / SOUTHERN SOFTWARE	\$0.00	\$17,150.00	\$18,250.00	\$18,250.00	\$0.00	\$18,250.00
01-631-7000	CODE RED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-631-7001	FEDERAL WARNING SYSTEM	\$0.00	\$2,020.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
01-631-8001	LEASED VEHICLES	\$34,405.77	\$46,100.31	\$80,918.00	\$80,918.00	\$42,119.12	\$80,918.00
01-631-8002	INTEREST - LEASED EQUIPMENT	\$4,496.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-631-8003	LEASED - EQUIPMENT	\$13,070.90	\$2,761.66	\$0.00	\$0.00	\$2,286.49	\$3,000.00
01-621-8004	SBITA INTERST	\$4,779.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-631-9300	FY24 - TASERS	\$0.00	\$4,778.68	\$5,000.00	\$5,000.00	\$4,778.68	\$5,000.00
01-631-9922	INSURANCE CLAIMS - PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	\$2,154.00	\$0.00
	POLICE EXPENSES	\$1,201,088.67	\$1,265,231.98	\$1,637,250.00	\$1,637,250.00	\$1,231,292.97	\$1,650,028.00
01-535-1301	PLUMBING PERMIT	\$10,964.46	\$10,315.09	\$15,000.00	\$15,000.00	\$6,982.41	\$15,000.00
01-535-1302	BUILDING PERMITS	\$33,986.68	\$50,864.53	\$65,000.00	\$65,000.00	\$52,648.44	\$65,000.00
01-535-1303	ELECTRICAL PERMITS	\$17,530.97	\$25,062.67	\$10,000.00	\$10,000.00	\$10,211.73	\$10,000.00
01-535-1304	IMPOUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-535-1305	MOVING PERMIT	\$0.00	\$200.00	\$2,500.00	\$2,500.00	\$350.00	\$2,500.00
01-535-1306	SIGN PERMIT	\$396.44	\$1,376.17	\$1,000.00	\$1,000.00	\$586.25	\$1,000.00
01-535-1307	FILMING PERMIT	\$0.00	\$250.00	\$500.00	\$500.00	\$400.00	\$500.00
01-535-1308	LANDFILL TIPPING FEES - AISD PRC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-535-1309	LIVE MUSIC PERMIT	\$0.00	\$1,100.00	\$0.00	\$0.00	\$300.00	\$500.00
	BUILDING SERVICES REVENUE	\$62,878.55	\$89,168.46	\$94,000.00	\$94,000.00	\$71,478.83	\$94,500.00
01-635-0101	SALARIES	\$135,294.60	\$131,683.46	\$152,317.00	\$152,317.00	\$61,607.90	\$146,645.00
01-635-0103	OVERTIME	\$120.42	\$450.71	\$2,418.00	\$2,418.00	\$22.59	\$2,500.00
01-635-0105	CONTRACT LABOR	\$0.00	\$4,180.90	\$0.00	\$0.00	\$13,500.00	\$13,500.00
01-635-0201	SOCIAL SECURITY	\$10,046.42	\$9,926.98	\$11,806.00	\$11,806.00	\$4,626.03	\$11,410.00
01-635-0202	INSURANCE-GROUP	\$18,894.27	\$18,833.82	\$26,588.00	\$26,588.00	\$11,506.13	\$20,290.00
01-635-0203	RETIREMENT	\$2,712.50	\$2,757.22	\$3,381.00	\$3,381.00	\$1,339.37	\$3,276.00
01-635-0204	UNEMPLOYMENT	\$31.50	\$475.25	\$351.00	\$351.00	\$180.00	\$351.00

01-635-0205	INS-WORKERS COMP	(\$36.00)	\$188.16	\$195.00	\$195.00	\$932.00	\$715.00
01-635-0501	OFFICE SUPPLIES	\$2,264.00	\$2,794.26	\$3,000.00	\$3,000.00	\$1,136.66	\$3,000.00
01-635-0502	FIELD SUPPLIES	\$325.19	\$2,465.93	\$0.00	\$0.00	\$0.00	\$0.00
01-635-0510	UNIFORMS	\$0.00	\$805.88	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
01-635-0701	MAINT-VEHICLE	\$22.84	\$437.99	\$1,000.00	\$1,000.00	\$358.49	\$1,000.00
01-635-0900	FUEL & OIL	\$933.05	\$2,123.46	\$2,000.00	\$2,000.00	\$536.80	\$2,000.00
01-635-1301	LIABILITY/AUTO COVERAGE	\$835.00	\$865.00	\$941.00	\$941.00	\$892.99	\$1,149.00
01-635-1500	TRAINING	\$281.46	\$7,268.79	\$5,000.00	\$5,000.00	\$2,867.50	\$5,000.00
01-635-1501	TRAVEL	\$0.00	\$1,848.25	\$4,000.00	\$4,000.00	\$0.00	\$5,000.00
01-635-1700	IT EQUIPMENT/SOFTWARE	\$0.00	\$4,109.83	\$6,000.00	\$6,000.00	\$1,591.79	\$6,000.00
01-635-2000	ABATEMENT	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
01-635-2100	ENFORCEMENT CLEAN UP	\$10,298.50	\$1,875.00	\$4,500.00	\$4,500.00	\$581.75	\$4,500.00
01-635-2700	TELEPHONE EXPENSES	\$3,138.48	\$3,299.34	\$3,500.00	\$3,500.00	\$2,615.40	\$3,500.00
01-635-2750	CELL PHONE EXPENSES	\$964.60	\$804.30	\$1,250.00	\$1,250.00	\$721.42	\$1,250.00
01-635-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-635-3500	ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-635-8001	LEASED VEHICLE	\$4,210.69	\$11,766.20	\$16,393.00	\$16,393.00	\$7,781.47	\$16,393.00
01-635-8002	INTEREST - LEASED EQUIPMENT	\$509.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-635-9000	PLANNING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BUILDING SERVICES EXPENSES		\$190,847.51	\$208,960.73	\$265,640.00	\$265,640.00	\$112,798.29	\$268,479.00

01-636-0101	SALARIES	\$23,119.82	\$36,805.84	\$74,505.00	\$74,505.00	\$60,957.83	\$81,708.00
01-636-0103	OVERTIME	\$0.00	\$172.47	\$1,153.00	\$1,153.00	\$877.06	\$1,200.00
01-636-0201	SOCIAL SECURITY	\$1,768.68	\$2,795.31	\$5,773.00	\$5,773.00	\$4,630.95	\$6,343.00
01-636-0202	INSURANCE	\$57.00	\$492.52	\$17,726.00	\$17,726.00	\$7,059.54	\$20,290.00
01-636-0203	RETIREMENT	\$457.27	\$747.36	\$1,653.00	\$1,653.00	\$1,350.26	\$1,819.00
01-636-0204	UNEMPLOYMENT	\$9.00	\$132.99	\$234.00	\$234.00	\$128.26	\$234.00
01-636-0205	WORKMEN COMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$221.00
01-636-0501	SUPPLIES	\$529.52	\$1,182.23	\$2,000.00	\$3,500.00	\$1,358.01	\$3,500.00
01-636-1500	TRAINING	\$300.00	\$0.00	\$2,500.00	\$2,500.00	\$200.00	\$2,500.00
01-636-1501	TRAVEL	\$0.00	\$0.00	\$2,500.00	\$1,000.00	\$0.00	\$1,000.00
01-636-1700	IT EQUIPMENT/ SOFTWARE	\$0.00	\$259.67	\$3,500.00	\$3,500.00	\$754.22	\$3,500.00
01-636-2800	DRUG TESTING	\$241.15	\$1,960.00	\$2,500.00	\$2,500.00	\$3,240.00	\$2,500.00
HUMAN RESOURCE EXPENSES		\$26,482.44	\$44,548.39	\$114,044.00	\$114,044.00	\$80,556.13	\$124,815.00

01-637-0101	SALARIES	\$154,854.56	\$190,323.42	\$284,809.00	\$284,809.00	\$180,538.27	\$258,339.00
01-637-0103	OVERTIME	\$1,667.19	\$726.90	\$4,321.00	\$4,321.00	\$770.21	\$4,000.00
01-637-0105	CONTRACT LABOR	\$382.50	\$42,520.00	\$0.00	\$0.00	\$1,372.50	\$0.00
01-637-0201	SOCIAL SECURTY	\$11,132.53	\$13,763.13	\$21,963.00	\$21,963.00	\$13,151.57	\$20,070.00
01-637-0202	INSURANCE-GROUP	\$25,201.37	\$42,697.23	\$35,452.00	\$35,452.00	\$32,610.04	\$40,579.00
01-637-0203	RETIREMENT	\$3,089.79	\$3,993.50	\$6,290.00	\$6,290.00	\$3,961.94	\$5,719.00
01-637-0204	UNEMPLOYMENT	\$64.43	\$711.00	\$468.00	\$468.00	\$376.64	\$468.00
01-637-0205	INS - WORKMEN'S COMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$696.00
01-637-0501	SUPPLIES	\$4,388.52	\$3,917.44	\$5,000.00	\$5,000.00	\$5,976.10	\$5,000.00
01-637-0502	OFFICE EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$316.79	\$0.00
01-637-1500	TRAINING	\$0.00	\$1,185.00	\$5,000.00	\$5,000.00	\$1,445.00	\$5,000.00
01-637-1501	TRAVEL	\$0.00	\$130.29	\$5,000.00	\$5,000.00	\$3,037.63	\$5,000.00
01-637-1700	IT EQUIPMENT/ SOFTWARE	\$4,381.22	\$21,414.02	\$18,000.00	\$18,000.00	\$25,200.48	\$20,000.00
01-637-2700	TELEPHONE EXPENSES	\$6,070.34	\$4,651.07	\$5,500.00	\$5,500.00	\$2,885.03	\$4,000.00
01-637-2750	CELL PHONE EXPENSES	\$482.30	\$40.21	\$500.00	\$500.00	\$193.25	\$500.00
01-637-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-637-8001	SBITA PRINCIPAL	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FINANCE DEPT EXPENSES		\$216,214.75	\$326,073.21	\$392,303.00	\$392,303.00	\$271,835.45	\$369,371.00

01-538-1301	QUARANTINE	\$2,340.00	\$1,730.00	\$4,500.00	\$4,500.00	\$680.00	\$4,500.00
01-538-1303	PET ADOPTIONS	\$8,550.00	\$9,650.00	\$12,500.00	\$12,500.00	\$4,700.00	\$8,000.00
01-538-1304	ANIMAL LICENSE FEES	\$1,280.00	\$1,430.00	\$1,500.00	\$1,500.00	\$815.00	\$1,500.00
01-538-1305	CREMATIONS	\$34,385.00	\$34,645.00	\$22,250.00	\$22,250.00	\$28,865.00	\$25,000.00
01-538-1306	EUTHANIZATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-538-1307	ANIMAL SURRENDER	\$1,020.00	\$540.00	\$2,000.00	\$2,000.00	\$570.00	\$2,000.00
01-538-1308	MICROCHIP	\$225.00	\$405.00	\$1,500.00	\$1,500.00	\$60.00	\$1,000.00
01-538-1309	ANIMAL IMPOUND	\$1,927.00	\$1,470.00	\$3,000.00	\$3,000.00	\$880.00	\$3,000.00
01-538-1310	VACCINES	\$171.88	\$159.50	\$200.00	\$200.00	\$37.00	\$200.00
01-538-1900	DONATIONS	\$601.65	\$1,332.50	\$0.00	\$0.00	\$645.00	\$0.00

01-538-2000	REIMBURSEMENTS	\$0.00	\$259.68	\$0.00	\$0.00	\$25.00	\$0.00
01-538-9000	INSURANCE CLAIM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	ANIMAL CONTROL REVENUES	\$50,500.53	\$51,621.68	\$47,450.00	\$47,450.00	\$37,277.00	\$45,200.00
01-638-0101	SALARIES	\$163,043.51	\$183,279.67	\$221,834.00	\$221,834.00	\$168,497.03	\$216,972.00
01-638-0103	OVERTIME	\$2,129.10	\$4,528.57	\$9,913.00	\$9,913.00	\$2,788.52	\$9,000.00
01-638-0201	SOCIAL SECURITY	\$12,028.76	\$13,623.30	\$17,682.00	\$17,682.00	\$12,700.20	\$17,288.00
01-638-0202	INSURANCE-GROUP	\$32,472.12	\$45,288.43	\$44,314.00	\$44,314.00	\$33,015.04	\$50,724.00
01-638-0203	RETIREMENT	\$3,294.58	\$3,991.90	\$5,064.00	\$5,064.00	\$3,732.94	\$4,947.00
01-638-0204	UNEMPLOYMENT	\$63.20	\$732.22	\$702.00	\$702.00	\$426.89	\$702.00
01-638-0205	INS-WORKMEN'S COMP	\$3,484.00	\$4,849.18	\$4,445.00	\$4,445.00	\$5,703.00	\$6,380.00
01-638-0501	SUPPLIES	\$1,746.25	\$673.99	\$2,500.00	\$2,400.00	\$1,785.97	\$2,500.00
01-638-0502	FIELD SUPPLIES	\$3,784.15	\$2,356.63	\$2,500.00	\$2,500.00	\$2,484.64	\$2,500.00
01-638-0510	UNIFORMS	\$793.44	\$986.47	\$1,500.00	\$1,500.00	\$934.27	\$1,500.00
01-638-0700	MAINT - EQUIPMENT	\$44.56	\$118.75	\$500.00	\$1,000.00	\$860.30	\$1,000.00
01-638-0701	MAINT-VEHICLE	\$2,679.25	\$708.10	\$1,500.00	\$1,500.00	\$1,097.29	\$1,500.00
01-638-0900	FUEL & OIL	\$5,720.39	\$6,025.11	\$6,500.00	\$6,500.00	\$2,681.85	\$6,500.00
01-638-1101	ELECTRICITY	\$4,181.30	\$4,752.38	\$3,500.00	\$3,500.00	\$3,074.51	\$3,500.00
01-638-1301	LIABILITY/AUTO COVERAGE	\$2,857.00	\$3,199.00	\$3,506.00	\$3,506.00	\$3,494.00	\$4,281.00
01-638-1401	JANITORIAL SUPPLIES	\$8,617.67	\$6,626.32	\$8,000.00	\$8,000.00	\$4,115.61	\$8,000.00
01-638-1500	TRAINING	\$350.00	\$3,202.00	\$6,000.00	\$6,000.00	\$790.63	\$5,000.00
01-638-1501	TRAVEL	\$3,373.64	\$2,514.07	\$4,000.00	\$4,000.00	\$3,345.24	\$5,000.00
01-638-1700	IT/SOFTWARE	\$116.24	\$2,574.30	\$4,500.00	\$4,500.00	\$2,330.31	\$4,500.00
01-638-2700	TELEPHONE EXPENSES	\$5,009.04	\$5,010.92	\$5,000.00	\$5,000.00	\$4,168.10	\$5,000.00
01-638-2750	CELL PHONE EXPENSES	\$1,929.20	\$1,858.76	\$2,000.00	\$2,000.00	\$1,442.84	\$2,000.00
01-638-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-638-3200	ANIMAL CARE	\$21,024.67	\$37,552.08	\$35,000.00	\$34,600.00	\$18,678.65	\$35,000.00
01-638-3301	SPAY & NEUTER PROGRAM	\$20,150.67	\$35,944.31	\$30,000.00	\$30,000.00	\$16,489.58	\$25,000.00
01-638-8001	LEASED VEHICLE	\$15,090.35	\$16,000.56	\$21,571.00	\$21,571.00	\$11,190.07	\$18,252.00
01-638-8002	INTEREST - LEASED EQUIPMENT	\$1,948.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-638-9000	CAT CONDO - PRIOR CIP - INCINERA	\$12,332.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-638-9001	CIP - HVAC SYSTEM	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-638-9922	INSURANCE CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	ANIMAL CONTROL EXPENSES	\$328,651.71	\$386,397.02	\$442,031.00	\$442,031.00	\$305,827.48	\$437,046.00
01-641-0503	PEST CONTROL - ALL GF	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
01-641-0510	UNIFORMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-0700	MAINT EQUIPMENT	\$134.49	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
01-641-0701	MAINT VEHICLE	\$55.13	\$0.00	\$750.00	\$750.00	\$0.00	\$750.00
01-641-0708	FIRE SAFETY INSPECTION	\$1,048.11	\$1,701.95	\$2,600.00	\$2,600.00	\$1,354.95	\$2,600.00
01-641-1301	LIABILITY/AUTO COVERAGE	\$0.00	\$0.00	\$1,189.00	\$1,189.00	\$0.00	\$0.00
01-641-1500	TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-1501	TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-6000	MAINT - CITY HALL	\$4,018.84	\$2,620.54	\$10,000.00	\$7,500.00	\$1,561.68	\$7,500.00
01-641-6001	MAINT - POLICE DEPT	\$3,650.46	\$0.00	\$3,000.00	\$5,500.00	\$1,552.07	\$5,500.00
01-641-6002	MAINT - ANIMAL SHELTER	\$5,398.05	\$4,505.92	\$20,000.00	\$20,000.00	\$18,856.29	\$20,000.00
01-641-6003	MAINT - SUNSHINE HOUSE	\$428.92	\$1,951.79	\$5,000.00	\$5,000.00	\$690.93	\$5,000.00
01-641-6004	MAINT - NEIGHBORHOOD CENTER	\$0.00	\$218.93	\$3,000.00	\$3,000.00	\$220.66	\$3,000.00
01-641-6005	MAINT - MAINTENANCE YARD	\$689.99	\$522.98	\$0.00	\$5,000.00	\$4,816.98	\$5,000.00
	BUILDING MAINTENANCE	\$15,423.99	\$11,522.11	\$47,539.00	\$52,539.00	\$29,053.56	\$51,350.00
01-542-1100	SWIMMING POOL ADMISSIONS	\$17,167.25	\$13,711.00	\$15,000.00	\$15,000.00	\$13,383.00	\$15,000.00
01-542-1105	POOL CASH DRAWER/OVER/SHORT	\$5.35	(\$15.00)	\$0.00	\$0.00	\$25.00	\$0.00
01-542-1700	EVENTS SECURITY REVENUE	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
01-542-1703	CIVIC CENTER RENTAL	\$7,700.00	\$7,600.00	\$7,500.00	\$7,500.00	\$5,800.00	\$7,500.00
01-542-1900	PAVILION RENTAL	\$1,225.00	\$1,305.00	\$1,500.00	\$1,500.00	\$1,050.00	\$1,500.00
01-542-3900	SKATE PARK-DONATIONS & INT.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-542-9100	MISC/REFUNDS	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	PARKS & POOL REVENUE	\$26,127.60	\$22,601.00	\$25,500.00	\$25,500.00	\$20,258.00	\$25,500.00
01-642-0101	SALARIES	\$193,998.06	\$199,359.22	\$276,878.00	\$276,878.00	\$184,896.23	\$220,749.00
01-642-0103	OVERTIME	\$4,327.78	\$2,011.85	\$15,812.00	\$15,812.00	\$3,783.85	\$15,000.00
01-642-0201	SOCIAL SECURITY	\$14,314.19	\$14,703.76	\$21,569.00	\$21,569.00	\$13,751.55	\$18,035.00
01-642-0202	INSURANCE - GROUP	\$40,375.20	\$50,630.70	\$53,177.00	\$53,177.00	\$46,922.04	\$60,869.00

01-642-0203	RETIREMENT	\$3,089.33	\$3,730.44	\$6,177.00	\$6,177.00	\$3,500.78	\$5,160.00
01-642-0204	UNEMPLOYMENT	\$78.59	\$669.16	\$702.00	\$702.00	\$550.16	\$702.00
01-642-0205	INS - WORKMEN'S COMP	\$2,458.00	\$3,630.44	\$3,037.00	\$3,037.00	\$3,037.00	\$3,410.00
01-642-0501	SUPPLIES	\$2,576.05	\$1,120.81	\$2,500.00	\$2,500.00	\$2,020.24	\$2,500.00
01-642-0502	FIELD SUPPLIES	\$7,304.21	\$5,690.48	\$8,000.00	\$11,000.00	\$7,024.82	\$10,000.00
01-642-0503	POOL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
01-642-0510	UNIFORMS	\$2,658.64	\$3,858.83	\$5,000.00	\$5,000.00	\$2,286.29	\$5,000.00
01-642-0700	MAINT - EQUIPMENT	\$3,464.34	\$2,615.62	\$5,000.00	\$8,000.00	\$3,699.80	\$8,000.00
01-642-0701	MAINT - VEHICLES	\$3,271.23	\$1,448.52	\$4,000.00	\$4,000.00	\$2,454.82	\$4,000.00
01-642-0707	MAINTENANCE - POOL	\$10,478.10	\$5,360.36	\$12,500.00	\$14,500.00	\$10,690.47	\$15,000.00
01-642-0709	SUPPLIES - CIVIC CENTER	\$4,876.57	\$6,143.29	\$8,500.00	\$8,500.00	\$6,140.48	\$8,500.00
01-642-0710	POOL - PUMP REPLACEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00
01-642-0730	MAINT - ALL PARKS	\$24,619.44	\$31,256.03	\$45,000.00	\$37,000.00	\$25,471.79	\$35,000.00
01-642-0731	LUJAN PARK - COUNCIL APPROVED	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$585.56	\$5,000.00
01-642-0732	TREE DONATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-0900	FUEL & OIL	\$6,964.69	\$8,646.88	\$10,000.00	\$10,000.00	\$4,668.95	\$10,000.00
01-642-1101	Electricity	\$15,235.60	\$16,819.05	\$16,000.00	\$16,000.00	\$12,353.77	\$16,000.00
01-642-1301	LIABILITY/AUTO COVERAGE	\$4,751.00	\$5,263.00	\$5,569.00	\$5,569.00	\$5,735.42	\$6,799.00
01-642-1500	TRAINING	\$2,125.00	\$2,967.50	\$3,000.00	\$3,000.00	\$3,910.00	\$3,000.00
01-642-1501	TRAVEL	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
01-642-1700	IT EQUIPMENT/ SOFTWARE	\$0.00	\$0.00	\$3,500.00	\$3,500.00	\$2,262.66	\$3,500.00
01-642-2700	TELEPHONE EXPENSES	\$4,469.16	\$4,471.52	\$5,500.00	\$5,500.00	\$3,718.60	\$5,500.00
01-642-2750	CELL PHONE EXPENSES	\$1,246.00	\$624.59	\$1,800.00	\$1,800.00	\$721.42	\$1,800.00
01-642-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-3500	MASTER PARK PLAN - ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-8001	LEASED VEHICLE	\$8,765.70	\$10,052.10	\$26,629.00	\$26,629.00	\$8,477.18	\$26,629.00
01-642-8002	INTEREST - LEASED EQUIPMENT	\$782.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-9000	FY24 - PARK SIGNS	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$1,069.30	\$5,000.00
01-642-9001	CIP - PUEBLO NUEVO PARK - TPWD M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-9002	PUEBLO NUEVO PARK IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PARKS & POOL EXPENSES		\$362,229.79	\$381,074.15	\$552,350.00	\$552,350.00	\$359,733.18	\$512,653.00
01-544-1901	ROAD REPAIR	\$50,211.08	\$15,596.83	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00
01-544-5005	FIBER OPTIC EASE.	\$5,918.95	\$5,033.02	\$10,000.00	\$10,000.00	\$2,299.49	\$10,000.00
01-544-6000	GRANT REIMB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-544-7000	REIMBURSEMENTS	\$0.00	\$3,369.17	\$200.00	\$200.00	\$0.00	\$0.00
01-544-8000	WC SALARY REIMB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-544-9900	CAPITOL IMPROVEMENTS - RESERV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-544-9922	INSURANCE CLAIMS	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00
STREETS REVENUE		\$56,130.03	\$24,249.02	\$70,200.00	\$70,200.00	\$2,299.49	\$70,000.00
01-644-0101	SALARIES	\$362,201.16	\$387,336.31	\$527,038.00	\$527,038.00	\$371,249.50	\$510,490.00
01-644-0103	OVERTIME	\$11,357.30	\$5,300.75	\$29,844.00	\$29,844.00	\$3,664.76	\$30,000.00
01-644-0105	CONTRACT LABOR	\$11,299.50	\$7,668.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-0201	SOCIAL SECURITY	\$27,794.73	\$29,150.70	\$42,490.00	\$42,490.00	\$27,610.95	\$41,349.00
01-644-0202	INSURANCE - GROUP	\$75,752.43	\$70,728.30	\$79,766.00	\$79,766.00	\$66,011.29	\$101,447.00
01-644-0203	RETIREMENT	\$7,776.57	\$8,227.29	\$12,168.00	\$12,168.00	\$8,184.80	\$11,807.00
01-644-0204	UNEMPLOYMENT	\$85.88	\$1,209.44	\$1,404.00	\$1,404.00	\$774.32	\$1,404.00
01-644-0205	INS - WORKMEN'S COMP	\$15,476.00	\$14,157.21	\$14,217.00	\$14,217.00	\$11,549.00	\$12,375.00
01-644-0501	OFFICE SUPPLIES	\$3,156.05	\$903.11	\$4,500.00	\$4,500.00	\$2,509.54	\$4,500.00
01-644-0502	FIELD SUPPLIES	\$13,231.14	\$15,179.21	\$16,000.00	\$16,000.00	\$11,465.57	\$16,000.00
01-644-0510	UNIFORMS	\$3,971.16	\$5,386.02	\$6,500.00	\$6,500.00	\$3,350.83	\$6,500.00
01-644-0700	MAINT - EQUIPMENT	\$14,472.30	\$11,989.52	\$45,000.00	\$40,000.00	\$14,784.53	\$40,000.00
01-644-0701	MAINT - VEHICLES	\$6,480.76	\$5,088.37	\$12,000.00	\$12,000.00	\$4,402.12	\$12,000.00
01-644-0718	STREET SIGNS	\$6,628.70	\$7,609.30	\$20,000.00	\$20,000.00	\$14,386.05	\$20,000.00
01-644-0719	STREET MAINTENANCE MATERIALS	\$76,533.83	\$65,131.09	\$65,000.00	\$65,000.00	\$42,860.03	\$100,000.00
01-644-0900	FUEL	\$17,310.83	\$15,278.92	\$15,000.00	\$15,000.00	\$7,514.55	\$15,000.00
01-644-0901	OIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-1101	ELECTRICITY	\$61,186.33	\$47,585.38	\$70,000.00	\$70,000.00	\$43,854.57	\$60,000.00
01-644-1301	LIABILITY/AUTO COVERAGE	\$12,464.00	\$12,358.00	\$12,909.00	\$12,909.00	\$12,580.32	\$15,762.00
01-644-1500	TRAINING	\$0.00	\$711.00	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00
01-644-1501	TRAVEL	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
01-644-1700	IT EQUIPMENT/ SOFTWARE	\$222.13	\$100.00	\$1,500.00	\$1,500.00	\$5,768.32	\$2,000.00

01-644-2000	CONTRACT	\$1,488.00	\$0.00	\$35,000.00	\$35,000.00	\$0.00	\$20,000.00
01-644-2700	TELEPHONE EXPENSES	\$4,336.21	\$4,325.94	\$4,500.00	\$4,500.00	\$3,597.71	\$4,500.00
01-644-2750	CELL PHONE EXPENSES	\$2,187.16	\$2,998.64	\$2,000.00	\$2,000.00	\$3,396.97	\$4,500.00
01-644-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-3500	ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-3501	MOBILITY PLAN	\$0.00	\$47,840.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-8001	LEASED VEHICLE	\$8,886.63	\$10,002.54	\$17,017.00	\$17,017.00	\$7,220.39	\$17,017.00
01-644-8002	INTEREST - LEASED EQUIPMENT	\$804.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-8100	EASEMENT/ROAD SEAL (ANNUAL)	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
01-644-9000	CAP IMPROVEMENT STREETS	\$83,026.73	\$86,269.46	\$255,279.00	\$255,279.00	\$78,132.90	\$200,000.00
01-644-9001	CAP - STREET PROJECT FY20 & FY21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-9002	ACCE STREET IMPROVMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-9003	CIP - HOT BOX FY 25 LOADER	\$0.00	\$89,803.50	\$200,000.00	\$200,000.00	\$0.00	\$0.00
01-644-9601	CAPITAL FINANCING PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,246.00
01-644-9602	CAPITAL FINANCING INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,395.00
STREET DEPT EXPENSES		\$830,130.50	\$953,338.00	\$1,500,132.00	\$1,495,132.00	\$744,869.02	\$1,414,292.00
COMBINED GENERAL FUND REVENUES		\$5,561,875.32	\$5,815,487.12	\$6,135,950.00	\$6,145,950.00	\$4,352,244.12	\$6,109,751.00
COMBINED GENERAL FUND APPROPRIATIONS		\$4,366,548.15	\$4,866,150.69	\$6,527,557.00	\$6,537,557.00	\$4,247,085.99	\$6,548,166.00
					(\$391,607.00)		(\$438,415.00)

ENTERPRISE FUND -WATER/WASTEWATER/SANITATION							
ACCT NUMBER	ACCOUNT TITLE	ACTUAL 2022-2023	ACTUAL 2023-2024	ORG BUDGET 2024-2025	CURRENT BUDGET 2024-2025	ACTUAL AS OF 7-31-2025	PROPOSED BUDGET 2025-2026
04-550-0500	RB 03 RESERVE INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-550-0501	TXCLASS - INTEREST	\$44,363.46	\$53,457.91	\$50,000.00	\$50,000.00	\$38,982.16	\$50,000.00
.	INTEREST RESERVE ACCOUNTS	\$44,363.46	\$53,457.91	\$50,000.00	\$50,000.00	\$38,982.16	\$50,000.00
04-551-7000	W/S/S INTEREST	\$70,557.11	\$68,386.75	\$65,000.00	\$65,000.00	\$62,003.47	\$65,000.00
04-551-7001	WATER CUSTOMER DEPOSIT INTERI	\$19,627.44	\$25,146.65	\$20,000.00	\$20,000.00	\$19,126.66	\$20,000.00
04-551-9000	Overage in Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
.	INTEREST REVENUES	\$90,184.55	\$93,533.40	\$85,000.00	\$85,000.00	\$81,130.13	\$85,000.00
04-553-0601	WATER BILLING	\$1,608,981.01	\$1,704,611.93	\$1,867,000.00	\$1,867,000.00	\$1,274,570.88	\$1,867,000.00
04-553-0602	BULK WATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-0611	MISC INCOME	\$139.97	\$110.12	\$2,000.00	\$2,000.00	\$534.80	\$1,000.00
04-553-0612	RETURNED CHECK FEE	\$390.00	\$180.00	\$500.00	\$500.00	\$120.00	\$300.00
04-553-0613	TAMPERING FEE	\$2,400.00	\$900.00	\$1,500.00	\$1,500.00	\$3,490.46	\$3,500.00
04-553-0614	VACATION FEE	\$225.00	\$175.00	\$0.00	\$0.00	\$425.00	\$0.00
04-553-1309	SERVICE RECONNECT	\$18,200.00	\$18,550.00	\$25,000.00	\$25,000.00	\$18,550.00	\$25,000.00
04-553-1600	INSURANCE CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-1901	ROAD CUT FEE	\$11,500.00	\$6,000.00	\$10,000.00	\$10,000.00	\$1,000.00	\$10,000.00
04-553-6500	WATER LINE EXTENSION FEES	\$5,250.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$5,000.00
04-553-6600	WATER TAP FEES	\$21,268.08	\$12,190.00	\$40,000.00	\$40,000.00	\$12,350.00	\$25,000.00
04-553-6601	WATER TAP SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-6602	WATER TAP LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-7000	BILLING ADJUSTMENTS	(\$44,070.46)	(\$5,498.50)	\$0.00	\$0.00	\$1,445.41	\$0.00
04-553-7005	CONTRIBUTED CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-8000	WC SALARY REIMB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-9000	OVERAGE/UNDERAGE CASH DRAWI	\$37.68	(\$163.29)	\$0.00	\$0.00	(\$10.97)	\$0.00
04-553-9001	AUCTION	\$0.00	\$22,159.30	\$0.00	\$0.00	\$0.00	\$0.00
04-553-9002	INSURANCE CLAIMS	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-9800	BAD DEBT RECOVERY UTILITY DEP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
.	WATER REVENUES	\$1,624,571.28	\$1,759,214.56	\$1,961,000.00	\$1,961,000.00	\$1,312,475.58	\$1,936,800.00
04-554-0602	SEWER BILLING	\$816,888.65	\$705,015.65	\$750,000.00	\$750,000.00	\$645,158.53	\$750,000.00
04-554-0605	LIQUID SEWAGE DUMPING FEE	\$13,250.00	\$23,100.00	\$25,000.00	\$25,000.00	\$48,575.00	\$35,000.00
04-554-0606	SEWER TAP FEES	\$23,730.00	\$12,540.00	\$25,000.00	\$25,000.00	\$5,120.00	\$15,000.00
04-554-0607	SEWER TAP SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$112.72	\$0.00
04-554-0608	SEWER TAP LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$640.00	\$0.00
04-554-0610	SEWER LINE EXTENSION FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-554-0611	MISC/REFUNDS	\$6,522.37	\$1,407.10	\$0.00	\$0.00	\$0.00	\$0.00
04-554-0700	INFRASTRUCTURE IMPROVEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-554-1901	ROAD CUT FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00
04-554-7000	BILLING ADJUSTMENTS	(\$3,329.65)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-554-8000	WC SALARY REIMB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-554-9001	AUCTION SALE OF LEASED VEHICLI	\$0.00	\$31,994.74				
.	SEWER REVENUES	\$857,061.37	\$774,057.49	\$800,000.00	\$800,000.00	\$700,106.25	\$800,000.00
04-555-0603	SANITATION/RECYCLE BILLING	\$2,037,881.80	\$2,111,769.64	\$2,100,000.00	\$2,100,000.00	\$1,625,376.17	\$2,100,000.00
04-555-0604	SALES TAX COLLECTED	\$141,750.05	\$145,587.34	\$155,000.00	\$155,000.00	\$111,739.55	\$155,000.00
04-555-0611	MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$81.96	\$0.00
04-555-7000	BILLING ADJUSTMENTS	(\$18,049.44)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-555-7001	LANDFILL/ASSURANCE INTEREST	\$3,233.99	\$3,782.75	\$2,500.00	\$2,500.00	\$2,679.09	\$2,500.00
04-555-7500	LANDFILL LEASE	\$188,487.71	\$167,047.71	\$150,000.00	\$150,000.00	\$101,207.62	\$150,000.00
04-555-8000	KEEP ALPINE BEAUTIFUL (GBG)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-555-8001	GRANT / REIMBURSEMENTS	\$4,811.54	\$6,994.50	\$0.00	\$0.00	\$0.00	\$0.00
04-555-8002	COUNTY INTERLOCAL AGREEMENT	\$42,000.00	\$44,100.00	\$46,305.00	\$46,305.00	\$46,305.00	\$48,620.00
04-555-8003	TIRE DISPOSAL FEES	\$781.18	\$695.62	\$500.00	\$500.00	\$2,069.20	\$1,500.00
	SANITATION/ RECYCE REVENUE	\$2,400,896.83	\$2,479,977.56	\$2,454,305.00	\$2,454,305.00	\$1,889,458.59	\$2,457,620.00
04-651-0100	FRANCHISE FEE	\$242,706.82	\$226,867.71	\$267,515.00	\$267,515.00	\$192,965.86	\$266,171.00
04-651-0101	UTILITY CLERKS SALARY	\$58,349.99	\$60,495.02	\$68,738.00	\$68,738.00	\$49,149.04	\$69,099.00
04-651-0103	OVERTIME	\$870.53	\$531.49	\$2,058.00	\$2,058.00	\$143.53	\$2,000.00
04-651-0201	SOCIAL SECURITY	\$4,364.07	\$4,396.19	\$5,402.00	\$5,402.00	\$3,747.26	\$5,440.00
04-651-0202	INSURANCE - GROUP	\$14,486.72	\$17,089.38	\$17,726.00	\$17,726.00	\$11,888.94	\$20,290.00

04-651-0203	RETIREMENT	\$1,220.57	\$1,275.42	\$1,547.00	\$1,547.00	\$1,076.34	\$1,565.00
04-651-0204	UNEMPLOYMENT	\$8.42	\$0.58	\$234.00	\$234.00	\$207.53	\$234.00
04-651-0205	WORKMANS COMP	\$0.00	\$0.00	\$0.00	\$0.00	\$1,562.43	\$1,600.00
04-651-0900	ADMINISTRATIVE FEE	\$11,566.76	\$12,480.99	\$16,976.00	\$16,976.00	\$5,658.67	\$14,658.00
04-651-1400	OFFICE SUPPLIES	\$2,078.45	\$2,334.97	\$5,000.00	\$5,000.00	\$3,510.77	\$5,000.00
04-651-1401	JANITORIAL SUPPLIES	\$143.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-651-1500	COPY EXPENSE-ALL EF DEPTS	\$1,743.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-651-1602	MAILING - ALL EF DEPTS.	\$30,614.59	\$31,168.43	\$35,000.00	\$35,000.00	\$29,576.23	\$35,000.00
04-651-1700	IT EQUIPMENT/ SOFTWARE	\$6,153.47	\$8,280.95	\$65,000.00	\$65,000.00	\$47,767.32	\$30,000.00
04-651-1801	DUES/SUB/MEM -ALL EF DEPTS.	\$400.00	\$0.00	\$0.00	\$0.00	\$1,275.00	\$1,500.00
04-651-1802	PUB/NOT/ADV - ALL EF DEPTS.	\$1,262.25	\$4,774.00	\$2,500.00	\$2,500.00	\$675.00	\$2,500.00
04-651-1803	FINES & PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-651-1901	UNIFORMS	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
04-651-8003	LEASED EQUIPMENT	\$0.00	\$5,868.53	\$7,500.00	\$7,500.00	\$4,701.12	\$7,500.00
04-651-9501	AMORTIZATION EXPENSE -RIGHT TO USE	\$4,663.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-651-9502	AMORTIZATION EXPENSE -RIGHT TO USE	\$3,949.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-651-9809	INTEREST EXPENSE - RIGHT TO USE	\$1,196.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	UTILITY BILLING DEPARTMENT	\$385,778.69	\$375,563.66	\$496,696.00	\$496,696.00	\$353,905.04	\$464,057.00
04-653-0090	ADMINISTRATIVE FEE	\$143,257.00	\$131,403.99	\$138,965.00	\$138,965.00	\$46,321.67	\$151,668.00
04-653-0101	SALARIES	\$352,073.99	\$330,567.49	\$496,817.00	\$496,817.00	\$292,859.78	\$526,349.00
04-653-0103	OVERTIME	\$32,181.03	\$40,814.48	\$25,721.00	\$25,721.00	\$41,046.01	\$25,000.00
04-653-0201	SOCIAL SECURITY	\$28,732.59	\$27,961.86	\$39,870.00	\$39,870.00	\$25,102.40	\$42,180.00
04-653-0202	INSURANCE - GROUP	\$61,008.80	\$70,598.03	\$15,585.00	\$15,585.00	\$62,339.98	\$131,881.00
04-653-0203	RETIREMENT	\$7,842.77	\$7,587.49	\$11,417.00	\$11,417.00	\$7,287.56	\$12,099.00
04-653-0204	UNEMPLOYMENT	\$145.32	\$1,612.12	\$1,521.00	\$1,521.00	\$1,232.36	\$1,521.00
04-653-0205	INSURANCE - WORKMEN'S COMP	\$8,272.02	\$6,828.75	\$7,005.00	\$7,005.00	\$5,325.72	\$12,320.00
04-653-0216	PENSION EXPENSE	(\$8,398.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-0220	OPEB EXPENSE	(\$1,385.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-0501	OFFICE SUPPLIES	\$8,353.62	\$7,002.23	\$8,000.00	\$8,000.00	\$4,457.79	\$8,000.00
04-653-0502	FIELD SUPPLIES	\$9,729.02	\$6,057.54	\$8,000.00	\$8,000.00	\$5,695.02	\$8,000.00
04-653-0503	SAFETY EQUIPMENT	\$3,366.12	\$2,769.91	\$6,000.00	\$6,000.00	\$636.42	\$6,000.00
04-653-0508	CHEMICALS	\$22,335.58	\$23,710.22	\$19,000.00	\$19,000.00	\$13,151.98	\$19,000.00
04-653-0510	UNIFORMS	\$5,017.21	\$3,653.00	\$7,000.00	\$7,000.00	\$2,870.36	\$7,000.00
04-653-0700	MAINT - EQUIPMENT	\$10,881.66	\$10,934.66	\$15,000.00	\$15,000.00	\$9,791.18	\$15,000.00
04-653-0701	MAINT - VEHICLES	\$36,117.21	\$6,705.49	\$18,000.00	\$18,000.00	\$5,798.12	\$15,000.00
04-653-0711	DISTRIBUTION SYSTEM MAINT	\$63,664.23	\$89,501.34	\$150,000.00	\$150,000.00	\$89,687.08	\$150,000.00
04-653-0900	FUEL & OIL	\$31,413.76	\$32,405.79	\$30,000.00	\$30,000.00	\$18,964.99	\$30,000.00
04-653-1101	ELECTRICITY	\$104,981.17	\$104,934.19	\$95,000.00	\$95,000.00	\$76,219.51	\$95,000.00
04-653-1200	FAR WT WATER PLANNING GROUP	\$445.00	\$0.00	\$445.00	\$445.00	\$0.00	\$445.00
04-653-1301	INSURANCE - GENERAL & LIABILITY	\$10,399.52	\$21,064.00	\$22,178.00	\$22,178.00	\$24,518.60	\$27,079.00
04-653-1500	TRAINING	\$18,957.45	\$2,118.00	\$9,000.00	\$9,000.00	\$235.00	\$9,000.00
04-653-1501	TRAVEL	\$94.69	\$117.51	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
04-653-1600	BUILDING MAINTENANCE	\$2,257.74	\$3,087.96	\$15,000.00	\$15,000.00	\$3,730.28	\$15,000.00
04-653-1700	IT EQUIPMENT/ SOFTWARE	\$2,055.31	\$5,293.15	\$10,000.00	\$10,000.00	\$5,656.65	\$10,000.00
04-653-1701	CONSULTING/CONTRACT SERVICES	\$5,632.53	\$656.57	\$10,000.00	\$10,000.00	\$5,251.27	\$10,000.00
04-653-1801	DUES/SUB/MEM	\$0.00	\$135.26	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
04-653-1902	ROAD REPAIR	\$20,000.00	\$4,607.12	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
04-653-2120	CONTINGENCY/MISC/VOIDED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-2124	PRO FOR BAD DEBTS	\$7,951.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-2700	TELEPHONE EXPENSES	\$10,956.02	\$11,588.34	\$10,500.00	\$10,500.00	\$8,653.38	\$10,500.00
04-653-2750	CELL PHONE EXPENSES	\$9,780.09	\$4,300.97	\$11,000.00	\$11,000.00	\$3,003.74	\$11,000.00
04-653-2800	DRUG TESTING		\$0.00	\$0.00	\$0.00	\$75.00	\$0.00
04-653-3500	ENGINEERING		\$12,032.62	\$20,000.00	\$20,000.00	\$36,781.42	\$30,000.00
04-653-4000	JD WATER DISTRICT FEES	\$10,874.25	\$7,670.10	\$16,500.00	\$16,500.00	\$11,141.70	\$16,500.00
04-653-4802	SCADA	\$8,095.82	\$8,227.00	\$25,000.00	\$25,000.00	\$1,937.00	\$20,000.00
04-653-4803	MUSQUIZ WELL FIELD	\$2,552.16	\$5,612.78	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00
04-653-4804	MUSQUIZ PUMP STATION	\$804.91	\$0.00	\$35,000.00	\$35,000.00	\$525.00	\$35,000.00
04-653-4805	SUNNY GLENN WELL FIELD	\$0.00	\$27,820.00	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00
04-653-4806	SUNNY GLENN PUMP STATION	\$0.00	\$1,178.40	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00
04-653-4901	SAMPLES	\$18,762.27	\$13,929.60	\$15,000.00	\$15,000.00	\$9,695.17	\$15,000.00
04-653-4902	TCEQ WATR FEE (YR#90220001)	\$7,301.00	\$7,351.00	\$10,000.00	\$10,000.00	\$7,353.50	\$10,000.00
04-653-6004	TANK MAINTENANCE	\$629.44	\$8,249.99	\$50,000.00	\$50,000.00	\$21,370.00	\$50,000.00

04-653-6100	SEP TCEQ ENFORCEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-6500	LINE EXTENSIONS/ NEW CONSTRU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-8001	LEASED VEHICLES	\$2,567.13	\$50,504.63	\$43,500.00	\$43,500.00	\$31,576.12	\$43,500.00
04-653-8003	LEASED EQUIPMENT	\$0.00	\$3,282.03	\$5,000.00	\$5,000.00	\$2,911.12	\$5,000.00
04-653-9301	BOND ISSUE COST AMMORTIZATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9400	CIP - BACKHOE	\$0.00	\$2,047.81	\$125,000.00	\$125,000.00	\$0.00	\$125,000.00
04-653-9500	Depreciation Expense - Water	\$326,753.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9600	CIP - FIRE HYDRANTS	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
04-653-9700	LINE MAINTENANCE	\$2,049.20	\$0.00	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00
04-653-9800	BOND ADMINISTRATIVE FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9801	Principal - RB W&S Series 2003A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9802	Interest - RB W&S Series 2003A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9803	Principal - CO Series 2005 TWDB	\$0.00	\$138,000.00	\$138,000.00	\$138,000.00	\$138,000.00	\$138,000.00
04-653-9805	Principal - CO Series 2011	\$0.00	\$28,600.00	\$30,800.00	\$30,800.00	\$30,800.00	\$30,800.00
04-653-9806	Interest - CO Series 2011	\$11,901.12	\$10,841.49	\$9,586.00	\$9,586.00	\$5,118.30	\$8,283.00
04-653-9807	Principal - GO Ref Bond Series 2011	\$0.00	\$64,000.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9808	Interest - GO Ref Bond Series 2011	\$3,189.08	\$1,121.97	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9922	INSURANCE CLAIMS - PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-653-9999	RESERVE - FINANCIAL POLICY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WATER EXPENSES		\$1,403,599.68	\$1,348,486.88	\$2,054,410.00	\$2,054,410.00	\$1,057,121.18	\$2,226,125.00
04-654-0090	ADMINISTRATIVE FEE	\$70,308.00	\$144,051.00	\$149,214.00	\$149,214.00	\$49,738.00	\$68,627.00
04-654-0101	SALARIES	\$160,292.12	\$205,359.18	\$221,892.00	\$221,892.00	\$165,141.29	\$124,805.00
04-654-0103	OVERTIME	\$12,008.87	\$13,325.79	\$12,586.00	\$12,586.00	\$16,212.14	\$12,500.00
04-654-0201	SOCIAL SECURITY	\$12,643.25	\$16,038.59	\$17,891.00	\$17,891.00	\$13,214.25	\$10,505.00
04-654-0202	INSURANCE - GROUP	\$33,452.51	\$40,320.81	\$35,452.00	\$35,452.00	\$33,730.93	\$30,435.00
04-654-0203	RETIREMENT	\$3,566.26	\$4,578.60	\$5,123.00	\$5,123.00	\$3,950.69	\$3,013.00
04-654-0204	UNEMPLOYMENT	\$21.07	\$360.00	\$468.00	\$468.00	\$189.00	\$468.00
04-654-0205	INS - WORKMEN'S COMP	\$8,271.98	\$6,828.75	\$7,005.00	\$7,005.00	\$4,739.29	\$7,000.00
04-654-0216	PENSION EXPENSE	(\$3,026.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-654-0220	OPEB EXPENSE	(\$499.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-654-0501	OFFICE SUPPLIES	\$2,916.46	\$1,685.51	\$5,000.00	\$5,000.00	\$458.20	\$5,000.00
04-654-0502	FIELD SUPPLIES	\$570.99	\$1,121.07	\$2,500.00	\$2,500.00	\$86.02	\$2,500.00
04-654-0508	CHEMICALS - CHLORINE	\$16,170.60	\$18,148.85	\$20,000.00	\$20,000.00	\$7,075.09	\$20,000.00
04-654-0509	CHEMICALS - SULFUR DIOXIDE	\$3,925.85	\$11,228.61	\$15,000.00	\$15,000.00	\$3,320.40	\$15,000.00
04-654-0510	UNIFORMS	\$806.14	\$1,463.03	\$2,400.00	\$2,400.00	\$1,209.96	\$2,400.00
04-654-0700	MAINT - EQUIPMENT	\$9,815.51	\$3,332.08	\$20,000.00	\$20,000.00	\$181.94	\$20,000.00
04-654-0701	MAINT - VEHICLES	\$4,000.22	\$1,008.28	\$3,000.00	\$3,000.00	\$7.50	\$3,000.00
04-654-0704	WWTP FACILITY MAINT	\$27,796.04	\$13,464.15	\$85,000.00	\$85,000.00	\$7,284.21	\$85,000.00
04-654-0705	COLLECTION SYSTEM MAINTENANCE	\$6,942.58	\$11,734.12	\$75,000.00	\$75,000.00	\$37,257.46	\$75,000.00
04-654-0900	FUEL & OIL	\$4,589.43	\$7,747.59	\$14,000.00	\$14,000.00	\$4,009.39	\$14,000.00
04-654-1101	ELECTRICITY	\$35,890.99	\$46,967.90	\$45,000.00	\$45,000.00	\$36,007.00	\$45,000.00
04-654-1301	INSURANCE - GENERAL & LIABILITY	\$10,399.49	\$3,622.00	\$4,441.00	\$4,441.00	\$5,180.00	\$5,423.00
04-654-1500	TRAINING	\$3,849.50	\$744.75	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
04-654-1501	TRAVEL	\$0.00	\$27.55	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
04-654-1700	IT EQUIPMENT/ SOFTWARE	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$1,131.33	\$5,000.00
04-654-1801	DUES/SUB/MEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-654-1902	ROAD REPAIR	\$20,000.00	\$4,607.12	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
04-654-2120	CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-654-2124	BAD DEBT EXPENSE	\$3,975.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-654-2700	TELEPHONE EXPENSES	\$5,394.48	\$5,384.13	\$6,500.00	\$6,500.00	\$4,478.10	\$6,500.00
04-654-2750	CELL PHONE EXPENSES	\$964.60	\$1,207.07	\$2,000.00	\$2,000.00	\$962.80	\$2,000.00
04-654-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00
04-654-3000	HEPATITIS SHOTS	\$164.00	\$782.75	\$500.00	\$500.00	\$488.57	\$500.00
04-654-3100	SAFETY EQUIPMENT	\$87.37	\$0.00	\$4,000.00	\$4,000.00	\$220.27	\$4,000.00
04-654-3500	ENGINEERING	\$19,104.98	\$72,000.00	\$15,000.00	\$15,000.00	\$12,400.00	\$15,000.00
04-654-4802	SCADA	\$650.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
04-654-4901	SAMPLES	\$9,905.91	\$8,463.55	\$10,000.00	\$10,000.00	\$8,916.28	\$10,000.00
04-654-4902	ANNUAL SEWER INSPECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-654-4903	TCEQ (YR-010117-001)2 PRMTS	\$14,388.44	\$16,040.03	\$15,000.00	\$15,000.00	\$14,388.44	\$15,000.00
04-654-6100	TCEQ ENFORCEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-654-8001	LEASED VEHICLE	\$97.69	\$20,605.50	\$31,416.00	\$31,416.00	\$16,727.31	\$31,416.00
04-654-8003	LEASED EQUIPMENT	\$0.00	\$3,053.22	\$0.00	\$0.00	\$2,726.87	\$3,500.00

04-654-9000	CIP - CLARIFIER	\$0.00	\$0.00	\$900,000.00	\$900,000.00	\$934,292.47	\$0.00
04-654-9001	CIP - WWTP	\$0.00	\$0.00	\$250,000.00	\$250,000.00	\$0.00	\$250,000.00
04-654-9500	Depreciation Expense - Sewer	\$212,790.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-654-9801	Principal - CO Combo Tax&Rev 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-654-9802	Interest - CO Combo Tax&Rev 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER EXPENSES		\$712,236.60	\$685,301.58	\$2,014,388.00	\$2,014,388.00	\$1,385,800.20	\$926,592.00
04-655-0090	ADMINISTRATIVE FEE	\$160,702.00	\$169,397.01	\$170,660.00	\$170,660.00	\$56,886.67	\$171,390.00
04-655-0101	SALARIES	\$65,838.76	\$93,182.12	\$119,339.00	\$119,339.00	\$87,557.43	\$122,817.00
04-655-0103	OVERTIME	\$187.24	\$75.92	\$6,147.00	\$6,147.00	\$63.12	\$6,150.00
04-655-0105	CONTRACT LABOR	\$6,561.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-655-0201	SOCIAL SECURITY	\$5,056.71	\$7,134.30	\$9,575.00	\$9,575.00	\$6,663.49	\$9,867.00
04-655-0202	INSURANCE - GROUP	\$12,063.09	\$12,798.87	\$17,726.00	\$17,726.00	\$7,810.10	\$20,290.00
04-655-0203	RETIREMENT	\$1,358.67	\$1,947.18	\$2,742.00	\$2,742.00	\$1,912.33	\$2,829.00
04-655-0204	UNEMPLOYMENT	\$33.40	\$392.00	\$468.00	\$468.00	\$255.33	\$468.00
04-655-0205	INS - WORKMEN'S COMP	\$2,104.00	\$4,870.56	\$3,548.00	\$3,548.00	\$3,206.00	\$3,548.00
04-655-0216	PENSION EXPENSE	(\$1,259.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-655-0220	OPEB EXPENSE	(\$207.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-655-0501	SUPPLIES	\$548.15	\$468.31	\$500.00	\$700.00	\$571.62	\$700.00
04-655-0502	FIELD SUPPLIES	\$1,856.25	\$2,469.21	\$2,000.00	\$2,000.00	\$903.58	\$2,000.00
04-655-0510	UNIFORMS	\$327.72	\$492.73	\$1,000.00	\$1,000.00	\$195.83	\$1,000.00
04-655-0604	SANITATION SALES TAX - STATE	\$135,030.38	\$135,995.24	\$155,000.00	\$155,000.00	\$118,308.78	\$155,000.00
04-655-0701	VEHICLE MAINTENANCE	\$316.28	\$122.58	\$1,500.00	\$2,000.00	\$1,773.16	\$2,000.00
04-655-0900	FUEL & OIL	\$898.29	\$1,474.69	\$600.00	\$600.00	\$465.19	\$600.00
04-655-1101	ELECTRICITY	\$787.91	\$420.13	\$1,250.00	\$1,250.00	\$444.88	\$1,250.00
04-655-1301	INSURANCE - GENERAL & LIABILITY	\$558.00	\$631.00	\$703.00	\$703.00	\$549.00	\$859.00
04-655-1500	TRAINING	\$0.00	\$3,523.00	\$1,000.00	\$1,000.00	\$165.00	\$1,000.00
04-655-1501	TRAVEL	\$0.00	\$1,287.28	\$1,000.00	\$300.00	\$0.00	\$300.00
04-655-2021	VOIDED CHECKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-655-2124	BAD DEBT	\$10,159.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-655-2700	TELEPHONE EXPENSES	\$3,138.48	\$3,138.48	\$3,500.00	\$3,500.00	\$2,913.10	\$3,500.00
04-655-2750	CELL PHONE EXPENSES	\$2,068.84	\$1,457.38	\$2,000.00	\$2,000.00	\$1,063.45	\$2,000.00
04-655-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-655-4902	TCEQ/SOLID WSTE(QTR-#2197)	\$7,267.14	\$14,415.24	\$12,500.00	\$12,500.00	\$9,336.56	\$12,500.00
04-655-5000	WASTE/RECYCLE COLL FEES	\$1,770,573.46	\$1,866,968.04	\$1,756,150.00	\$1,756,150.00	\$1,442,777.70	\$1,756,150.00
04-655-5001	TIPPING FEES DUE TO GENERAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-655-8000	ENVIRONMENTAL SERVICES	\$27,287.32	\$16,180.28	\$35,000.00	\$35,000.00	\$22,144.98	\$35,000.00
04-655-8001	GRANTS	\$4,528.54	\$6,994.50	\$0.00	\$0.00	\$0.00	\$0.00
04-655-8003	LEASED - EQUIPMENT	\$0.00	\$3,053.19	\$0.00	\$0.00	\$2,726.86	\$3,000.00
04-655-9000	LANDFILL CLOSURE	\$88,755.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-655-9500	DEPRECIATION EXPENSE - SANITATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SANITATION/RECYCLE EXPENSES		\$2,306,540.54	\$2,348,889.24	\$2,303,908.00	\$2,303,908.00	\$1,768,694.16	\$2,314,218.00
COMBINED WATER/SEWER/SAN/REVENUES		\$5,017,077.49	\$5,160,240.92	\$5,350,305.00	\$5,350,305.00	\$4,022,152.71	\$5,329,420.00
COMBINED WATER/SEWER/SAN/APPROPRIATE		\$4,808,155.51	\$4,758,241.36	\$6,869,402.00	\$6,869,402.00	\$4,565,520.58	\$5,930,992.00
						(\$1,519,097.00)	(\$601,572.00)

AIRPORT FUND							
ACCT NUMBER	ACCOUNT TITLE	ACTUAL 2022-2023	ACTUAL 2023-2024	ORG BUDGET 2024-2025	AMENDED BUDGET 2024-2025	ACTUAL AS OF 7-31-2025	PROPOSED BUDGET 2025-2026
05-527-1602	FUEL SALES	\$740,034.02	\$720,100.91	\$745,000.00	\$745,000.00	\$622,653.05	\$1,127,500.00
05-527-1603	OIL SALES	\$28.18	\$19.59	\$50.00	\$50.00	\$1,172.44	\$1,000.00
05-527-1604	MAP SALES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05-527-1702	GROUND LEASE (HANGER)	\$14,985.06	\$21,335.27	\$23,407.00	\$23,407.00	\$17,272.27	\$23,407.00
05-527-5100	TXDOT RAMP GRANT	\$4,963.19	\$56,622.36	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
05-527-5200	MISC FEES/REFUNDS/INSURANCE	\$1,120.41	\$34,230.55	\$0.00	\$0.00	\$20.10	\$0.00
05-527-5201	TEXAS CLASS - INTEREST	\$1,395.39	\$1,219.86	\$0.00	\$0.00	\$236.93	\$0.00
05-527-5202	GRANT REIMBURSEMENTS - ARPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05-527-5300	AUCTION SALES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05-527-7001	AIRPORT BANK ACCT INTEREST	\$10,515.55	\$11,870.45	\$10,000.00	\$10,000.00	\$10,222.90	\$10,000.00
05-527-7002	RESERVE ACCOUNT - CIP MATCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05-527-7003	INTEREST REVENUE - LEASE	\$11,151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	AIRPORT REVENUE	\$784,192.80	\$845,398.99	\$788,457.00	\$788,457.00	\$651,577.69	\$1,171,907.00
05-627-0090	ADMINISTRATIVE FEE	\$56,385.00	\$59,297.01	\$58,405.00	\$58,405.00	\$19,468.33	\$78,386.00
05-627-0101	SALARIES	\$99,246.64	\$104,374.62	\$110,893.00	\$110,893.00	\$69,643.09	\$102,624.00
05-627-0103	OVERTIME	\$717.56	\$2,013.33	\$7,641.00	\$7,641.00	\$5,207.82	\$7,600.00
05-627-0201	SOCIAL SECURITY	\$7,590.77	\$8,109.83	\$9,044.00	\$9,044.00	\$5,723.70	\$8,433.00
05-627-0202	INSURANCE - GROUP	\$16,132.56	\$16,889.76	\$17,726.00	\$17,726.00	\$8,916.72	\$20,290.00
05-627-0203	RETIREMENT	\$2,055.34	\$2,223.35	\$2,590.00	\$2,590.00	\$1,631.44	\$2,405.00
05-627-0204	UNEMPLOYMENT	\$18.00	\$234.00	\$234.00	\$234.00	\$63.00	\$234.00
05-627-0205	INS - WORKMEN'S COMP	\$3,041.00	\$923.70	\$1,686.00	\$1,686.00	\$1,748.00	\$2,100.00
05-627-0216	PENSION EXPENSE	(\$2,870.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05-627-0220	OPEB EXPENSE	\$186.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05-627-0501	SUPPLIES	\$1,487.52	\$1,721.47	\$1,800.00	\$1,800.00	\$1,762.50	\$1,800.00
05-627-0502	FIELD SUPPLIES	\$774.82	\$711.74	\$800.00	\$800.00	\$745.59	\$800.00
05-627-0510	UNIFORMS	\$282.16	\$336.70	\$300.00	\$300.00	\$246.54	\$300.00
05-627-0601	LICENSES AND FEES	\$0.00	\$235.00	\$450.00	\$450.00	\$0.00	\$450.00
05-627-0701	MAINT - EQUIPMENT	\$1,307.08	\$1,338.06	\$1,800.00	\$1,800.00	\$1,230.42	\$1,800.00
05-627-0702	MAINT - VEHICLE	\$1,017.86	\$711.41	\$1,500.00	\$1,500.00	\$604.27	\$1,500.00
05-627-0704	FACILITY MAINT	\$10,298.67	\$62,609.69	\$21,883.00	\$21,883.00	\$29,545.38	\$22,000.00
05-627-0708	FIRE SAFETY INSPEC	\$924.20	\$156.74	\$150.00	\$150.00	\$153.61	\$150.00
05-627-0900	FUEL & OIL	\$2,447.59	\$1,532.81	\$1,500.00	\$1,500.00	\$879.56	\$1,500.00
05-627-1001	MISC/VOIDED EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05-627-1101	ELECTRICITY	\$4,176.62	\$4,430.00	\$5,500.00	\$5,500.00	\$2,911.14	\$5,500.00
05-627-1301	AIRPORT LIABILITY INSURANCE	\$2,181.00	\$2,280.00	\$2,389.00	\$2,389.00	\$2,365.00	\$2,917.00
05-627-1500	TRAINING	\$0.00	\$190.00	\$1,000.00	\$1,000.00	\$100.00	\$1,000.00
05-627-1501	TRAVEL	\$142.79	\$1,579.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
05-627-1700	IT EQUIPMENT/ SOFTWARE	\$360.03	\$124.99	\$1,000.00	\$1,000.00	\$1,089.64	\$1,000.00
05-627-2000	AV/JET FUEL/OIL PURCHASES	\$529,314.42	\$485,576.71	\$525,000.00	\$525,000.00	\$443,775.91	\$789,250.00
05-627-2120	AWOS CONTRACT	\$5,966.00	\$5,966.00	\$5,966.00	\$5,966.00	\$0.00	\$5,966.00
05-627-2700	TELEPHONE EXPENSES	\$6,154.44	\$5,889.08	\$6,500.00	\$6,500.00	\$7,090.89	\$8,500.00
05-627-2750	CELL PHONE EXPENSE	\$964.60	\$965.16	\$1,000.00	\$1,000.00	\$603.33	\$1,000.00
05-627-4902	TCEQ - STORMWATER	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
05-627-5600	FY 20 CIP - 10% MATCH -	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00
05-627-8003	LEASED - EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05-627-9500	DEPRECIATION	\$225,449.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Airport Expenses	\$975,951.75	\$795,620.16	\$788,457.00	\$788,457.00	\$605,705.88	\$1,069,205.00
	COMBINED AIRPORT REVENUES	\$784,192.80	\$845,398.99	\$788,457.00	\$788,457.00	\$651,577.69	\$1,171,907.00
	COMBINED AIRPORT APPROPRIATIONS	\$975,951.75	\$795,620.16	\$788,457.00	\$788,457.00	\$605,705.88	\$1,069,205.00
					\$0.00		\$102,702.00

ENTEPRISE FUND -GAS							
ACCT NUMBER	ACCOUNT TITLE	ACTUAL 2022-2023	ACTUAL 2023-2024	ORG BUDGET 2024-2025	AMENDED BUDGET 2024-2025	ACTUAL AS OF 7-31-2025	PROPOSED BUDGET 2025-2026
08-558-0110	NATURAL GAS SALES - ALPINE	\$1,698,556.34	\$1,557,351.68	\$1,775,000.00	\$1,775,000.00	\$1,424,936.69	\$1,775,000.00
08-558-0120	NATURAL GAS SALES - FT. DAVIS	\$296,401.80	\$273,152.90	\$350,000.00	\$350,000.00	\$250,929.30	\$350,000.00
08-558-0200	SERVICE FEES - ALPINE	\$5,530.00	\$4,095.00	\$10,000.00	\$10,000.00	\$4,970.00	\$8,000.00
08-558-0201	SERVICE FEES - FT. DAVIS	\$480.00	\$1,260.00	\$2,500.00	\$2,500.00	\$1,330.00	\$2,500.00
08-558-0240	SERVICE TAP FEES - ALPINE	\$4,800.00	\$19,250.00	\$10,000.00	\$10,000.00	\$1,000.00	\$5,000.00
08-558-0241	SERVICE TAP FEES - FT. DAVIS	\$0.00	\$1,000.00	\$2,500.00	\$2,500.00	\$3,375.00	\$2,500.00
08-558-0242	EXTENSION FEE - ALPINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
08-558-0243	EXTENSION FEE - FORT DAVIS	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$5,000.00
08-558-0244	TAP SUPPLIES - ALPINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-558-0245	TAP SUPPLIES - FT. DAVIS	\$0.00	\$0.00	\$0.00	\$0.00	\$2,280.00	\$3,000.00
08-558-0246	RETIRE FEE - ALPINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-558-0247	RETIRE FEE - FT. DAVIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-558-0250	PENALTY FEES - ALPINE	\$11,528.18	\$10,847.40	\$1,250.00	\$1,250.00	\$11,355.62	\$5,000.00
08-558-0251	PENALTY FEES - FT. DAVIS	\$2,898.87	\$2,740.57	\$2,000.00	\$2,000.00	\$1,524.53	\$2,000.00
08-558-0400	MISC. INCOME	\$1,937.06	\$119.20	\$1,250.00	\$1,250.00	\$14.91	\$500.00
08-558-0401	GAS BANK ACCT INT	\$64,110.69	\$71,921.25	\$65,000.00	\$65,000.00	\$51,530.24	\$60,000.00
08-558-0402	WC REIMBURSEMENT	\$0.00	\$2,905.14	\$0.00	\$0.00	\$10,513.84	\$0.00
08-558-0403	WTG ROYALTIES	\$4,599.53	\$3,815.55	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
08-558-0500	SALES TAX COLLECTED	\$49,786.27	\$44,579.42	\$60,000.00	\$60,000.00	\$39,893.94	\$60,000.00
08-558-0612	FY20 - NSF - RETURNED CHECK FEE	\$300.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00
08-558-0614	VACATION FEE	\$425.00	\$700.00	\$0.00	\$0.00	\$325.00	\$500.00
08-558-0615	TAMPERING FEE	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$500.00
08-558-1901	ROAD CUT FEE	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$500.00	\$5,000.00
08-558-7000	BILLING ADJUSTMENTS	(\$2,949.46)	(\$445.39)	\$0.00	\$0.00	\$492.75	\$0.00
08-558-7001	GAS CUSTOMER DEPOSIT INTEREST	\$11,861.77	\$14,945.54	\$0.00	\$0.00	\$11,123.36	\$10,000.00
08-558-9000	AUCTION	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00
08-558-9001	CAPITAL CONTRIBUTIONS	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
	GAS REVENUES	\$2,150,266.05	\$2,008,508.26	\$2,292,500.00	\$2,292,500.00	\$1,828,245.18	\$2,300,500.00
08-658-0090	ADMINISTRATIVE FEE	\$156,011.00	\$156,573.99	\$168,541.00	\$168,541.00	\$56,180.33	\$191,668.00
08-658-0100	FRANCHISE FEE	\$106,731.70	\$93,892.69	\$119,754.00	\$119,754.00	\$89,553.05	\$114,550.00
08-658-0101	SALARIES	\$420,861.54	\$483,944.55	\$592,436.00	\$592,436.00	\$446,125.69	\$594,144.00
08-658-0103	OVERTIME	\$24,042.33	\$21,856.29	\$34,144.00	\$34,144.00	\$19,433.36	\$34,000.00
08-658-0201	SOCIAL SECURITY	\$32,663.92	\$37,109.80	\$47,808.00	\$47,808.00	\$34,175.96	\$47,409.00
08-658-0202	INSURANCE - GROUP	\$72,646.08	\$89,150.26	\$97,491.00	\$97,491.00	\$85,841.20	\$111,592.00
08-658-0203	RETIREMENT	\$9,139.50	\$10,586.18	\$13,691.00	\$13,691.00	\$10,154.03	\$13,538.00
08-658-0204	UNEMPLOYMENT	\$81.28	\$1,122.85	\$1,287.00	\$1,287.00	\$557.23	\$1,287.00
08-658-0205	INS - WORKMEN'S COMP	\$7,592.99	\$6,426.15	\$5,798.00	\$5,798.00	\$6,083.44	\$7,500.00
08-658-0216	PENSION EXPENSE	(\$3,700.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-658-0220	OPEB EXPENSE	(\$204.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-658-0410	NATURAL GAS PUR - ALPINE	\$494,964.38	\$477,832.04	\$535,000.00	\$535,000.00	\$447,956.07	\$535,000.00
08-658-0420	NATURAL GAS PUR - FT. DAVIS	\$80,037.25	\$58,746.74	\$80,000.00	\$80,000.00	\$70,176.72	\$80,000.00
08-658-0501	OFFICE SUPPLIES	\$6,129.20	\$4,910.18	\$7,500.00	\$7,500.00	\$5,707.13	\$7,500.00
08-658-0502	FIELD SUPPLIES	\$11,357.41	\$5,476.62	\$15,000.00	\$15,000.00	\$14,528.80	\$20,000.00
08-658-0503	SAFETY EQUIPMENT	\$12,903.08	\$15,186.50	\$25,000.00	\$25,000.00	\$20,061.17	\$25,000.00
08-658-0510	UNIFORMS	\$9,805.00	\$12,529.91	\$12,000.00	\$12,000.00	\$13,300.58	\$15,000.00
08-658-0600	EQUIPMENT MAINT.	\$6,439.68	\$7,848.31	\$14,825.00	\$14,825.00	\$6,023.95	\$15,000.00
08-658-0701	VEHICLE MAINT	\$15,063.24	\$5,980.54	\$13,700.00	\$13,700.00	\$10,578.69	\$15,000.00
08-658-0800	CP & METER MAINT	\$11,762.85	\$8,132.75	\$20,000.00	\$20,000.00	\$19,201.30	\$30,000.00
08-658-0900	FUEL & OIL	\$15,195.45	\$16,702.50	\$15,000.00	\$15,000.00	\$14,167.68	\$18,000.00
08-658-1001	MISC/VOIDED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-658-1100	METERS	\$11,113.48	\$16,614.74	\$25,000.00	\$25,000.00	\$16,411.94	\$30,000.00
08-658-1101	ELECTRICITY	\$3,256.84	\$3,789.70	\$5,000.00	\$5,000.00	\$2,684.08	\$5,000.00
08-658-1200	DISTRIBUTION SYSTEM MAINT	\$17,879.85	\$36,676.93	\$50,000.00	\$50,000.00	\$44,358.30	\$60,000.00
08-658-1301	INSURANCE - GENERAL/AUTO LIABILITY	\$18,090.00	\$20,464.00	\$21,166.00	\$21,166.00	\$23,516.60	\$25,843.00
08-658-1400	EQUIPMENT RENTAL	\$2,364.88	\$490.00	\$4,000.00	\$4,000.00	\$3,485.46	\$5,000.00
08-658-1500	TRAINING	\$15,965.00	\$10,670.00	\$15,000.00	\$15,000.00	\$6,601.61	\$15,000.00
08-658-1501	TRAVEL	\$3,784.27	\$9,140.32	\$12,500.00	\$12,500.00	\$7,318.14	\$12,500.00
08-658-1600	POSTAGE/FREIGHT	\$17,557.48	\$15,476.28	\$20,000.00	\$20,000.00	\$11,128.10	\$20,000.00

08-658-1700	IT EQUIPMENT/ SOFTWARE	\$6,760.92	\$14,206.83	\$20,000.00	\$20,000.00	\$19,544.59	\$25,000.00
08-658-1800	PENALTIES/FINES	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
08-658-1901	ROAD REPAIR	\$10,211.08	\$6,382.59	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
08-658-2124	PROVISION FOR BAD DEBT	\$919.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-658-2200	CONSULTING/CONTRACT FEES	\$28,655.08	\$13,269.28	\$20,000.00	\$20,000.00	\$15,739.28	\$20,000.00
08-658-2300	RR COMMISSION FEES	\$2,201.00	\$2,755.50	\$5,000.00	\$5,000.00	\$2,779.54	\$5,000.00
08-658-2400	DIG TESS/TEXAS 811	\$827.45	\$621.20	\$1,500.00	\$1,500.00	\$1,351.80	\$1,500.00
08-658-2700	TELEPHONE EXPENSES	\$7,330.27	\$7,546.01	\$8,000.00	\$8,000.00	\$6,050.05	\$8,000.00
08-658-2750	CELL PHONE EXPENSES	\$3,857.03	\$3,820.45	\$5,000.00	\$5,000.00	\$3,111.42	\$5,000.00
08-658-2800	DRUG TESTING	\$230.00	\$778.50	\$1,200.00	\$1,200.00	\$876.00	\$1,200.00
08-658-2900	DUES & MEMBERSHIPS	\$490.00	\$532.00	\$1,500.00	\$1,500.00	\$592.00	\$1,500.00
08-658-3050	PAP/DAMAGE PREVENTION	\$2,506.15	\$7,440.28	\$8,500.00	\$8,500.00	\$6,269.25	\$8,500.00
08-658-3100	ADVERTISING	\$1,012.50	\$1,600.00	\$3,000.00	\$3,000.00	\$675.00	\$3,000.00
08-658-3800	BUILDING MAINT.	\$1,625.54	\$8,195.58	\$15,000.00	\$2,000.00	\$285.99	\$2,000.00
08-658-3900	SALES TAX REMITTED TO STATE	\$53,785.00	\$53,540.34	\$60,000.00	\$60,000.00	\$47,301.72	\$60,000.00
08-658-8001	LEASED VEHICLE	\$3,638.14	\$43,787.00	\$44,500.00	\$57,500.00	\$25,769.28	\$57,500.00
08-658-8003	LEASED EQUIPMENT	\$0.00	\$12,064.28	\$10,000.00	\$10,000.00	\$8,637.54	\$10,000.00
08-658-9500	DEPRECIATION EXPENSE - GAS	\$99,282.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9501	AMORTIZATION EXPENSE RIGHT TC	\$5,754.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9502	AMORTIZATION EXPENSE RIGHT TC	\$3,976.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9800	CIP - KABOTA - FY20 EXCAVATOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9809	INTEREST EXPENSE - RIGHT TO USE	\$672.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9810	CIP - STOPPLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9811	CIP - RATIFIER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08-658-9812	FY23 GATESFY24 AUTOMATIVE ME7	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$0.00	\$300,000.00
08-658-9999	RESERVES - FINANCIAL POLICY	\$0.00	\$47,730.80	\$47,731.00	\$47,731.00	\$47,730.80	\$47,731.00
GAS EXPENSES		\$1,813,270.29	\$1,851,601.46	\$2,395,072.00	\$2,395,072.00	\$1,672,024.87	\$2,627,962.00
COMBINED GAS REVENUES		\$2,150,266.05	\$2,008,508.26	\$2,292,500.00	\$2,292,500.00	\$1,828,245.18	\$2,300,500.00
COMBINED GAS APPROPRIATIONS		\$1,813,270.29	\$1,851,601.46	\$2,395,072.00	\$2,395,072.00	\$1,672,024.87	\$2,627,962.00
					(\$102,572.00)		(\$327,462.00)

TOURISM FUND PROMOTION TOURISM-HOTEL OCCUPANCY TAX (HOT)							
ACCT NUMBER	ACCOUNT TITLE	ACTUAL 2022-2023	ACTUAL 2023-2024	ORG BUDGET 2024-2025	AMENDED BUDGET 2024-2025	ACTUAL AS OF 7-31-2025	PROPOSED BUDGET 2025-2026
06-556-0408	HOT HOTEL OCCUPANCY TAX	\$0.00	\$0.00	\$650,000.00	\$650,000.00	\$0.00	\$650,000.00
06-556-0410	HOT INTEREST ACCT #7082339	\$42,336.77	\$41,915.15	\$0.00	\$0.00	\$26,819.15	
06-556-0411	TEXAS CLASS - INTEREST	\$4,244.58	\$5,114.74	\$0.00	\$0.00	\$3,729.74	
06-556-0412	STR PERMIT FEE	\$10,350.00	\$10,700.00	\$0.00	\$0.00	\$5,339.24	
06-556-0413	GO TEXAN REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0414	TEXAS MOUNTAIN TRAIL GRANT	\$0.00	\$0.00			\$0.00	
06-556-0501	HOT - VALUE LODGE/ALPINE LOI	\$22,848.41	\$26,328.42	\$0.00	\$0.00	\$22,385.48	
06-556-0502	HOT - ANTELOPE LODGE	\$2,401.96	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0503	HOT - QUALITY INN	\$75,709.00	\$81,363.13	\$0.00	\$0.00	\$77,427.61	
06-556-0504	HOT - HIGHLAND INN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0505	HOT - THE HOLLAND HOTEL	\$51,979.00	\$65,010.71	\$0.00	\$0.00	\$28,458.59	
06-556-0506	HOT - LA LOMA INN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0507	HOT - MOTEL BIEN VENIDO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0508	HOT - TRAVEL LODGE/OAK TREE	\$13,444.01	\$10,566.75	\$0.00	\$0.00	\$8,269.17	
06-556-0509	HOT - STUDIO GUEST HOUSE	\$141.97	\$702.91	\$0.00	\$0.00	\$165.97	
06-556-0511	HOT - AMERICA'S BEST/SUNDAY	\$38,999.06	\$37,673.89	\$0.00	\$0.00	\$34,059.40	
06-556-0513	HOT - THE MAVERICK INN	\$25,520.00	\$30,029.16	\$0.00	\$0.00	\$12,395.45	
06-556-0514	HOT - QUARTER CIRCLE 7	\$72,050.34	\$69,723.99	\$0.00	\$0.00	\$35,048.86	
06-556-0515	HOT - ALPINE GUEST LOFTS	\$2,476.99	\$2,082.64	\$0.00	\$0.00	\$1,784.88	
06-556-0516	HOT - HAMPTON INN	\$169,793.27	\$159,186.25	\$0.00	\$0.00	\$128,382.47	
06-556-0517	HOT - BREWSTER CO. LODGING	\$3,080.94	\$3,347.99	\$0.00	\$0.00	\$2,065.54	
06-556-0518	HOT - CASA VIDA	\$1,177.84	\$1,000.46	\$0.00	\$0.00	\$906.54	
06-556-0519	HOT - HOLIDAY INN EXPRESS	\$171,913.87	\$179,098.35	\$0.00	\$0.00	\$131,128.08	
06-556-0521	CAVE MESA	\$419.17	\$679.72	\$0.00	\$0.00	\$578.30	
06-556-0529	Alpine Vacation Rentals, LLC	\$6,476.58	\$698.41	\$0.00	\$0.00	\$0.00	
06-556-0530	HOT-Alpine Creek Cottage, L.L.C.	\$1,990.38	\$1,135.41	\$0.00	\$0.00	\$0.00	
06-556-0532	Lockhart Hacienda	\$1,427.37	\$1,204.39	\$0.00	\$0.00	\$1,340.09	
06-556-0536	Casa Blanca	\$1,805.00	\$0.00	\$0.00	\$0.00	\$107.45	
06-556-0537	ZIMMER - GATED GARDENS	\$1,895.49	\$1,297.95	\$0.00	\$0.00	\$1,497.90	
06-556-0539	PURPLE DOOR GUESTHOUSE	\$579.50	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0543	RIPPEL - BRBO	\$227.43	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0547	ALPINE SUNSET RETREAT	\$1,950.00	\$58.45	\$0.00	\$0.00	\$85.25	
06-556-0548	BOMBERO 18, LLC	\$1,907.22	\$1,587.36	\$0.00	\$0.00	\$1,465.17	
06-556-0549	LANGRIDGE LODGE	\$498.21	\$839.50	\$0.00	\$0.00	\$449.94	
06-556-0550	LUXURY FARM HOUSE	\$1,396.33	\$1,226.72	\$0.00	\$0.00	\$676.86	
06-556-0552	ALPINE PROPERTY RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0553	SKYE BLUE SERVICES- PEACH HC	\$2,508.87	\$2,217.01	\$0.00	\$0.00	\$1,841.83	
06-556-0555	TEXSKY - BIRNNEST	\$2,461.66	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0559	WINDMILL HOUSE - HURST	\$769.05	\$1,022.71	\$0.00	\$0.00	\$637.60	
06-556-0560	EL NIDO - SANDRA PRATT	\$248.98	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0561	KIM LANGRIDGE - LANGRIDGE L	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0562	COVINGTON - BEACH HOUSE	\$204.26	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0563	ALPINE BED & BREAKFAST - RAB	\$7,248.58	\$7,215.66	\$0.00	\$0.00	\$5,939.13	
06-556-0566	DANNICA INVESTMENTS - M. QUI	\$7,812.17	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0568	CASA ACERO - EAGLE PASS	\$2,735.50	\$5,608.92	\$0.00	\$0.00	\$3,941.39	
06-556-0569	CAJITA VERDE - BLECHA	\$627.19	\$755.36	\$0.00	\$0.00	\$340.60	
06-556-0570	PAIGE LOSOYA - CACTUS STREET	\$599.13	\$676.54	\$0.00	\$0.00	\$431.98	
06-556-0571	ADOBE VISTA - SCHWERDTFEGER	\$2,521.36	\$2,295.54	\$0.00	\$0.00	\$947.33	
06-556-0572	EL NOPAL CASITA - LIM/ROTHEY	\$837.11	\$1,106.60	\$0.00	\$0.00	\$520.11	
06-556-0573	5TH STREET - ROGGOV	\$271.96	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0574	BIRD'S NEST - BRANT	\$1,687.70	\$1,911.01	\$0.00	\$0.00	\$957.93	
06-556-0576	CASA OCOTILLO - HARPOLD	\$2,224.44	\$1,112.79	\$0.00	\$0.00	\$816.46	
06-556-0577	OH HI HOUSE - BIENVENIDO BIG	\$815.78	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0578	THE VILLA	\$1,328.76	\$624.08	\$0.00	\$0.00	\$155.69	
06-556-0579	CASA DE ARROZ	\$955.96	\$1,159.21	\$0.00	\$0.00	\$837.79	

06-556-0580	THE COWBOY HOUSE	\$1,023.47	\$1,487.91	\$0.00	\$0.00	\$1,284.44	
06-556-0582	FOURTH & LONG-SUGAR MOON	\$1,588.63	\$740.18	\$0.00	\$0.00	\$746.08	
06-556-0583	KATHRYN'S KORNER	\$1,613.79	\$1,482.46	\$0.00	\$0.00	\$1,956.82	
06-556-0584	SUNCATCHER-GONZALES	\$995.47	\$1,045.18	\$0.00	\$0.00	\$501.69	
06-556-0585	LA PALOMA-BRANT	\$403.34	\$1,132.27	\$0.00	\$0.00	\$519.93	
06-556-0586	SGE GUEST HOUSE - R STOVELL	\$1,504.81	\$1,029.98	\$0.00	\$0.00	\$1,294.17	
06-556-0588	HOLLAND HOUSE -S HOLLAND F	\$1,083.73	\$1,425.74	\$0.00	\$0.00	\$1,142.55	
06-556-0589	LITTLE BLUE HOUSE - A BRANT	\$1,254.61	\$280.69	\$0.00	\$0.00	\$0.00	
06-556-0590	BRIGHT MOON-A GABBERT	\$924.12	\$1,151.10	\$0.00	\$0.00	\$954.31	
06-556-0591	T. KELLNER-SALTILLO HOUSE	\$303.44	\$369.65	\$0.00	\$0.00	\$0.00	
06-556-0592	ORANGE STREET BNB-GARRETT	\$2,975.55	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0593	EL CORAZON-C C FONSECA	\$373.87	\$1,320.47	\$0.00	\$0.00	\$151.22	
06-556-0594	CASA PIEDRA-CLAY BRAUCH	\$675.43	\$1,055.75	\$0.00	\$0.00	\$2,177.99	
06-556-0595	VALENZUELA HOUSE-GONZALES	\$0.00	\$817.18	\$0.00	\$0.00	\$542.36	
06-556-0596	VERANDA-S BLAIR BROWN	\$0.00	\$353.84	\$0.00	\$0.00	\$0.00	
06-556-0597	SPACIOUS HOUSE-HOLLY & AND	\$0.00	\$2,786.26	\$0.00	\$0.00	\$1,825.91	
06-556-0598	WINTER'S HOUSE-OFFENSTEIN	\$0.00	\$1,371.82	\$0.00	\$0.00	\$484.72	
06-556-0599	EL GOATHEAD-STONE	\$0.00	\$1,642.97	\$0.00	\$0.00	(\$54.43)	
06-556-0600	CASA LA VISTA - CASITA BONITA	\$0.00	\$523.36	\$0.00	\$0.00	\$292.25	
06-556-0601	SIMPATICO-STUBBS	\$0.00	\$219.24	\$0.00	\$0.00	\$528.94	
06-556-0602	CACTUS HOUSE- L. COBOS	\$0.00	\$312.78	\$0.00	\$0.00	\$354.96	
06-556-0603	OLD TOWN CASITA - N EDWARDS	\$0.00	\$189.00	\$0.00	\$0.00	\$0.00	
06-556-0604	MORNING STAR HOUSE-LAURELI	\$0.00	\$1,229.41	\$0.00	\$0.00	\$1,232.37	
06-556-0605	LA COCHERA-S GRISHAM	\$0.00	\$183.93	\$0.00	\$0.00	\$428.63	
06-556-0606	SUMMIT COTTAGE-C PENNEY	\$0.00	\$165.99	\$0.00	\$0.00	\$603.04	
06-556-0607	ALPINE COUNTRY CLUB LOFTS-M	\$0.00	\$1,734.15	\$0.00	\$0.00	\$1,558.36	
06-556-0608	LAS HERMANAS-JAM & JAM ENT	\$0.00	\$0.00	\$0.00	\$0.00	\$1,553.82	
06-556-0609	THE COZY STARGAZER - J FARAF	\$0.00	\$0.00	\$0.00	\$0.00	\$348.35	
06-556-0610	RUSTIC RANCH HOUSE RETREET	\$0.00	\$0.00	\$0.00	\$0.00	\$127.40	
06-556-0611	GRINGO HONEYMOON -C JACOB	\$0.00	\$0.00	\$0.00	\$0.00	\$90.70	
06-556-0612	307 E JUNE - KEVIN TOMANKA	\$0.00	\$0.00	\$0.00	\$0.00	\$134.75	
06-556-0613	100 W MURPHY - G EGAN-LEANIN	\$0.00	\$0.00	\$0.00	\$0.00	\$152.32	
06-556-0614	409 N 6TH-J MICHELOTTI-ALPINE	\$0.00	\$0.00	\$0.00	\$0.00	\$551.46	
06-556-9920	STR STIPE FEES	\$12,576.49	\$43.05	\$0.00	\$0.00	\$108.06	
Promotion & Tourism Revenues		\$792,195.90	\$782,372.24	\$650,000.00	\$650,000.00	\$563,528.14	\$650,000.00
06-656-0100	7 % FISCAL FEE	\$30,978.00	\$43,176.99	\$44,677.00	\$44,677.00	\$14,892.33	\$48,528.00
06-656-0101	SALARIES - VISITOR CENTER EMP	\$54,049.92	\$60,642.89	\$67,463.00	\$67,463.00	\$53,382.64	\$71,211.00
06-656-0103	OVERTIME	\$1,639.27	\$3,458.97	\$1,529.00	\$1,529.00	\$5,789.64	\$6,000.00
06-656-0201	SOCIAL SECURITY	\$4,248.00	\$4,903.81	\$5,264.00	\$5,264.00	\$4,526.69	\$5,907.00
06-656-0202	INSURANCE	\$72.00	\$72.00	\$8,863.00	\$8,863.00	\$60.00	\$10,145.00
06-656-0203	RETIREMENT	\$1,142.51	\$1,325.65	\$1,507.00	\$1,507.00	\$1,274.90	\$1,692.00
06-656-0204	UNEMPLOYMENT	\$14.15	\$203.29	\$234.00	\$234.00	\$155.28	\$234.00
06-656-0205	WORKMEN'S COMP	\$0.00	\$0.00	\$0.00	\$0.00	\$54.96	\$187.00
06-656-0501	VC - SUPPLIES	\$5,447.52	\$5,886.60	\$8,000.00	\$8,000.00	\$4,852.91	\$8,000.00
06-656-1001	MISC/VOIDED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-656-1101	VC - ELECTRICITY	\$1,354.92	\$1,194.17	\$1,500.00	\$1,500.00	\$937.05	\$1,500.00
06-656-1301	LIABILITY/AUTO COVERAGE	\$134.50	\$0.00	\$698.00	\$698.00	\$178.00	\$853.00
06-656-1500	VC - TRAINING	\$890.00	\$750.00	\$1,500.00	\$1,500.00	\$425.00	\$1,500.00
06-656-1501	VC - TRAVEL	\$2,728.63	\$4,275.27	\$6,000.00	\$6,000.00	\$6,180.88	\$6,000.00
06-656-1602	VC - POSTAGE	\$1,804.48	\$1,582.71	\$2,500.00	\$2,500.00	\$1,217.81	\$2,500.00
06-656-1700	IT EQUIPMENT/ SOFTWARE	\$0.00	\$300.00	\$1,400.00	\$1,400.00	\$16,980.63	\$18,000.00
06-656-1801	VC - SUBSCRIPTIONS	\$0.00	\$393.75	\$0.00	\$0.00	\$0.00	\$0.00
06-656-1900	VC - PRINTING/ADVERTISING	\$1,491.50	\$1,297.01	\$1,500.00	\$1,500.00	\$1,327.44	\$1,500.00
06-656-2121	FACILITY MAINT/EQUIPMENT	\$30,328.53	\$12,989.88	\$15,000.00	\$15,000.00	\$11,057.18	\$15,000.00
06-656-2700	VC- TELEPHONE/INTERNET	\$2,117.15	\$1,976.28	\$2,000.00	\$2,000.00	\$1,573.81	\$2,000.00
06-656-5102	TOURISM DIRECTOR CONTRACT	\$77,958.00	\$87,853.92	\$87,854.00	\$87,854.00	\$73,211.60	\$92,247.00
06-656-5103	REGISTRATION CONVENTION DELE	\$0.00	\$2,000.00	\$350,825.00	\$300.00	\$0.00	\$300.00
06-656-5104	PROMOTION / ADVERTISING	\$412,491.78	\$399,102.64	\$81,600.00	\$350,525.00	\$233,494.71	\$350,525.00
06-656-5105	PROMOTION OF THE ARTS	\$83,833.14	\$83,277.99	\$85,000.00	\$81,600.00	\$88,398.90	\$81,600.00
06-656-5106	HISTORICAL RESTORATION/PRESER	\$33,650.00	\$75,428.90	\$47,500.00	\$85,000.00	\$50,825.00	\$40,000.00
06-656-5109	SPORTING EVENTS	\$40,000.00	\$35,813.00	\$3,500.00	\$47,500.00	\$0.00	\$47,500.00

06-656-5111	TRANSPORTATION SYSTEM	\$2,605.78	\$2,355.00	\$0.00	\$3,500.00	\$1,826.02	\$3,500.00
06-656-5115	SIGNAGE	\$4,234.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-656-5116	GO TEXAN GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-656-5200	VISITOR CENTER REMODEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-656-8003	LEASED - EQUIPMENT	\$0.00	\$4,015.57	\$5,000.00	\$5,000.00	\$2,987.09	\$5,000.00
06-656-9000	RESERVES/FUND BALANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-656-9803	PRINCIPAL - RIGHT TO USE LEASES	\$1,532.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-656-9804	INTEREST EXPENSE - RIGHT TO USE	\$292.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-656-9999	RESERVES - FINANCIAL POLICY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROMOTION & TOURISM EXPENSES		\$795,038.65	\$834,276.29	\$830,914.00	\$830,914.00	\$575,610.47	\$821,429.00
COMBINED P & T HOT REVENUES		\$792,195.90	\$782,372.24	\$650,000.00	\$650,000.00	\$563,528.14	\$650,000.00
COMBINED P&T HOT APPROPRIATIONS		\$795,038.65	\$834,276.29	\$830,914.00	\$830,914.00	\$575,610.47	\$821,429.00
					(\$180,914.00)		(\$171,429.00)

INTEREST & SINKING FUND							
ACCT NUMBER	ACCOUNT TITLE	ACTUAL 2022-2023	ACTUAL 2023-2024	ORG BUDGET 2024-2025	AMENDED BUDGET 2024-2025	ACTUAL AS OF 6-30-2025	PROPOSED BUDGET 2025-2026
75-534-0410	CURRENT I & S AD VALOREM	\$151,708.17	\$148,574.14	\$51,400.00	\$51,400.00	\$50,404.05	\$49,742.00
75-534-0420	DELINQUENT I & S	\$3,565.03	\$4,173.11	\$0.00	\$0.00	\$3,624.35	
75-534-0502	PENALTY & INTEREST	\$2,774.94	\$3,248.43	\$0.00	\$0.00	\$2,124.32	
75-534-7001	I&S BANK INTEREST	\$4,525.51	\$5,503.27	\$0.00	\$0.00	\$3,430.02	
75-599-9100	SYSTEM ADDED TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
75-599-9110	SYSTEM ADDED TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	INTEREST & SINKING REVENUE	\$162,573.65	\$161,498.95	\$51,400.00	\$51,400.00	\$59,582.74	\$49,742.00

ACCT NUMBER	ACCOUNT TITLE	ACTUAL 2022-2023	ACTUAL 2023-2024	ORG BUDGET 2024-2025	AMENDED BUDGET 2024-2025	ACTUAL AS OF 6-30-2025	PROPOSED BUDGET 2025-2026
75-600-0200	PRINCIPAL - CO SERIES 2011	\$36,400.00	\$36,400.00	\$39,200.00	\$39,200.00	\$39,200.00	\$39,200.00
75-600-0201	INTEREST - CO SERIES 2011	\$15,337.98	\$13,798.27	\$12,200.00	\$12,200.00	\$6,514.20	\$10,542.00
75-600-0300	PRINCIPAL - GO SERIES 2011	\$93,000.00	\$96,000.00	\$0.00	\$0.00	\$0.00	\$0.00
75-600-0301	INTEREST - GO SERIES 2011	\$5,050.64	\$1,682.96	\$0.00	\$0.00	\$0.00	\$0.00
	INTEREST & SINKING EXPENSES	\$149,788.62	\$147,881.23	\$51,400.00	\$51,400.00	\$45,714.20	\$49,742.00

COMBINED I&S REVENUES	\$162,573.65	\$161,498.95	\$51,400.00	\$51,400.00	\$59,582.74	\$49,742.00
COMBINED I&S APPROPRIATIONS	\$149,788.62	\$147,881.23	\$51,400.00	\$51,400.00	\$45,714.20	\$49,742.00
				\$0.00		\$0.00



2026-2030 CAPITAL IMPROVEMENT PLAN

Introduction: Capital Improvement Plan (CIP)

The City of Alpine Capital Improvement Plan (CIP) for Fiscal Years 2026–2030 is a comprehensive, five-year guide for planning, funding, and implementing critical capital projects that enhance public infrastructure, facilities, and services. The CIP is designed to strategically address the long-term capital needs of the community by establishing priorities for improvements, renovations, and acquisitions across all city departments.

This planning document is prepared in accordance with **Section 6.03 of the City of Alpine Charter**, which requires the City Manager to submit a capital program annually to the City Council. The Charter mandates that the capital program include:

- A clear general summary of its contents;
- A list of all capital improvements proposed during the ensuing five fiscal years;
- Cost estimates, recommended financing methods, and time schedules for each improvement;
- The estimated operating costs related to each project once completed.

The Capital Improvement Plan is not a funding appropriation but serves as a policy and financial planning tool that supports the City's annual budget process. Projects listed in the CIP may be financed through a variety of sources, including general fund reserves, utility revenue, state or federal grants, bonds, or other restricted funds.

Purpose and Objectives

The CIP is developed with the following objectives:

- **Asset Management:** To extend the useful life of existing infrastructure and maximize the return on investments through timely upgrades and maintenance;
- **Strategic Prioritization:** To identify infrastructure and facility needs and rank them based on urgency, community benefit, and funding availability;
- **Financial Planning:** To balance capital needs with anticipated funding sources and budget constraints over a multi-year horizon;
- **Interdepartmental Coordination:** To ensure collaboration among departments and alignment with the City's comprehensive and strategic goals;
- **Transparency and Public Engagement:** To promote accountability and public confidence through long-term planning and open access to project information.

A capital project typically involves a non-recurring investment with a high monetary value that results in the creation, expansion, or life-extension of a fixed asset, such as roads, water systems, buildings, or park infrastructure. The CIP also includes capital asset purchases such as heavy equipment, generators, and major software platforms essential to city operations.

Summary of Notable Updates: 2025–2029 vs. 2026–2030

The 2026–2030 CIP reflects a continuation of several key priorities established in the prior plan while introducing new projects and refining timelines and funding strategies. Notable changes and updates include:

- **Project Completion:** Several projects from the 2025–2029 plan have reached completion, including critical upgrades at the wastewater treatment plant and structural improvements to city facilities and parks.
- **Ongoing Multi-Year Projects:** High-priority projects such as the citywide software implementation, smart utility metering, and wastewater treatment plant upgrades continue into the 2026–2030 plan, often with updated cost estimates or revised phasing to reflect progress and market conditions.

- **Deferred or Re-Prioritized Projects:** A few projects identified in the 2025–2029 plan have been postponed due to resource constraints or changing departmental priorities. These projects remain in the long-term vision but are not currently scheduled for execution.
- **Funding Adjustments:** Based on updated grant eligibility, inflation, and operational cost projections, the funding sources for some projects have been adjusted, and potential new grants will be pursued where available.

This plan demonstrates the City’s commitment to maintaining a modern, resilient infrastructure network while exercising fiscal responsibility and strategic foresight. It serves as both a policy document and an implementation framework for managing community investments in a transparent and accountable manner.

Please note: In the plan, amendments made from the prior year’s plan are highlighted in blue to provide an at-a-glance view of updates that occurred between the two plans.

CITY LEADERSHIP INVOLVED IN THE FORMULATION OF THIS PLAN:

Geoffrey R. Calderon, TRMC, Interim City Manager & City Secretary

Victoria Sanchez, Director of Finance

Darrell Losoya, Chief of Police

Eddie Molinar, Director of Public Works

Randy Guzman, Director of Gas Utility

Mike Maciaz, Director of Utilities

Jessica Isley, Director of Building Services

Abel Hinojos, Airport Supervisor

Jennifer Stewart, Animal Services Supervisor

Heather Yadon, Tourism Coordinator

**CITY OF ALPINE
2026-2030 FIVE YEAR CAPITAL PLAN
CAPITAL IMPROVEMENT PLAN**

GENERAL FUND

GENERAL FUND					
DEPARTMENT	ITEM- DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
ADMINISTRATION	CITY-WIDE SOFTWARE	2025-2027	MULTIPLE FUNDS/DEPARTMENTS	\$250,000	Updating and implementation of a city-wide software program. Current software varies by department and in some cases is no longer supported or maintained by developers.
ADMINISTRATION	SECURITY SYSTEM	2025-2029	MULTIPLE FUNDS/DEPARTMENTS	\$200,000	City of Alpine has security video cameras in several buildings and city owned properties. Much of the equipment is need of replacement or updating. In addition, not all facilities are on the same security system, making it harder to properly manage. There are several areas where no security system is installed.
ADMINISTRATION	OUTDOOR LIGHTING	2024-2028	GENERAL FUND OPERATING	\$175,000	Council Approved Ordinance - Outdoor Lighting - Ordinance allows for the community to become compliant within five years of passing of the ordinance. In order to come into compliance lighting sources that do not comply will need to be either updated or replaced.
ADMINISTRATION	HAZARD MITIGATION PLANNING	TBD	GENERAL FUND OPERATING/POTENTIAL FUTURE STATE/FEDERAL FUNDS	\$200,000	FEMA Building Resilient Infrastructure and Communities (BRIC) Program. Program would provide 1. Code Enforcement (Fire/Flood) Hazard Mitigation, 2. Zoning Update (Flood Management) and 3. Drought Contingency Plan Update. Removed 2026. Funds TBD. Increased projected cost to \$200,000 as per grant consultant.
Administration - Total				\$825,000	

ANIMAL SERVICES					
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
ANIMAL SERVICES	ANIMAL SHELTER REPAIRS/MAINTENANCE	2025-2027	GENERAL FUND OPERATING	\$30,000	Painting inside and outside dogs runs. Plant grass in play yards for enrichment.
ANIMAL SERVICES	GENERATOR	2026		\$50,000	The Shelter needs access to water and electricity every day to keep the animals in our care cleaned up after and cool/warm depending on the time of year. Model is similar to the one used for the Alpine Police Department that is set up to kick on when the power goes out. Kohler 60RCLB 120/240V, 1ph Standby Generator with Aluminum Enclosure. Project will require design, possible construction of site pad/housing for unit and a certified electrician.
Animal Services - Total				\$80,000	

PUBLIC WORKS - STREETS					
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
PUBLIC WORKS - STREETS	FLEET MAINTENANCE FACILITY	2026-2027	GENERAL FUND OPERATING	\$60,000	Project consists of the construction of an addition to the current yard facility. The expansion would create additional space for the mechanics to maintain the current cities fleet and leased vehicles. The current facility would continue to be used to service larger equipment pieces.
PUBLIC WORKS - STREETS	EMPLOYEE LOUNGE AREA	2026-2027	GENERAL FUND OPERATING	\$66,997	Project consists on remodeling a portion of the current warehouse to include a designated area for employees to meet and/or take a break.
PW - Streets - TOTAL				\$126,997	

UTILITIES					
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
UTILITIES	WASTEWATER TREATMENT PLANT	2025-2029	UTILITY OPERATING FUND/ARPA FUNDS	\$3,954,500.00	This project is a complete update to the current wastewater treatment plant. The current condition is critical and each area of concern will need to be addressed in the order recommend by engineers to ensure continued operations of the facility. In addition, TCEQ compliance must be maintained to prevent additional setbacks and financial impacts. This is a multi-phased project that includes 1) Update/replacement of racetrack aerators 2) replacement of manual bar screen with automated 3)Update/replacement of electrical system to create one uniformed electrical system 4)Repair/update and maintenance of clarifiers 5) Refurbishment of drying beds 6)Any additional improvements to ensure continued operation of plant. FY 2021-2022 Council approved Wastewater Treatment Plant evaluation. Automated Bar Screen and installation of second aerator contract award and funds allocated - completed FY 2022-2023. FY 2023 and 2024 - grant application submitted through Congressman Tony Gonzales Office. FY 2024 - Request for Proposals for repairs to drying beds and remodel of one clarifier. FY 2024 -sludge drying beds are complete and we are currently waiting on installation of clarifier equipment. ALL ARPA funds allocated to wastewater plan improvements (\$1.4 million). TWDB Funding was removed and replaced with ARPA Funds.
UTILITIES	INFRASTRUCTURE LOCATION/REPLACEMENT	2025-2029	UTILITY OPERATING FUND	\$500,000.00	Project would include the planning, mapping, and implementation of determining a replacement plan for the City's current water and waste infrastructure. The first phase would be the location of all infrastructure owned by the City. Additional outside funding may need to be obtained after determination is made on the proper replacement plan. Replacement plan would include which sections of infrastructure need to be replaced from top priority down to lowest priority. ***FY 2022-2023 - City staff initiated required location and inventory of infrastructure as required by EPA & TCEQ for Lead and Copper***
UTILITIES	FACILITY MAINTENANCE	2025-2029	UTILITY OPERATING FUND	\$40,000.00	Update current facilities - flooring, restrooms, removal and construction of pergola/awning. Pergola currently is falling apart and is unsafe to residents and employees. Facility locations include 309 W Sul Ross and 109 N. 8th Street. FY 2025 - re-evaluate both utility facilities.

UTILITIES	EASTSIDE SEWER EXTENSION	2025-2029	UTILITY OPERATING FUND	\$1,700,000.00	To provide service to the Eastside of Alpine, to include annexed areas with no current access to sewer services. Project consists of laying 8,200 feet of sewer lines, 2250 feet of forced main, and a new larger lift station to handle the additional sewage. The larger lift station would replace the existing four lift stations currently in use. Project would provide access to sewer services to Travelodge, Penny Diner, Mobile Home Park, Best Value Inn, Tri-County Steel and Concrete, Big Bend Saddlery, Hip O Taxidermy, Valero, Outwest Feed and Supply, Oasis Tire Company, Alpine Auto Sales, Quality Inn, RV Park, Alon, Holiday Inn Express, Pizza Hut, Tractor Supply, McCoy's Building Supply, Dairy Queen, Big Bend Mini Storage, Sul Ross Meat Market and other possible economic development in the area. The initial engineering review and recommendations has been completed.
UTILITIES	HOUSEHOLD HAZARDOUS WASTE	2025-2029	UTILITY OPERATING FUND	\$37,000.00	In order to address the need of proper hazardous waste materials from household residents (paint, antifreeze, single -use batteries, herbicides and pesticides), Environmental Service's project would consist of constructing a secure location for offsite storage of the materials before being properly disposed of.
UTILITIES	AUTOMATED WELL METERS	2025-2026	UTILITY OPERATING FUND	\$90,000.00	City currently has thirteen water wells. Update current manual metering methods at each well sight to gain clear data collections and consistent communication with SCADA system. Could be included with the update of residential meters to smart meters.
UTILITIES	REFURBISH WELLS - MUSQUIEZ	2025-2027	UTILITY OPERATING FUND	\$125,000.00	Project would consist of bringing Musquiz's wells 8 and 9 back online to help relieve the load on the other wells in the area. Project can be completed in phases.
UTILITIES	AUTOMATED METERING SYSTEM	2025-2029	UTILITY OPERATING FUND/TBD	\$1,400,000.00	City currently has roughly 2800 meters that are read monthly by one employee. Updating to smart meters would reduce the amount of labor needed to collect data on each meter. It would enable better oversight of water sales, water losses, and disputes on usage. This would provide up to date information and allow citizens more visibility to their usage. This project could be completed in phases over multiple years. Project can be implemented in phases to address available funding.

UTILITIES	MANHOLE ADDITIONS	2025-2029	UTILITY OPERATING FUND	\$200,000.00	Project would involve the addition, replacement, and the increase of grade of multiple manholes around the City of Alpine. Project could be completed in phases and meet state requirements. Cost of project are estimated at this time. Once an evaluation is completed, the CIP would be adjusted to include updated costs.
UTILITIES	SUL ROSS STORAGE TANKS	2026	UTILITY OPERATING FUND	\$50,000.00	There are two storage tanks located on Sul Ross campus that have been under question as to ownership. TCEQ provided information that the City is responsible for actual maintenance of the tanks as the water stored in them is City owned. These tanks will need to be refurbished; which includes repairing rust spots, repainting, installing manual level indicators and instillation of SCADA monitoring.
Utilities - Total				\$8,096,500.00	

TOURISM					
DE PARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
HOT - TOURISM	VISITOR CENTER - PAVILION EXPANSION	2026	HOT FUNDS	\$150,000	Project includes the expansion of the current pavilion to provide additional covered space for events, such as the Farmer's Market.
HOT - TOURISM	VISITOR CENTER - UPDATE OF WINDOWS & WALLS	2026	HOT FUNDS	\$50,000	Did not take place in 2025. With the new addition it was necessary to replace the one window that remained on the south wall that connects the original building with the addition. The original windows are not a standard size, many cannot be opened, are damaged allowing bugs to enter the building, and most do not have screens. This leaves 6 windows on the west and north sides of the building that need replaced. Because the window frames must be rebuilt to accommodate the standard size windows, interior and exterior walls will have to be repaired and repainted as part of this process. This would also included all new interior and exterior trim to replace rotting and damaged wood. The exterior of the building also needs new stucco to repair years of natural deterioration and to better match the new addition.

HOT - TOURISM	VISITOR CENTER - INTERIOR LAYOUT AND FLOORS	2026	HOT FUNDS	\$75,000	Did not take place in 2025. With the new southside entrance to the covered patio and the addition of the restrooms the Visitor Center interior layout needs reconfigured to allow for a more open space that will provide an interactive children's display, a utility closet with a proper sink, and conference and office area that is closed off to the public. The first step of this process will be to remove the indoor restroom completely. Next remove the current kitchen sink and refrigerator that are not used regularly. With the kitchen eliminated the hot water heater that is located in a small utility closet next to the restroom needs relocated to where the kitchen was. This will put it on the same side of the hall as the HVAC. A new mop sink will be added to the new utility closet with the existing plumbing from the removed kitchen sink. With the hot water heater relocated and the restroom and utility closet removed the area can become a designated play space for kids with an interactive display on the history of Alpine including the railroad, baseball and rodeo. Part of reconfiguring the interior space will be to then replace all the existing flooring. The main space as very old laminate that is damaged in places and with walls removed and spaces opened up there would then be 4 different types of flooring. Everything will be replaced with commercial flooring that can withstand high traffic. The last part of the interior layout changes would be a new door to the conference/office area that separates it from the public space and allows for private meetings.
HOT - TOURISM	VISITOR CENTER - ROOF AND CEILING REPAIR	2026	HOT FUNDS	\$50,000	Did not take place in 2025. The ceiling at the Visitor Center is in need of structural repairs to prevent further damage to the building and it's contents. The trusses need replaced to ensure the structure is sound. Once that is complete a new ceiling can be installed and new lighting. The current lighting is florescent which is not energy efficient and is much too stark for the friendly environment. Part of this process will also be to repair any damages to the roof to prevent leaks. While I have not personally had water leaking into the building there are visible water damage spots on the ceiling from past leaks.
HOT - TOURISM	VISITOR CENTER - PROCH REPAIR AND SIDEWALKS	2025-2026	HOT FUNDS	\$45,000	The Visitor Center is a prime location for visitors coming into Alpine. With the completion of the new pavilion and restrooms the existing building is in need of repairs and updates. The exterior of the original building needs the following updates to keep maintained - front porch post replacement (current posts have started to rot), porch and post lighting (dark sky compliant like the new lighting in back), electrical updates, metal on underside of

					front porch to protect from elements, eliminate one set of steps, make new wider steps to main front door, new walkways from the street parking to the front door, pipe fencing addition to the current small rock wall to add for protection from traffic during events.
HOT - TOURISM	VISITOR CENTER UPDATES	2025-2026	HOT FUNDS	\$50,000	The Visitor Center is a prime location for visitors coming into Alpine. The facility outside is currently being updated to match the continued needs of tourism and growing events. The facility itself needs the following updates to keep maintained - front porch post replacement (current posts have started to rot), porch lighting, interior lighting and ceiling repair, remodel of kitchen area (currently not utilized for original purpose), and addition of children's area. The project would also include updating the current front fencing area to provide a safer transition from the visitor center to HWY 90. This project will be completed in phases.
HOT Funds - Total				\$420,000	

GAS DEPARTMENT					
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
GAS DEPARTMENT	RECTIFIER - FORT DAVIS & APPLE STREET	2025-2026	GAS DEPARTMENT OPERATING	\$200,000	Replacement/Upgrade of gas utility rectifier located in Fort Davis, Texas and at the Gas Department Facility on Apple Street
GAS DEPARTMENT	AC/HVAC UNIT	2025-2026	GAS DEPARTMENT OPERATING	\$35,000	Update/Replace current system.
GAS DEPARTMENT	BUILDING UPDATES	2025-2027	GAS DEPARTMENT OPERATING	\$50,000	Continued maintenance of facility to include additional coverage and update of poly line storage
GAS DEPARTMENT	AUTOMATED METER READERS	2025-2029	GAS DEPARTMENT OPERATING	\$300,000	City currently has roughly 1900 meters that are read first week of each month by the whole department. Updating to smart meters would reduce the amount of labor needed to collect data on each meter. It would enable better oversight of gas sales, gas losses, and disputes on usage. Would provide up to date information and allow citizens more visibility to their usage. This project could be completed in phases over multiple years. Project can be implemented in phases to address available funding. This year we Increased from \$204,432
Gas Department - Total				\$585,000	
CITY OF ALPINE - TOTAL			\$10,902,997		

CAPITAL ASSETS

GENERAL FUND					
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
ALPINE POLICE DEPT	TASERS	2024-2029	GENERAL FUND OPERATING	\$24,245	Replacement of outdated/non-operational tasers. Total replacement of 18 tasers. Currently not all APD Officers have availability/access to tasers. This project will be completed in phases.
PUBLIC WORKS-PARKS	KUBOTA-MOWER	2025	GENERAL FUND OPERATING	\$20,250	Mower to replace aged existing fleet.
PUBLIC WORKS-PARKS	TRACTOR-MOWER	2026	GENERAL FUND OPERATING/ USDA	\$40,000	Purchase of new tractor mower to replace current shared mower.
PUBLIC WORKS - STREETS	MAINTAINER	2026	GENERAL FUND OPERATING	\$250,000	Current City owned maintainer has a 14 ft. blade and is not usable in smaller areas within the City. Example - Street department is unable to properly fix shoulders, maintain alleyways, and assist parks (baseball diamonds). This piece of equipment would be an addition resource.
PUBLIC WORKS - STREETS	DUMP TRUCK	2027	GENERAL FUND OPERATING	\$100,000	Replacement of older dump truck - over 20 years old. Older model would be used as a backup when needed to allow the street department be more efficient during paving season.
PUBLIC WORKS - STREETS	FRONT END LOADER	2025	GENERAL FUND OPERATING	\$260,145	Replace current front end loader which is over 20 years old. Equipment is used and maintained regularly, unfortunately the age of the equipment has made it hard to keep maintained. This year we increased from \$200,000.00
General Fund Total				\$694,640	

UTILITIES					
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
UTILITIES	BACKHOE	2025	UTILITY OPERATING FUND	\$100,000	Purchase of new backhoe to replace current backhoe, which is over 20 years old. Older backhoe will be kept as a backup and use for situations that require two crews to operate at once.
Utility Fund Total				\$100,000	

AIRPORT					
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
AIRPORT	KUBOTA	2026	AIRPORT OPERATING BUDGET	\$15,000	Airport currently utilizes two different pieces of equipment (4 wheeler and Tug) to complete multiple tasks. The purchase of a Kubota would eliminate both out dated pieces of equipment and will be utilized as a tug, bed can be used to place herbicide tank which is used to spray around runway lights/fence line, can be used by guest to transport baggage to terminal/vehicle/plane and vice versa, field maintenance (check lighting, fence perimeter check, use cargo area for weed eater/tools)
Airport Fund Total				\$15,000	

TOURISM					
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
HOT - TOURISM	DOWNTOWN KIOSK	2026	HOT FUNDS	\$35,000	While the current Visitor Center is a prime location it would benefit our organization to have a presence directly on Holland Ave or Murphy Street. The preferred location would be to get permission to use one of the corners where either street intersects with 5th street. This would not be a building but rather a free standing kiosk. Many communities have these featuring large maps and information pamphlets for visitors. Community partners could help off set the cost of this project through sponsorships or ad spots on the displays. In addition to the downtown locations an information kiosk at Sul Ross State University and Kokernot Park would also be ideal locations to target visitor traffic. Design could include placing the kiosk in a gazebo type structure to also provide additional shading for visitors.
Tourism Fund Total				\$35,000	
CITY OF ALPINE - TOTAL			\$844,640.00		

COMPLETED/POSTPONED

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
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GENERAL FUND

ADMINISTRATION	ALPINE SCHOOL HOUSE REMODEL	2021-2022	GENERAL FUND - ARPA FUNDS	Completed	
ALPINE POLICE DEPT	K-9 UNIT	2021-2022	DONATION	Completed	
ALPINE POLICE DEPT	LICENSE PLATE READER	2021-2022	GENERAL FUND OPERATING	On-Hold	Provide continues surveillance of traffic interdiction and monitoring of stolen vehicles, wanted persons, and vehicles listed under "bolo's" for drug or human trafficking ***FY 2021-2022 - APD requested asset to be postpone until equipment was suited for needs of the department***
ALPINE POLICE DEPT	MOBILE HANDHELD RADIOS	2021-2022	GRANT FUNDING	Completed	
ALPINE POLICE DEPT	MOBILE DATA TERMINAL	2021-2022	GRANT FUNDING	Completed	
ALPINE POLICE DEPT	DISPATCH COMPUTERS	2024-2028	GENERAL FUND OPERATING	Completed	
ALPINE POLICE DEPT	APD - BUILDING MAINTENANCE/REMODEL	2021-2022	GENERAL FUND OPERATING	Completed	
ANIMAL CONTROL	CAT CONDOS	2023	GENERAL FUND OPERATING	Completed	
ANIMAL CONTROL	HVAC SYSTEM	2021-2022	GENERAL FUND OPERATING	Completed	
ANIMAL CONTROL	INCINERATOR	2025-2026	GENERAL FUND OPERATING/TBD	On-Hold	
PUBLIC WORKS-PARKS	PUEBLO NUEVO PARK IMPROVEMENTS	2021-2025	TEXAS PARKS & WILDLIFE/GENERAL	Pending Completion	
PUBLIC WORKS-PARKS	SPLASH PAD	2023-2027	GENERAL FUND OPERATING/RESERVES	On-Hold	
PUBLIC WORKS - STREETS	IN-HOUSE PAVING EQUIPMENT	2024-2028	GENERAL FUND OPERATING	On-Hold	

UTILITY FUND

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
UTILITIES	WWTP - AERATOR & BAR SCREEN (PART OF WWTP)	2021-2022	UTILITIES OPERATING FUNDS & RESERVES	Completed	
UTILITIES	GIS SYSTEM	2024-2028	UTILITY OPERATING FUND	Completed	

AIRPORT FUND

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
AIRPORT	TAXIWAY EXPANSION	2023	AIRPORT OPERATING BUDGET	Completed	
AIRPORT	DESIGN PHASE OF LIGHTING PROJECT	2021-2022	CARES ACT	Completed	
AIRPORT	SEAL COAT 1/19	2021-2022	TxDOT AVIATION/FAA/AIRPORT OPERATING	Completed	
AIRPORT	CONSTRUCTION PHASE OF LIGHTING PROJECT	2021 - 2023	TxDOT AVIATION/FAA/AIRPORT OPERATING	Completed	
AIRPORT	ROTATOR BEACON	2022-2023	TxDOT AVIATION/ AIRPORT OPERATING	Completed	

TOURISM FUND					
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
HOT - TOURISM	VISITOR CENTER RESTROOMS/PAVILLION REMODEL	2021-2022	HOT FUNDS	Completed	
HOT - TOURISM	OUTDOOR PORTABLE STAGE	2021-2023	POSTPONED	On-Hold	
GAS FUND					
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	NOTES
GAS DEPARTMENT	RECTIFIER	2023	GAS DEPARTMENT OPERATING	Completed	
GAS DEPARTMENT	BAY COVERAGE	2021-2023	GAS DEPARTMENT OPERATING	Completed	
GAS DEPARTMENT	18' TRAILER	2021-2022	GAS DEPARTMENT OPERATING	Completed	

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 12A

Department: City Council

Sponsor: Lucy Escovedo, Councilor

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve the second and final reading of Ordinance 2025-09-01, an ordinance establishing a speed limit of 30 miles per hour on Gallego Avenue from South 1st Street to South 5th Street, pursuant to a traffic and engineering investigation, and providing for appropriate signage; providing for the following clauses: Findings of Fact, Establishment, Cumulative, Severability, Proper Notice & Meeting, Public Hearing, and Effective Date. (L. Escovedo, City Council)

EXECUTIVE SUMMARY

Purpose:

The purpose of this ordinance is to formally establish a speed limit of 30 miles per hour along Gallego Avenue between South 1st Street and South 5th Street, consistent with recommendations from a prior speed study and City Council discussions.

Background:

- In 2019, Chief of Police Darrell Losoya conducted a speed study for Gallego Avenue between South 1st Street and South 5th Street. The study recommended increasing the speed limit from 20 mph to 30 mph for improved traffic flow and safety.
- The matter was discussed by the City Council on September 17, 2019 and October 15, 2019, but no formal ordinance was adopted to implement the recommended change.
- At a recent meeting, Councilor Escovedo requested reconsideration of this item to ensure the recommended speed limit adjustment is properly enacted by ordinance.
- Ordinance 2025-09-01 provides the legal mechanism to implement the change, establishes penalties for violations, and directs the installation of signage to enforce the new limit.
- The City Council approved the first reading of this ordinance on October 7, 2025.

Key Provisions of Ordinance 2025-09-01:

- Establishes a 30 mph speed limit on Gallego Avenue between South 1st Street and South 5th Street.
- Provides for penalties of \$1.00 to \$200.00 for violations.
- Includes standard clauses for findings of fact, severability, cumulative effect, proper notice and meeting, and public hearing compliance.
- The ordinance will become effective upon passage, publication, and installation of appropriate signage.

Council Direction Requested:

Staff recommends approval of the **second and final reading of Ordinance 2025-09-01** to formally adopt the updated speed limit and ensure consistency with state law and prior traffic study recommendations.

SUPPORTING MATERIALS

1. Ordinance 2025-09-01 SPEED LIMIT GALLEGO ST

BUDGET CONSIDERATIONS

Expenditure Required: N/A
 Savings Anticipation: N/A
 Current Budget FY 2024-2025: N/A
 Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
 Geoffrey R. Calderon, City Secretary

Approved - 9/23/2025
 Final Approval - 9/23/2025

ORDINANCE 2025-09-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, ESTABLISHING A SPEED LIMIT OF 30 MILES PER HOUR ON GALLEGU AVENUE FROM SOUTH 1ST STREET TO SOUTH 5TH STREET, PURSUANT TO A TRAFFIC AND ENGINEERING INVESTIGATION, AND PROVIDING FOR APPROPRIATE SIGNAGE; ESTABLISHING A PENALTY OF NOT LESS THAN \$1.00 OR MORE THAN \$200.00. FOR ANY VIOLATION; PROVIDING FOR THE FOLLOWING CLAUSES: FINDINGS OF FACT, ESTABLISHMENT, CUMULATIVE, SEVERABILITY, PROPER NOTICE & MEETING, PUBLIC HEARING, AND EFFECTIVE DATE.

WHEREAS, the City of Alpine desires to continue to protect and ensure the public health, safety, and welfare of its residents and businesses by regulating road speeds for the protection of the general public; and

WHEREAS, pursuant to Texas Local Government Code § 51.072, home-rule cities have the full power of local self-government; and

WHEREAS, pursuant to Texas Transportation Code § 311.001, a home-rule municipality has exclusive control over its streets; and

WHEREAS, pursuant to Texas Transportation Code § 542.202, the state of Texas recognizes local authority to regulate by ordinance the framework of state law; and

WHEREAS, pursuant to Texas Transportation Code § 545.356, the city is granted specific authority to alter prima facie speed limits by ordinance; and

WHEREAS, the City Council has engaged in a speed study and traffic investigation with the aim of improving traffic flow along South 1st Street to South 5th Street along Gallegu Avenue; and

WHEREAS, the City Council has determined that implementation of changes resulting from the speed study and traffic investigation for 1st street to 5th street is in the best interests of the City and its residents; and

WHEREAS, it has further been determined the speed limit be set at 30 mph for the blocks ranging from South 1st Street to South 5th Street along Gallegu Avenue.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ALPINE, TEXAS THAT:

**SECTION I
FINDINGS OF FACT**

Each and every one of the above findings, along with the recitals in the preamble of this ordinance, are incorporated herein and adopted as legislative findings of the City Council.

SECTION II
ESTABLISHMENT

The City Council hereby establishes a speed limit of thirty (30) miles per hour on Gallego Avenue from South 1st Street to South 5th Street, Effective upon the erection of signs giving notice of the new speed limit, in accordance with Texas Transportation Code §545.356(c).

SECTION III
PENALTY FOR VIOLATIONS

Any person violating this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined a sum of not less than One Dollar (\$1.00) or more than Two Hundred Dollars (\$200.00).

SECTION IV
CUMULATIVE CLAUSE

This ordinance shall be cumulative of all provisions of the City of Alpine, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

SECTION V
SEVERABILITY CLAUSE

It is hereby declared to be the intention of the City Council of the City of Alpine that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

SECTION VI
PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

SECTION VII
PUBLIC HEARING

A public hearing was held on October 7, 2025, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the hearings, and notice of how to obtain copies of the proposed documents, was published in the Alpine Avalanche, the official newspaper of the City of Alpine, on October 2, 2025.

SECTION VIII
EFFECTIVE DATE

This ordinance shall take effect immediately upon passage and publication as required by law, provided that no speed limit established herein shall be enforceable until appropriate signage has been erected in accordance with Texas Transportation Code §545.356(c)

PASSED AND ADOPTED THIS 7th DAY OF OCTOBER 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

INTRODUCTION AND FIRST READING

SEPTEMBER 16, 2025

SECOND AND FINAL READING

OCTOBER 7, 2025

APPROVED:

Catherine Eaves, Mayor

ATTEST:

Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

Cynthia Trevino, City Attorney

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 12B

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2025-10-01, approving the final Wastewater System Asset Management Plan prepared by Jacob and Martin, LLC. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

The City of Alpine has been working with Jacob and Martin, LLC to develop a comprehensive **Wastewater System Asset Management Plan** in order to strengthen the long-term sustainability of the City's wastewater infrastructure and to comply with state and federal best practices.

The Plan provides:

- **System Inventory & Evaluation** – A detailed inventory of all critical wastewater assets, including condition assessments, useful life projections, and prioritization of repair and replacement needs.
- **GIS Mapping & Data Management** – Integration of asset data into the City's ArcGIS system, with training provided to City staff for ongoing updates and management.
- **Financial Planning Tools** – Budget analysis, cost projections, and reserve requirements for future repairs and replacements. The analysis highlights current shortfalls and emphasizes the need for annual updates and incremental wastewater rate adjustments to ensure fiscal sustainability.
- **Implementation & Recommendations** – Guidance for annual plan updates, budgeting integration, condition assessments of sewer mains and manholes, applications for grants and low-interest loans, and future rate studies.
- **Regulatory Compliance** – Certification of a Fiscal Sustainability Plan in accordance with the Texas Water Development Board and U.S. EPA requirements.

Resolution 2025-10-01 formally adopts the Final Wastewater System Asset Management Plan as the City's guiding document for wastewater system management, budgeting, and

infrastructure planning. Approval authorizes the City Manager, or designee, to take necessary steps toward implementation, including pursuing funding opportunities and coordinating with state and federal agencies.

Impact:

Adopting this plan provides the City with a clear roadmap for addressing immediate and long-term wastewater infrastructure needs, ensures regulatory compliance, and positions the City to secure external funding. Most importantly, it supports responsible stewardship of public resources and promotes sustainability of the wastewater system for future generations.

SUPPORTING MATERIALS

1. Resolution 2025-10-01 Jacob Martin Asset Management Plan
2. 1. ALPINE AMPSS REPORT - FINAL-2025-09-17
3. ALPINE AMPSS REPORT - COMPLIANCE - FINAL
4. ALPINE AMPSS REPORT - OPERATION AND MAINTENANCE - FINAL
5. ALPINE AMPSS REPORT - SUSTAINABLE SYSTEMS - FINAL
6. Alpine_WasteWater-ERP-Final
7. Alpine AMPSS Exhibit
8. Alpine Asset Management App K Visual Aids
9. Asset Life Cycle
10. Asset Management Flow Chart - Five Core Components
11. Asset Management Flow Chart - Five Core Questions
12. Comparison of Annual Revenue and Expenses
13. EPA Asset Management A Best Practices Guide
14. EPA Building an Asset Management Team
15. Reserves Savings or Shortfalls

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/23/2025
Final Approval - 9/23/2025

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2025-10-01

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS,
APPROVING THE FINAL WASTEWATER SYSTEM ASSET MANAGEMENT PLAN
PREPARED BY JACOB AND MARTIN, LLC.**

WHEREAS, the City of Alpine has undertaken efforts to strengthen the long-term sustainability of its wastewater system and to comply with best practices in asset management, fiscal planning, and infrastructure maintenance; and

WHEREAS, Jacob and Martin, LLC, in coordination with City staff, has prepared the *Final Wastewater System Asset Management Report* (the “Report”), which includes a comprehensive evaluation of the City’s wastewater infrastructure, condition assessments, GIS mapping, budgeting tools, and long-term implementation recommendations; and

WHEREAS, the Report provides an inventory of critical assets, an evaluation of their condition and performance, a fiscal sustainability plan, and recommendations for repairs, replacements, and financial planning necessary to maintain the City’s wastewater system in compliance with regulatory standards; and

WHEREAS, the Report further recommends annual updates, integration of asset management data into the City’s budget process, implementation of rate studies, and pursuit of state and federal funding opportunities; and

WHEREAS, the City Council of the City of Alpine finds that approving the Report is in the best interest of the City and its residents to ensure responsible stewardship of public resources and sustainable management of wastewater infrastructure.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS THAT:

SECTION I. That the City Council hereby approves the *Final Wastewater System Asset Management Report* prepared by Jacob and Martin, LLC, dated September 2025, as the official guiding document for wastewater system asset management and fiscal planning.

SECTION II. That the City Manager, or City Manager designee, is authorized to take all necessary steps to implement the recommendations contained in the Report, including pursuing funding opportunities and coordinating with applicable state and federal agencies.

SECTION III. This resolution is effective immediately upon its passage.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 7th DAY OF OCTOBER 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

Catherine Eaves, Mayor

ATTEST:

Geoffrey R. Calderon, City Secretary



INTEGRITY
EXCELLENCE
TRUST

Asset Management Plan

Funded by TWDB - AMPSS

City of Alpine Wastewater System

September 2025

Prepared For:
City of Alpine



Project #: 24331



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Abilene, TX 79606
325.695.1070

908 S. Main Street, Suite 100
Boerne, TX 78006
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1. ASSET MANAGEMENT

According to the United States Environmental Protection Agency (USEPA) Asset Management: A Handbook for Small Water Systems, asset management is defined as “a planning process that ensures that you get the most value from each of your assets and have the financial resources to maintain, repair, or replace them when necessary.” Assets are facilities or products used in the wastewater system and include such things as the treatment plant, buildings, tools, pipe, equipment, and machinery.

The benefit of asset management is to create an inventory of all facilities and equipment, develop an operation and maintenance plan, and then budget for the operations and maintenance. The purpose of this report and project is to assist the City of Alpine (“City”) develop an asset management database and help prioritize and budget for maintenance, repairs, and replacements.

As part of the asset management plan, the City is to develop and implement a fiscal sustainability plan that includes the following components:

- An inventory of critical assets that are a part of the treatment works.
- An evaluation of the condition and performance of the inventoried assets or asset groupings.
- A certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan.
- A plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities.

Attached as Appendix A is the Texas Water Development Board (TWDB) Form TWDB-1700-A, which has been completed by the City. The City should use this asset management plan, in addition to developing a water and energy conservation plan, to implement a fiscal sustainability plan.

2. SYSTEM EVALUATION

Jacob & Martin (“JM”) coordinated with the City of Alpine to generate a list of all assets in the City’s wastewater system. City staff provided a list of the wastewater system assets in two separate data sets in PDF format that were exports from the billing software. The two data sets were extracted from the PDF files, imported into Microsoft Excel, rearranged and formatted. The asset management data was then entered into a spreadsheet contained in the Texas Commission on Environmental Quality (TCEQ) document RG-530 (titled “Managing Small Domestic Wastewater Systems”). In addition to listing each asset, the following information was also listed: redundancy, expected useful life, age, remaining useful life, expected replacement or refurbishment year, cost to replace, and a priority ranking. The priority ranking is from 1 to 5, with 1 indicating a need to replace and 5 being an asset that is fully operable and in a near-new condition. The primary factor used for priority ranking was the remaining useful life. It should be noted that the RG-530 spreadsheet has many cells that are locked and unable to be edited. Therefore, the extent of customization or revisions is limited. Worksheet 1, which is included in Appendix B, contains the System Inventory and Prioritization.

As part of the asset management system evaluation, the City of Alpine GIS was evaluated and updated. The City had previously purchased the license for ArcGIS Online. Upon receipt and review of the hard asset data, it was determined that the data was in suitable, but incomplete, condition. Therefore, the data was cleaned for data review and consistency, then published to the ArcGIS Online

environment. Not all asset data was included in the GIS due to the spatial nature of the online GIS and since things such as spare parts and individual units in a treatment process or a lift station may not be feasible to add or maintain in GIS. Additionally, a map was generated and configured to allow City staff the ability to access and manage the asset management data. Due to staff turnover, the existing staff has limited capabilities and understanding of the GIS system. Training was provided to staff to review, utilize, update, and maintain the data. As part of the project, the City's wastewater treatment plant operators were selected as the City staff to receive the training and be the responsible staff for updating the online GIS data. Training and technical assistance has been provided throughout the length of the project. Appendix C contains a wastewater system map using the updated GIS.

City of Alpine staff should update the GIS as assets are added, replaced, rehabilitated, and removed. Documenting the scope and dates of modifications is beneficial for the long-term operation and maintenance of the City's wastewater system. Additionally, updating worksheet 1 on an annual basis is recommended to continue to benefit of having an asset management program. Notes should be taken throughout the year to ease the updating process. Since the initial assets data conversion and transition into the RG-530 worksheet was a tedious and lengthy process, updating instead of starting over each year would save many labor hours.

3. ASSET MANAGEMENT COMPREHENSIVE PLAN

The asset management comprehensive plan was based on worksheet 2 of the RG-530 spreadsheet. The comprehensive plan includes a list of the assets, the activity of the asset that is needed, the number of years until the activity is required, the cost of the activity, and the annual reserve required. The assets were the same as included in the inventory in Appendix B. Activities include replacing, repairing, new purchases, etc. The activity was generally included as replacing as new as a conservative financial exercise; however, a small number of items such as pumps may be able to be repaired or rebuilt. However, a repaired or rebuilt item typically has a shorter future useful life than a new item. The year until action is needed is the remaining useful life of the asset. The cost of the activity is the cost to repair or replace the asset. The cost was based either on prior costs or estimated current costs, which were then extrapolated to the future year in which the asset requires replacement or repair. An average annual inflation of 2.2% was used for the costs. The reserve required per year, which was automatically calculated in the RG-530 spreadsheet, is the annual reserve required to have sufficient funds for the activity as the time the action is needed. The total reserve required for 2026 is \$8,851,417. The comprehensive planning worksheet is included in Appendix D.

4. ASSET MANAGEMENT SYSTEM BUDGET

The asset management budget was based on the "Budget" worksheet of the RG-530 spreadsheet. Inputs for the assessment, including the budget income and expenses, are the average rate of inflation, the average growth (or decline) rate for the City's wastewater customers, and the current reserve amount. The average U.S. inflation rate of 2.2% was used for the evaluation, while a 0.215% growth increase was used based on an evaluation of historic trends for the City of Alpine. The current reserve account was set to \$0.00 as all current reserves have been set aside for wastewater capital improvement projects. These capital improvement projects will be completed in 2025 and are assumed as new assets for inventory, planning, and budgeting purposes.

The budget income is based on the City of Alpine's 2024-25 annual budget. The City's 2024-25 annual revenue budget is included in Appendix E. The 2024-25 fiscal year income budget is \$800,000 and the income sources listed are sewer billing, liquid sewage dumping fees, and sewer tap fees. The City implemented a rate increase to the residential sewer flat rate from \$15.50 to \$17.50 and for the liquid sewage wastes fees. Resolution 2024-08-23, which contains the rates for the City, is included in Appendix F.

Expenses were based on the 2024-25 City of Alpine budget, which is included in Appendix E. The expenses were divided into the various categories defined in the RG-530 spreadsheet. The City does not have debt associated with the wastewater system. Currently the City does not have any reserves that can be used for the asset replacement schedule as the current reserve funds have been allocated to existing capital improvement projects. These projects include clarifier #1 and sludge drying bed improvements at the wastewater treatment plant and upgrades to the Holiday Inn Lift Station. The wastewater treatment plant project is currently in construction and the assets included in the project scope are assumed to be completed in 2025 for the asset management analysis. The assets to be improved for the Holiday Inn Lift Station project will be updated in the asset management plan when completed. It should be noted that the wastewater budget for the City is combined with the overall utility budget, which also includes potable water and sanitation. With different departments overlapping on income and expenses, the wastewater system budget is supplemented by the overall utility budget.

The total budgeted 2024-25 expenses for the City's wastewater system is \$2,014,388.00. However, two of the line items are set aside funds for the wastewater treatment plant capital improvement projects. The "CIP-CLARIFIER" line item and the "CIP-WWTP" line item, which have a combined budgeted expense of \$1,150,000, are capital improvements and are not part of the operation and maintenance budget. Therefore, the operation and maintenance budget is \$864,388.00 (\$2,014,388 - \$900,000 - \$250,000). The WWTP project, which includes the replacement of mechanical and electrical components of the clarifier and improvements to the sludge drying beds, is predominately funded through the American Rescue Plan Act (ARPA). The project was awarded in September of 2024 in the amount of \$1,760,481.

The City's wastewater budget shortfall is \$64,388.00 for fiscal year 2024-25, which is anticipated to grow in future fiscal years due to the anticipated inflation exceeding the projected customer growth. The budget analysis according to the RG-530 spreadsheet is included in Appendix G. As the secured funding for capital projects, which is based on reserves from previous fiscal years and ARPA funds, is already allocated to known projects, the additional secured funding for the projected revenues and expenses spreadsheet in Appendix H has been set as \$0 for each of the years. To accomplish the repairs and replacements according to the Comprehensive Planning worksheet, a monthly rate increase of \$297.06 is needed for the first year and between \$39 to \$53 per connection for years 1 through 5 according to Appendix H.

Appendix I contains the projected capital expenses worksheet according to the RG-530 spreadsheet. Three of the totals at the bottom are not shown due to the large values and the inability to adjust the column widths or font features as the spreadsheet is locked. Years 2 through 5 indicate that reserves over \$900,000 are needed. Therefore, the total reserves, reserves in year 1, and the total of years 1 through 5 exceeds \$1,000,000.

Figure 1 contains a comparison of annual revenues and expenses based on the budget analysis, excluding the capital expenditure needed for asset replacement and repairs. The 2024-25 budget cycle, shown as year 0, indicates a budget shortfall of approximately \$65,000. The budget shortfall grows in years 1 through 5 as the inflation impact of expenses is expected to exceed the growth in revenue from customers.

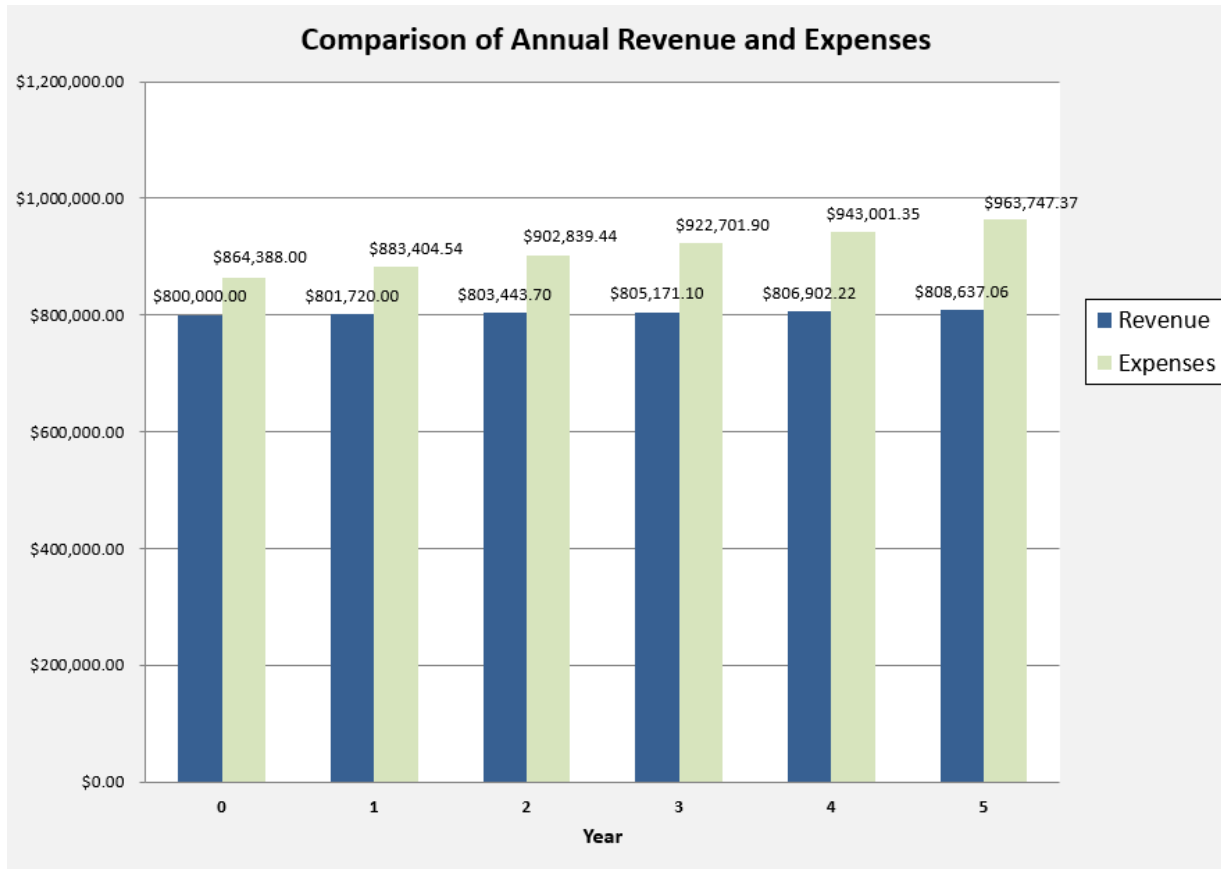


Figure 1 - City of Alpine Comparison of Annual Revenue and Expenses

Figure 2 shows the reserves compared to the revenue needed for capital expenditure. The budget shortfall does not provide reserves for the replacement and repairs to capital assets.

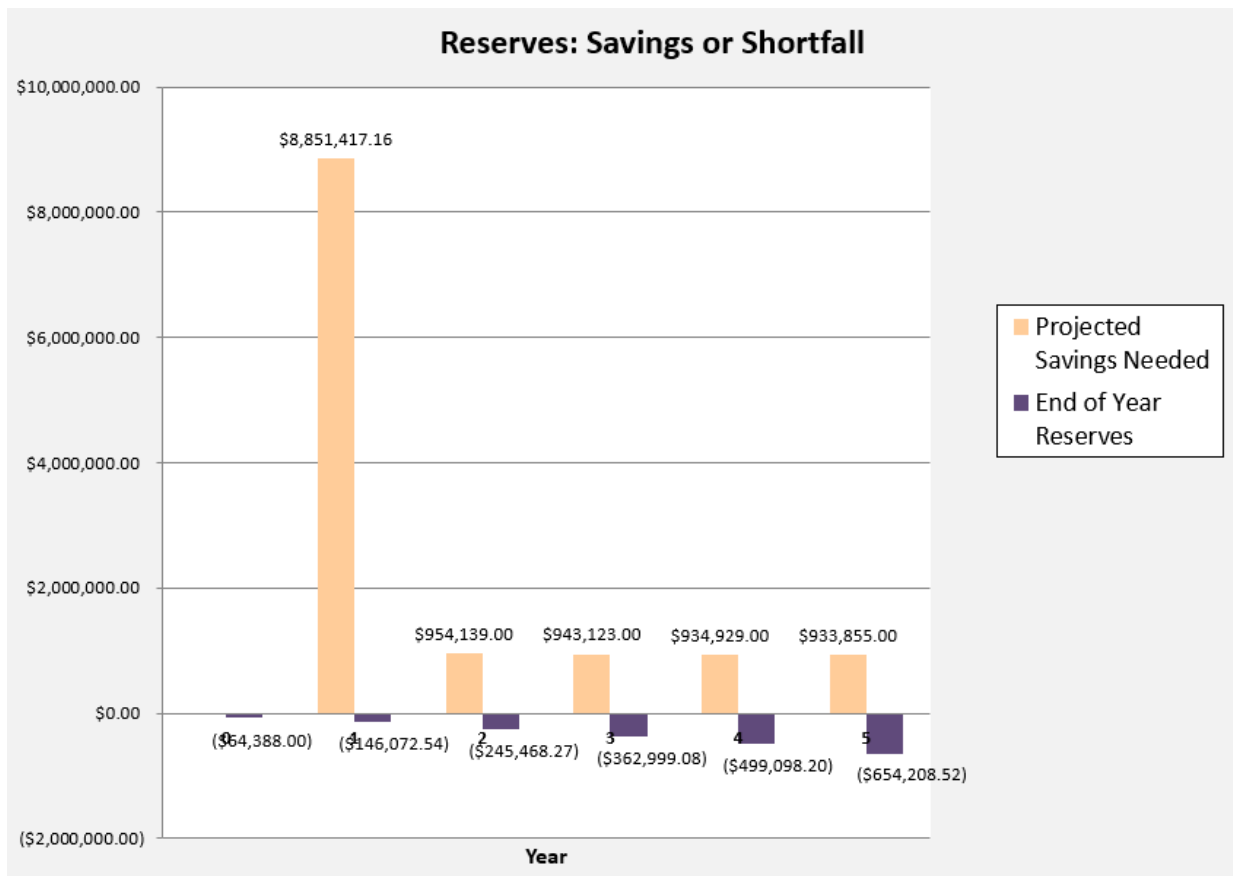


Figure 2 - City of Alpine Reserves: Savings or Shortfall

A significant portion of the assets that have met or exceeded the useful life are collection system piping and manholes. Often, these assets are in operation after the length of the useful life and are often “out of sight, out of mind” unless a detected failure occurs and is observed. These pipes and manholes are listed in the asset management plan as needing replacement; however, it is recommended for budgeting purposes to have a contractor complete a camera inspection and condition assessment for the City’s collection system. Completing a condition assessment will allow the City to make more informed decisions on replacing or rehabilitating existing pipes and manholes, potentially saving a large amount of funds from the budget. There are rehabilitation methods that are effective at both extending the life of the pipe or manhole and reducing cost.

A second asset management analysis was completed to determine the financial impact excluding the sewer mains and manholes. Although the sewer mains and manholes should be evaluated and replaced or rehabilitated in accordance with a condition assessment, removing them from the second analysis will provide a snapshot of the system needs based on above surface facilities such as the WWTP and the lift stations. The asset management analysis excluding collection system piping and manholes is included in Appendix J. The analysis includes all worksheets from the RG-530 spreadsheet. The required reserve funds dropped by approximately \$85,000 for years 2 through 5. However, the most significant impact was year 1, which dropped from a capital funds need of over \$8.8 million to approximately \$2.1 million. Therefore, the recommendation is to focus on a condition assessment for the piping and manholes to determine a more appropriate scope and focus the reserve funds budget for the other needs such as the WWTP, lift stations, and other assets in the wastewater system.

5. ASSET MANAGEMENT IMPLEMENTATION PLAN

The purpose of this asset management plan is to provide a starting point for the City of Alpine to be able to have an inventory of the assets and to provide a fiscal plan for the replacements, repairs, and rehabilitation of the assets. For the plan to be of long-term benefit for the City, implementation of recommendations and keeping the plan updated are critical. Below is a list of recommended actions and timelines for implementing the asset management plan.

- GIS Asset Management
 - Request and utilize asset management training by JM to have a suitable working understanding of the GIS. (Before end of the AMPSS contract)
 - As GIS appropriate assets are installed or repaired in the wastewater system, update the GIS following the completion of the installation. (Ongoing)
- RG-530 Spreadsheet Asset Management
 - Develop a server location and electronic folder structure to track and maintain RG-530 spreadsheets. (Within one month of acceptance of this final report)
 - As assets are purchased, replaced, rehabilitated, or repaired, updated in real time the RG-530 for the following budget year. (Ongoing)
 - Review the RG-530 annually soon after the first of the calendar year and make any necessary adjustments. (Annually)
- Budgeting
 - Incorporate the results of the RG-530 spreadsheet into the annual budgeting process. (Annually)
 - Implement annual rate increases to provide suitable income for O&M expenses, capital funds, any future debt service, and reserves. (Annually)
- Pipe and Manhole Condition Assessment
 - Solicit and contract a pipe and manhole inspection and condition assessment. (2025)
 - Upon the completion of the condition assessment, develop a schedule and budget for pipe and manhole improvements. (2026)
 - Incorporate the pipe and manhole schedule and budget into the RG-530 spreadsheet and utilize for the budgeting process. (2026)
- Grant and Low Interest Loan Application
 - Apply for grant and low interest loan program as appropriate. (Ongoing)
 - Review the list of requirements for the TWDB PIF requirements and begin working on some of the application requirements that may help with funding opportunities. (2025)
- Rate Study
 - Contract a rate study following the completion of the pipe and manhole condition assessment and asset management program updates. (2027)
 - Incrementally increase wastewater rates in 2025 and 2026 until the rate study is completed. (2025 and 2026)
 - Consider implementing wastewater rates for residential customers based on volume in addition to a base rate. (2025)

This asset management plan was developed with 2025 as “year 0.” Therefore, the City employees should consider year 1 as 2026 and update according to the schedule recommended above to ensure a properly operated asset management plan.

The USEPA Reference Guide for Asset Management Tools is included in Appendix K. This guide can be used by the City as an additional reference as the Asset Management Plan is updated in subsequent years.

6. RATE STUDY

Based upon this asset management evaluation, the City of Alpine has insufficient funds for annual expenses and to complete the needed replacements, repairs and rehabilitations for the wastewater treatment plant and collection system. It is recommended that the City contract for a rate study to set the wastewater rates and fees consistent with the expenses and capital needs. The rate study should be completed following the piping and manholes condition assessment and update asset management planning so that the City and Consultant have a better understanding of the capital needs.

7. VISUAL AIDS AND HANDOUTS

Appendix L contains visual aids and handouts that can be used by City staff when presenting to City Council or the public. In addition to including in Appendix L, electronic copies of the visual aids and handouts have been sent by email to City staff. Additionally, the City will receive an electronic copy of the PowerPoint presentation to City Council for this project, which can be used as a template or starting point for future presentations.

Some of the visual aids are also included in other parts of this report. The visual aids included in Appendix L and other parts of the report include Figure 1 (City of Alpine Comparison of Annual Revenue and Expenses) in Section 4, Figure 2 (City of Alpine Reserves: Savings or Shortfall) in Section 4, and the wastewater system map included in Appendix C. The visual aids for Council and the public should be updated as revisions are completed to the RG-530 Worksheet or the Wastewater GIS.

8. RECOMMENDATIONS

Asset management recommendations include the following:

- Annual Presentation to City Council
 - Present the asset management updates to the City Council annually, at a minimum.
- GIS Asset Management
 - Update and maintain the City's GIS for wastewater system assets.
- RG-530 Spreadsheet Asset Management
 - Update the RG-530 spreadsheets annually.
- Budgeting
 - Incorporate the results of the RG-530 spreadsheet into the annual budgeting process.
- Pipe and Manhole Condition Assessment
 - Solicit and contract a pipe and manhole inspection and condition assessment.
 - Develop a schedule and budget for pipe and manhole improvements.
- Grant and Low Interest Loan Application
 - Apply for grant and low interest loan program as appropriate.
- Rate Study
 - Contract a rate study following the completion of the pipe and manhole condition assessment and asset management program updates.

- Incrementally increase wastewater rates in 2025 and 2026 until the rate study is completed.
 - Consider implementing wastewater rates for residential customers based on volume in addition to a base rate.
- Maintain and Update the Asset Management
 - Make a concerted and focused effort by City Staff with City Council support to prioritize maintaining and updating the City's Wastewater Asset Management Program as initiated in this document.
- Implement a Fiscal Sustainability Plan
 - Develop and implement a fiscal sustainability plan based on this Asset Management Plan.
 - Develop and implement a Water Conservation Plan and an Energy Conservation Plan.

Appendix A. Fiscal Sustainability Plan (FSP) Certification

Fiscal Sustainability Plan (FSP) Certification

This certification applies to loan applications submitted on or after October 1, 2014, that involve the repair, replacement, or expansion of a publically owned treatment works in accordance with the Water Resources Reform and Development Act of 2014 (WRRDA), Section 603(d)(1)(E). FSPs are not required for new treatment works unless they are physically replacing an existing treatment works or expanding the treatment capacity of an existing system or for projects involving an upgrade that does not involve repair/replacement or expansion of the treatment capacity (e.g., adding advanced treatment).

Name of Entity: City of Alpine

TWDB Project Number: 2400012851 (Contract Number)

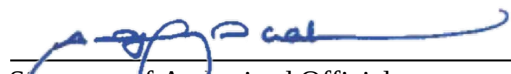
Project Name: City of Alpine Wastewater Asset Management

WRRDA Section 603 (d)(1)(E) states that: *for a treatment works proposed for repair, replacement, or expansion, and eligible for assistance under subsection (c)(1), the recipient of a loan shall—*

- (i) *develop and implement a fiscal sustainability plan that includes—*
 - (I) *an inventory of critical assets that are a part of the treatment works;*
 - (II) *an evaluation of the condition and performance of inventoried assets or asset groupings;*
 - (III) *a certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan; and*
 - (IV) *a plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities; **or***
- (ii) *certify that the recipient has developed and implemented a plan that meets the requirements under clause (i)*

Check the appropriate statement below and sign the signature block.

- ☐ By signing below, the loan recipient certifies a plan has been developed and is being implemented to meet the requirements under clause (i) above.
- ☒ By signing below, the loan recipient agrees to develop and implement a fiscal sustainability plan, and will certify, using this certification form, the plan meets the requirements under clause (i) above as a deliverable under the loan agreement. In this case, the loan recipient shall submit the certification form to the TWDB prior to the final funds disbursement on the final contract of the stated project.



Signature of Authorized Official

09/17/25

Date

Geoffrey R. Calderon

Printed Name of Authorized Official

Interim City Manager

Title of Authorized Official

Appendix B. RG-530 Worksheet 1, System Inventory and Prioritization

Worksheet 1. System Inventory and Prioritization

Worksheet 1. System Inventory and Prioritization							
Date (Month and Day):		Year:		4/24/2025			
		☒ Initial Inventory		☐ Update			
1. Asset	2. Redundancy	3. Expected Useful Life (Years)	4. Age (Years)	5. Remaining Useful Life (Years)	6. Expected Replacement or Refurbishment Year	7. Cost to Replace	8. Priority (Rank 1 to 5)
<i>Example : Totalizing flow meter, 2003</i>	None	15	12	3	3	\$5,000	2
WWTP ASSIST PUMP	No	15	2	13	13	\$10,779	4
WWTP ATTEND BUILDING	No	30	31	-1	-1	\$2,937	1
WWTP CHLORINATOR AND SULFUR DIOXIDE EQUIPMENT	No	7	6	1	1	\$28,785	1
WWTP CHLORINE AND SO2 CONTACT BASIN #1	Yes	50	41	9	9	\$1,318,037	3
WWTP CHLORINE AND SO2 CONTACT BASIN #2	Yes	50	29	21	21	\$590,603	5
WWTP CHLORINE AND SO2 EQUIPMENT FLOW PACING (PROPOSED)	No	7	-2	9	9	\$5,575	3
WWTP CLARIFIER #1	Yes	50	0	50	50	\$3,002,914	5
WWTP CLARIFIER #2	Yes	50	26	24	24	\$2,783,366	5
WWTP COMMUNICATION TOWER SECTIONS	No	30	5	25	25	\$6,318	5
WWTP DECOMMISSIONED OXIDATION DITCH (OVERFLOW)	No	50	53	-3	-3	\$1,026,573	2
WWTP EFFLUENT FLOW METER & SENSOR	No	10	5	5	5	\$7,452	3
WWTP EFFLUENT PUMP (GORMAN RUPP)	No	15	6	9	9	\$15,226	3
WWTP FENCE GATE (AUTOMATIC)	No	10	4	6	6	\$5,905	3
WWTP GENERATOR	No	20	12	8	8	\$63,049	3
WWTP INFLUENT FLOW METER & SENSOR	No	10	5	5	5	\$7,452	3
WWTP LAB - PH METER	No	10	2	8	8	\$3,615	3
WWTP LAB - QUANTI TRAY SEALER PLUS	No	10	3	7	7	\$5,497	3
WWTP LIFT STATION - CHECK VALVE #1	Yes	50	57	-7	-7	\$5,110	1
WWTP LIFT STATION - CHECK VALVE #2	Yes	50	57	-7	-7	\$5,110	1
WWTP LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	5	7	7	\$11,645	3
WWTP LIFT STATION - FLOATS	No	10	7	3	3	\$534	2
WWTP LIFT STATION - PUMP #1	Yes	15	4	11	11	\$10,236	4
WWTP LIFT STATION - PUMP #2	Yes	15	4	11	11	\$10,236	4
WWTP LIFT STATION - PUMP #3	Yes	15	4	11	11	\$10,236	4
WWTP LIFT STATION - PUMP SPARE	Yes	15	4	11	11	\$10,236	1
WWTP MECHANICAL BAR SCREEN/MULTIRAKE	No	30	5	25	25	\$103,734	5
WWTP MOBILE BELT PRESS (REFURBISHED)	No	15	6	9	9	\$230,977	3
WWTP MODULAR OFFICE BUILDING	No	30	7	23	23	\$101,778	5
WWTP OUTFALL LINE	No	50	55	-5	-5	\$481,411	1
WWTP OXIDATION DITCH	No	50	27	23	23	\$3,944,613	5
WWTP OXIDATION DITCH - AERATOR #1	Yes	20	3	17	17	\$59,342	5

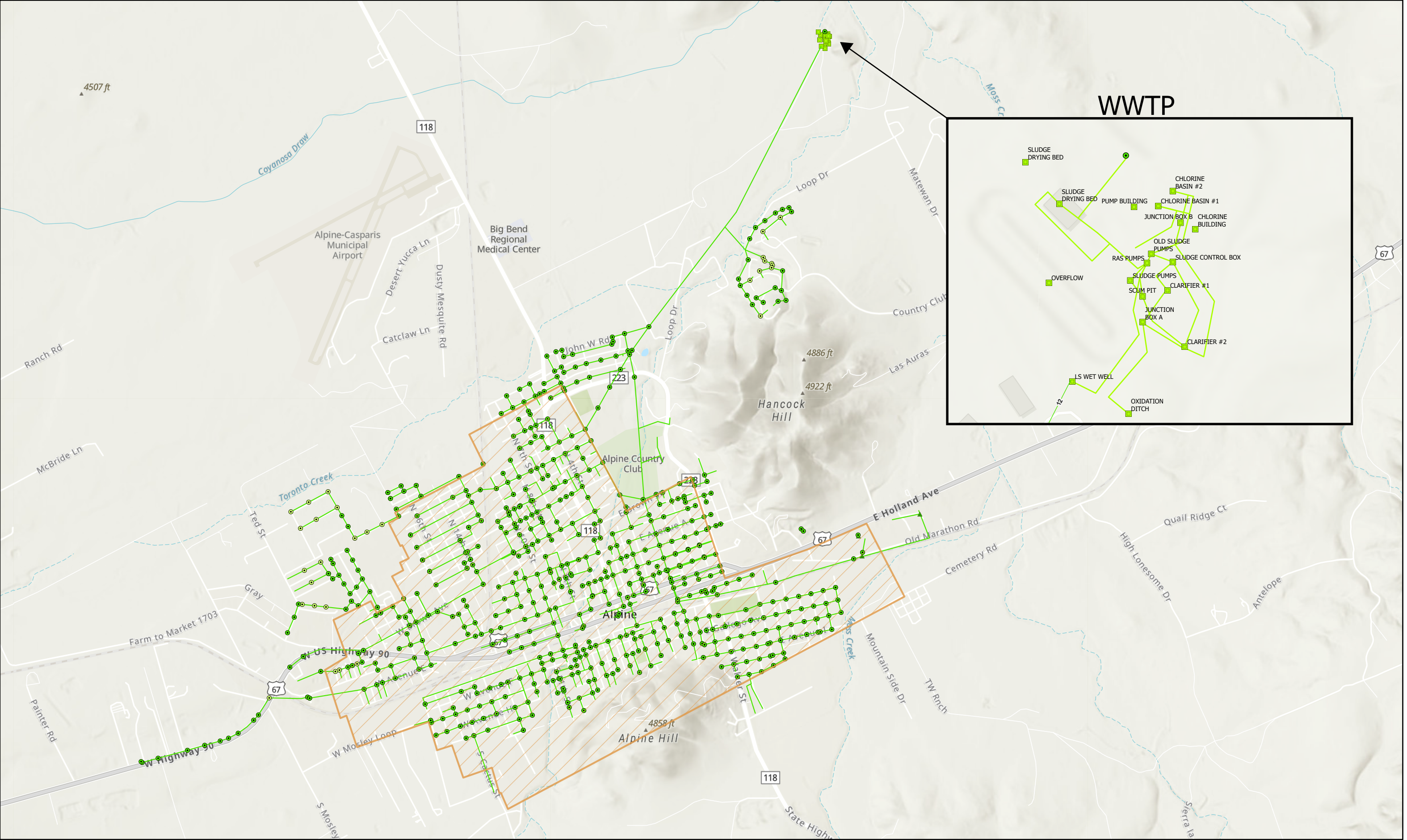
WWTP OXIDATION DITCH - AERATOR #2	Yes	20	2	18	18	\$60,648	5
WWTP OXIDATION DITCH - FLOATING AERATOR (SPARE)	Yes	20	7	13	13	\$30,906	4
WWTP OXIDATION DITCH AERATION SYSTEM	No	50	2	48	48	\$2,328,161	5
WWTP PORTABLE BUILDING (8' X 12')	No	30	4	26	26	\$5,532	5
WWTP RAS/WAS PUMP #1	Yes	10	4	6	6	\$15,831	3
WWTP RAS/WAS PUMP #2	Yes	10	2	8	8	\$16,535	3
WWTP SCADA SYSTEM	No	10	0	10	10	\$8,080	4
WWTP SEWER INFLUENT CONTROL PANEL	No	12	5	7	7	\$23,895	3
WWTP SLUDGE DEWATERING BOX #1	No	20	10	10	10	\$46,591	4
WWTP SLUDGE DEWATERING BOX #2	No	20	9	11	11	\$44,042	4
WWTP SLUDGE DRYING BEDS 4 & 5	Yes	20	0	20	20	\$341,495	5
WWTP SLUDGE DRYING BEDS 6-9	Yes	20	0	20	20	\$682,990	5
LANDFILL	Yes	50	33	17	17	\$1,088,093	5
LANDFILL	Yes	50	32	18	18	\$536,429	5
HOLIDAY INN LIFT STATION - CHECK VALVE #1	Yes	50	4	46	46	\$13,605	5
HOLIDAY INN LIFT STATION - CHECK VALVE #2	Yes	50	4	46	46	\$13,605	5
HOLIDAY INN LIFT STATION - CHOPPER PUMP #1	Yes	15	7	8	8	\$27,731	3
HOLIDAY INN LIFT STATION - CHOPPER PUMP #2	Yes	15	4	11	11	\$29,602	4
HOLIDAY INN LIFT STATION - CHOPPER PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$23,813	1
HOLIDAY INN LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	13	-1	-1	\$10,220	1
HOLIDAY INN LIFT STATION - FLOATS	No	10	4	6	6	\$570	3
HOLIDAY INN LIFT STATION - SCADA	No	10	2	8	8	\$5,951	3
MURPHY LIFT STATION - CHECK VALVE #1	Yes	50	45	5	5	\$5,575	3
MURPHY LIFT STATION - CHECK VALVE #2	Yes	50	45	5	5	\$5,575	3
MURPHY LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	45	-33	-33	\$10,220	1
MURPHY LIFT STATION - FLOATS	No	10	45	-35	-35	\$511	1
MURPHY LIFT STATION - PUMP #1 (5 HP)	Yes	15	40	-25	-25	\$8,176	1
MURPHY LIFT STATION - PUMP #2 (5 HP)	Yes	15	40	-25	-25	\$8,176	1
MURPHY LIFT STATION - PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$8,176	1
MURPHY LIFT STATION - SCADA	No	10	2	8	8	\$5,951	3
OLD MARATHON LIFT STATION - CHECK VALVE #1	Yes	50	6	44	44	\$13,026	5
OLD MARATHON LIFT STATION - CHECK VALVE #2	Yes	50	6	44	44	\$13,026	5

OLD MARATHON LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	13	-1	-1	\$10,220	1
OLD MARATHON LIFT STATION - FLOATS	No	10	1	9	9	\$608	3
OLD MARATHON LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	Yes	15	8	7	7	\$10,499	3
OLD MARATHON LIFT STATION - PUMP #2 (5 HP GORMAN RUPP)	Yes	15	7	8	8	\$10,730	3
OLD MARATHON LIFT STATION - PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$9,214	1
OLD MARATHON LIFT STATION - SCADA	No	10	2	8	8	\$5,951	3
STUECKES LIFT STATION - CHECK VALVE #1	Yes	50	2	48	48	\$14,211	5
STUECKES LIFT STATION - CHECK VALVE #2	Yes	50	2	48	48	\$14,211	5
STUECKES LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	13	-1	-1	\$10,220	1
STUECKES LIFT STATION - FLOATS	No	10	12	-2	-2	\$511	1
STUECKES LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	Yes	15	13	2	2	\$8,356	2
STUECKES LIFT STATION - PUMP #2 (7.5 HP GORMAN RUPP)	Yes	15	13	2	2	\$10,445	2
STUECKES LIFT STATION - PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$10,220	1
STUECKES LIFT STATION - SCADA	No	10	2	8	8	\$5,951	3
SEWER LINE MANHOLE(S)	No	50	86	-36	-36	\$9,297	1
SEWER LINE MANHOLE(S)	No	50	86	-36	-36	\$79,691	1
SEWER LINE MANHOLE(S)	No	50	86	-36	-36	\$25,235	1
SEWER LINE MANHOLE(S)	No	50	86	-36	-36	\$7,969	1
SEWER LINE MANHOLE(S)	No	50	81	-31	-31	\$12,508	1
SEWER LINE MANHOLE(S)	No	50	81	-31	-31	\$107,213	1
SEWER LINE MANHOLE(S)	No	50	81	-31	-31	\$33,951	1
SEWER LINE MANHOLE(S)	No	50	81	-31	-31	\$10,721	1
SEWER LINE MANHOLE(S)	No	50	71	-21	-21	\$16,770	1
SEWER LINE MANHOLE(S)	No	50	71	-21	-21	\$134,160	1
SEWER LINE MANHOLE(S)	No	50	71	-21	-21	\$45,279	1
SEWER LINE MANHOLE(S)	No	50	71	-21	-21	\$11,739	1
SEWER LINE MANHOLE(S)	No	50	61	-11	-11	\$123,340	1
SEWER LINE MANHOLE(S)	No	50	61	-11	-11	\$15,418	1
SEWER LINE MANHOLE(S)	No	50	61	-11	-11	\$40,086	1
SEWER LINE MANHOLE(S)	No	50	61	-11	-11	\$10,792	1
SEWER LINE MANHOLE(S)	No	50	51	-1	-1	\$15,503	1
SEWER LINE MANHOLE(S)	No	50	51	-1	-1	\$124,024	1
SEWER LINE MANHOLE(S)	No	50	51	-1	-1	\$40,308	1
SEWER LINE MANHOLE(S)	No	50	51	-1	-1	\$10,852	1
SEWER LINE MANHOLE(S)	No	50	41	9	9	\$8,906	3
SEWER LINE MANHOLE(S)	No	50	41	9	9	\$73,026	3
SEWER LINE MANHOLE(S)	No	50	41	9	9	\$23,155	3
SEWER LINE MANHOLE(S)	No	50	41	9	9	\$8,906	3
SEWER LINE MANHOLE(S)	No	50	26	24	24	\$7,852	5
SEWER LINE MANHOLE(S)	No	50	24	26	26	\$7,317	5
SEWER PIPES	No	50	114	-64	-64	\$9,727	1
SEWER PIPES	No	50	86	-36	-36	\$68,534	1
SEWER PIPES	No	50	86	-36	-36	\$903,218	1
SEWER PIPES	No	50	81	-31	-31	\$325,212	1
SEWER PIPES	No	50	81	-31	-31	\$61,469	1
SEWER PIPES	No	50	81	-31	-31	\$810,099	1
SEWER PIPES	No	50	71	-21	-21	\$65,930	1
SEWER PIPES	No	50	71	-21	-21	\$868,848	1
SEWER PIPES	No	50	71	-21	-21	\$261,612	1

SEWER PIPES	No	50	61	-11	-11	\$698,932	1
SEWER PIPES	No	50	61	-11	-11	\$280,600	1
SEWER PIPES	No	50	51	-1	-1	\$42,664	1
SEWER PIPES	No	50	51	-1	-1	\$562,245	1
SEWER PIPES	No	50	51	-1	-1	\$225,724	1
SEWER PIPES	No	50	51	-1	-1	\$406,303	1
SEWER PIPES	No	50	46	4	4	\$4,298	2
SEWER PIPES	No	50	41	9	9	\$20,424	3
SEWER PIPES	No	50	41	9	9	\$269,165	3
SEWER PIPES	No	50	41	9	9	\$216,111	3
SEWER PIPES	No	50	33	17	17	\$1,514	5
SEWER PIPES	No	50	33	17	17	\$2,672	5
SEWER PIPES	No	50	31	19	19	\$3,933	5
SEWER PIPES	No	20	31	-11	-11	\$4,214	1
SEWER PIPES	No	50	30	20	20	\$14,101	5
SEWER PIPES	No	50	29	21	21	\$18,055	5
SEWER PIPES	No	50	25	25	25	\$1,173	5
SEWER PIPES	No	50	25	25	25	\$5,153	5
SEWER PIPES	No	50	25	25	25	\$5,320	5
SEWER PIPES	No	50	31	19	19	\$7,303	5
SEWER PIPES AND MANHOLE(S)	No	50	105	-55	-55	\$162,831	1
SEWER PIPES AND MANHOLE(S)	No	50	52	-2	-2	\$12,200	1
SEWER PIPES AND MANHOLE(S)	No	50	40	10	10	\$48,488	4
SEWER PIPES AND MANHOLE(S) - COVEY LANE	No	50	24	26	26	\$18,439	5
SEWER PIPES AND MANHOLE(S) - QUAIL RIDGE	No	50	21	29	29	\$41,560	5
SEWER PIPES AND MANHOLE(S) - SCOWNS ADDITION	No	50	29	21	21	\$40,360	5
BACKHOE	Yes	40	31	9	9	\$104,585	3
BOBCAT	Yes	40	13	27	27	\$45,381	5
FLATBED W/ RECEIVER & TOOL BOXES	Yes	15	5	10	10	\$5,167	4
PRESSURE WASHER - GAS POWERED	No	10	4	6	6	\$3,647	3
PUSH CAMERA - 10" LCD MONITOR	No	20	8	12	12	\$7,059	4
RODDER	No	10	0	10	10	\$60,055	4
SEWER JETTER/TRAILER	No	10	15	-5	-5	\$60,828	1
TRACTOR LAWN MOWER	No	10	8	2	2	\$3,232	2
TRASH PUMP 3"	Yes	15	4	11	11	\$4,158	4
TRASH PUMP 4"	Yes	15	7	8	8	\$4,394	3
VEHICLE - 2018 FORD F-250	Yes	10	7	3	3	\$24,044	2
VEHICLE - 2024 CHEVROLET DOUBLE CAB	Yes	10	1	9	9	\$51,608	3
VEHICLE - 2024 FORD F-250	Yes	10	1	9	9	\$61,062	3
WELL & WATER PIPES, NON- POTABLE	No	50	71	-21	-21	\$584,630	1

ADD A ROW

Appendix C. City of Alpine GIS Map of Wastewater System



- | | | |
|----------------|-----------------|-------------|
| Service Area | Assumed Manhole | WWTP points |
| Sewer Manholes | Sewer Main | WWTP piping |
| Lift Station | Force Main | |

City of Alpine AMPSS Exhibit



Appendix D. RG-530 Worksheet 2, Comprehensive Planning

Worksheet 2. Comprehensive Planning

Date (Month and Day):

Year:

4/24/2025

☒ Initial

☐ Update

1. Asset	2. Activity	3. Year until Action is Needed	4. Cost of Activity	5. Reserve Required per Year
<i>Example: Totalizing flow meter, 2003</i>	<i>Replace</i>	<i>3</i>	<i>\$5,000</i>	<i>\$1,667</i>
WWTP ASSIST PUMP	Replace	13	\$10,779.20	\$829
WWTP ATTEND BUILDING	Replace	1	\$2,937.49	\$2,937
WWTP CHLORINATOR AND SULFUR DIOXIDE EQUIPMENT	Replace	1	\$28,784.82	\$28,785
WWTP CHLORINE AND SO2 CONTACT BASIN #1	Replace	9	\$1,318,037.48	\$146,449
WWTP CHLORINE AND SO2 CONTACT BASIN #2	Replace	21	\$590,602.50	\$28,124
WWTP CHLORINE AND SO2 EQUIPMENT FLOW PACING (PROPOSED)	Purchase New	9	\$5,574.74	\$619
WWTP CLARIFIER #1	Replace	50	\$3,002,913.88	\$60,058
WWTP CLARIFIER #2	Replace	24	\$2,783,365.65	\$115,974
WWTP COMMUNICATION TOWER SECTIONS	Replace	25	\$6,317.72	\$253
WWTP DECOMMISSIONED OXIDATION DITCH (OVERFLOW)	Repair Concrete	1	\$25,000.00	\$25,000
WWTP EFFLUENT FLOW METER & SENSOR	Replace	5	\$7,452.43	\$1,490
WWTP EFFLUENT PUMP (GORMAN RUPP)	Replace	9	\$15,225.58	\$1,692
WWTP FENCE GATE (AUTOMATIC)	Replace	6	\$5,904.76	\$984
WWTP GENERATOR	Replace	8	\$63,048.98	\$7,881
WWTP INFLUENT FLOW METER & SENSOR	Replace	5	\$7,452.43	\$1,490
WWTP LAB - PH METER	Replace	8	\$3,615.21	\$452
WWTP LAB - QUANTI TRAY SEALER PLUS	Replace	7	\$5,497.01	\$785
WWTP LIFT STATION - CHECK VALVE #1	Replace	1	\$5,110.00	\$5,110
WWTP LIFT STATION - CHECK VALVE #2	Replace	1	\$5,110.00	\$5,110
WWTP LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	7	\$11,645.45	\$1,664
WWTP LIFT STATION - FLOATS	Replace	3	\$533.73	\$178
WWTP LIFT STATION - PUMP #1	Replace	11	\$10,235.61	\$931
WWTP LIFT STATION - PUMP #2	Replace	11	\$10,235.61	\$931
WWTP LIFT STATION - PUMP #3	Replace	11	\$10,235.61	\$931
WWTP LIFT STATION - PUMP SPARE	Purchase New	11	\$10,235.61	\$931
WWTP MECHANICAL BAR SCREEN/MULTIRAKE	Replace	25	\$103,733.88	\$4,149
WWTP MOBILE BELT PRESS (REFURBISHED)	Replace	9	\$230,977.01	\$25,664
WWTP MODULAR OFFICE BUILDING	Replace	23	\$101,778.31	\$4,425
WWTP OUTFALL LINE	Replace	1	\$481,411.10	\$481,411

WWTP OXIDATION DITCH	Replace	23	\$3,944,613.07	\$171,505
WWTP OXIDATION DITCH - AERATOR #1	Replace	17	\$59,342.18	\$3,491
WWTP OXIDATION DITCH - AERATOR #2	Replace	18	\$60,647.71	\$3,369
WWTP OXIDATION DITCH - FLOATING AERATOR (SPARE)	Replace	13	\$30,906.36	\$2,377
WWTP OXIDATION DITCH AERATION SYSTEM	Replace	48	\$2,328,161.04	\$48,503
WWTP PORTABLE BUILDING (8' X 12')	Replace	26	\$5,532.47	\$213
WWTP RAS/WAS PUMP #1	Replace	6	\$15,831.12	\$2,639
WWTP RAS/WAS PUMP #2	Replace	8	\$16,535.35	\$2,067
WWTP SCADA SYSTEM	Replace	10	\$8,080.20	\$808
WWTP SEWER INFLUENT CONTROL PANEL	Replace	7	\$23,894.84	\$3,414
WWTP SLUDGE DEWATERING BOX #1	Replace	10	\$46,591.34	\$4,659
WWTP SLUDGE DEWATERING BOX #2	Replace	11	\$44,041.57	\$4,004
WWTP SLUDGE DRYING BEDS 4 & 5	Replace	20	\$341,495.23	\$17,075
WWTP SLUDGE DRYING BEDS 6-9	Replace	20	\$682,990.46	\$34,150
LANDFILL	Replace	17	\$1,088,093.37	\$64,005
LANDFILL	Replace	18	\$536,429.38	\$29,802
HOLIDAY INN LIFT STATION - CHECK VALVE #1	Replace	46	\$13,605.40	\$296
HOLIDAY INN LIFT STATION - CHECK VALVE #2	Replace	46	\$13,605.40	\$296
HOLIDAY INN LIFT STATION - CHOPPER PUMP #1	Replace	8	\$27,731.10	\$3,466
HOLIDAY INN LIFT STATION - CHOPPER PUMP #2	Replace	11	\$29,601.91	\$2,691
HOLIDAY INN LIFT STATION - CHOPPER PUMP SPARE (PROPOSED)	Purchase New	16	\$23,812.82	\$1,488
HOLIDAY INN LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	1	\$10,220.00	\$10,220
HOLIDAY INN LIFT STATION - FLOATS	Replace	6	\$569.74	\$95
HOLIDAY INN LIFT STATION - SCADA	Replace	8	\$5,950.82	\$744
MURPHY LIFT STATION - CHECK VALVE #1	Replace	5	\$5,574.74	\$1,115
MURPHY LIFT STATION - CHECK VALVE #2	Replace	5	\$5,574.74	\$1,115
MURPHY LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	1	\$10,220.00	\$10,220
MURPHY LIFT STATION - FLOATS	Replace	1	\$511.00	\$511
MURPHY LIFT STATION - PUMP #1 (5 HP)	Replace	1	\$8,176.00	\$8,176
MURPHY LIFT STATION - PUMP #2 (5 HP)	Replace	1	\$8,176.00	\$8,176
MURPHY LIFT STATION - PUMP SPARE (PROPOSED)	Purchase New	16	\$8,176.00	\$511
MURPHY LIFT STATION - SCADA	Replace	8	\$5,950.82	\$744
OLD MARATHON LIFT STATION - CHECK VALVE #1	Replace	44	\$13,025.95	\$296

OLD MARATHON LIFT STATION - CHECK VALVE #2	Replace	44	\$13,025.95	\$296
OLD MARATHON LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	1	\$10,220.00	\$10,220
OLD MARATHON LIFT STATION - FLOATS	Replace	9	\$608.17	\$68
OLD MARATHON LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	Replace	7	\$10,498.81	\$1,500
OLD MARATHON LIFT STATION - PUMP #2 (5 HP GORMAN RUPP)	Replace	8	\$10,729.78	\$1,341
OLD MARATHON LIFT STATION - PUMP SPARE (PROPOSED)	Purchase New	16	\$9,213.71	\$576
OLD MARATHON LIFT STATION - SCADA	Replace	8	\$5,950.82	\$744
STUECKES LIFT STATION - CHECK VALVE #1	Replace	48	\$14,210.62	\$296
STUECKES LIFT STATION - CHECK VALVE #2	Replace	48	\$14,210.62	\$296
STUECKES LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	1	\$10,220.00	\$10,220
STUECKES LIFT STATION - FLOATS	Replace	1	\$511.00	\$511
STUECKES LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	Replace	2	\$8,355.87	\$4,178
STUECKES LIFT STATION - PUMP #2 (7.5 HP GORMAN RUPP)	Replace	2	\$10,444.84	\$5,222
STUECKES LIFT STATION - PUMP SPARE (PROPOSED)	Purchase New	16	\$10,220.00	\$639
STUECKES LIFT STATION - SCADA	Replace	8	\$5,950.82	\$744
SEWER LINE MANHOLE(S)	Replace	1	\$9,297.28	\$9,297
SEWER LINE MANHOLE(S)	Replace	1	\$79,690.98	\$79,691
SEWER LINE MANHOLE(S)	Replace	1	\$25,235.48	\$25,235
SEWER LINE MANHOLE(S)	Replace	1	\$7,969.10	\$7,969
SEWER LINE MANHOLE(S)	Replace	1	\$12,508.14	\$12,508
SEWER LINE MANHOLE(S)	Replace	1	\$107,212.63	\$107,213
SEWER LINE MANHOLE(S)	Replace	1	\$33,950.67	\$33,951
SEWER LINE MANHOLE(S)	Replace	1	\$10,721.26	\$10,721
SEWER LINE MANHOLE(S)	Replace	1	\$16,769.98	\$16,770
SEWER LINE MANHOLE(S)	Replace	1	\$134,159.84	\$134,160
SEWER LINE MANHOLE(S)	Replace	1	\$45,278.95	\$45,279
SEWER LINE MANHOLE(S)	Replace	1	\$11,738.99	\$11,739
SEWER LINE MANHOLE(S)	Replace	1	\$123,340.45	\$123,340
SEWER LINE MANHOLE(S)	Replace	1	\$15,417.56	\$15,418
SEWER LINE MANHOLE(S)	Replace	1	\$40,085.65	\$40,086
SEWER LINE MANHOLE(S)	Replace	1	\$10,792.29	\$10,792
SEWER LINE MANHOLE(S)	Replace	1	\$15,503.03	\$15,503
SEWER LINE MANHOLE(S)	Replace	1	\$124,024.24	\$124,024
SEWER LINE MANHOLE(S)	Replace	1	\$40,307.88	\$40,308
SEWER LINE MANHOLE(S)	Replace	1	\$10,852.12	\$10,852
SEWER LINE MANHOLE(S)	Replace	9	\$8,905.66	\$990
SEWER LINE MANHOLE(S)	Replace	9	\$73,026.40	\$8,114
SEWER LINE MANHOLE(S)	Replace	9	\$23,154.71	\$2,573
SEWER LINE MANHOLE(S)	Replace	9	\$8,905.66	\$990
SEWER LINE MANHOLE(S)	Replace	24	\$7,851.82	\$327
SEWER LINE MANHOLE(S)	Replace	26	\$7,317.48	\$281

SEWER PIPES	Replace	1	\$9,726.67	\$9,727
SEWER PIPES	Replace	1	\$68,534.24	\$68,534
SEWER PIPES	Replace	1	\$903,217.59	\$903,218
SEWER PIPES	Replace	1	\$325,211.65	\$325,212
SEWER PIPES	Replace	1	\$61,468.58	\$61,469
SEWER PIPES	Replace	1	\$810,098.65	\$810,099
SEWER PIPES	Replace	1	\$65,929.98	\$65,930
SEWER PIPES	Replace	1	\$868,847.87	\$868,848
SEWER PIPES	Replace	1	\$261,611.69	\$261,612
SEWER PIPES	Replace	1	\$698,931.77	\$698,932
SEWER PIPES	Replace	1	\$280,599.52	\$280,600
SEWER PIPES	Replace	1	\$42,664.34	\$42,664
SEWER PIPES	Replace	1	\$562,245.29	\$562,245
SEWER PIPES	Replace	1	\$225,724.12	\$225,724
SEWER PIPES	Replace	1	\$406,303.41	\$406,303
SEWER PIPES	Replace	4	\$4,298.46	\$1,075
SEWER PIPES	Replace	9	\$20,423.64	\$2,269
SEWER PIPES	Replace	9	\$269,164.63	\$29,907
SEWER PIPES	Replace	9	\$216,110.65	\$24,012
SEWER PIPES	Replace	17	\$1,513.96	\$89
SEWER PIPES	Replace	17	\$2,671.70	\$157
SEWER PIPES	Replace	19	\$3,933.33	\$207
SEWER PIPES	Replace	1	\$4,213.55	\$4,214
SEWER PIPES	Replace	20	\$14,100.63	\$705
SEWER PIPES	Replace	21	\$18,054.74	\$860
SEWER PIPES	Replace	25	\$1,172.58	\$47
SEWER PIPES	Replace	25	\$5,153.41	\$206
SEWER PIPES	Replace	25	\$5,319.65	\$213
SEWER PIPES	Replace	19	\$7,302.64	\$384
SEWER PIPES AND MANHOLE(S)	Replace	1	\$162,830.78	\$162,831
SEWER PIPES AND MANHOLE(S)	Replace	1	\$12,199.95	\$12,200
SEWER PIPES AND MANHOLE(S)	Replace	10	\$48,488.34	\$4,849
SEWER PIPES AND MANHOLE(S) - COVEY LANE	Replace	26	\$18,439.02	\$709
SEWER PIPES AND MANHOLE(S) - QUAIL RIDGE	Replace	29	\$41,559.74	\$1,433
SEWER PIPES AND MANHOLE(S) - SCOWNS ADDITION	Replace	21	\$40,360.44	\$1,922
BACKHOE	Replace	9	\$104,585.21	\$11,621
BOBCAT	Replace	27	\$45,380.78	\$1,681
FLATBED W/ RECEIVER & TOOL BOXES	Replace	10	\$5,167.01	\$517
PRESSURE WASHER - GAS POWERED	Replace	6	\$3,647.22	\$608
PUSH CAMERA - 10" LCD MONITOR	Replace	12	\$7,059.01	\$588
RODDER	Replace	10	\$60,055.11	\$6,006
SEWER JETTER/TRAILER	Replace	1	\$60,828.44	\$60,828
TRACTOR LAWN MOWER	Replace	2	\$3,232.07	\$1,616
TRASH PUMP 3"	Replace	11	\$4,158.00	\$378
TRASH PUMP 4"	Replace	8	\$4,393.55	\$549
VEHICLE - 2018 FORD F-250	Replace	3	\$24,044.36	\$8,015
VEHICLE - 2024 CHEVROLET DOUBLE CAB	Replace	9	\$51,608.32	\$5,734
VEHICLE - 2024 FORD F-250	Replace	9	\$61,062.41	\$6,785

WELL & WATER PIPES, NON-POTABLE	Replace	1	\$584,630.25	\$584,630
6. Total Reserve Required in Year (Enter Year in Column C)			TOTAL	\$8,851,417

ADD A ROW

Appendix E. City of Alpine 2024-25 Budget Wastewater Revenue and Expenses

ACT	ORIGINAL	AMENDED	ENCUMBERED	ACTIVITY	ACTIVITY	CURRENT	USED
NUM	ACCOUNT-TITLE	BUDGET-AMOUNT	BUDGET-AMOUNT	YEAR-TO-DATE	YEAR-TO-DATE	MONTH-TO-DATE	BALANCE PCT
REPORTING FUND: 0004 ENTERPRISE: WATER/SEWER/SAN							EFFECTIVE MONTH - 04
0554 SEWER REVENUES							
=====							
0602	SEWER BILLING	750,000.00	750,000.00		431,038.48	0.00	318,961.52 57
0605	LIQUID SEWAGE DUMPING FEE	25,000.00	25,000.00		30,875.00	0.00	5,875.00+ 124
0606	SEWER TAP FEES	25,000.00	25,000.00		5,120.00	0.00	19,880.00 20
0607	SEWER TAP SUPPLIES	0.00	0.00		112.72	0.00	112.72+
0608	SEWER TAP LABOR	0.00	0.00		640.00	0.00	640.00+
0610	SEWER LINE EXTENSION FEES	0.00	0.00		0.00	0.00	0.00
0611	MISC/REFUNDS	0.00	0.00		0.00	0.00	0.00
0700	INFRASTRUCTURE IMPROVEMENTS	0.00	0.00		0.00	0.00	0.00
1901	ROAD CUT FEE	0.00	0.00		500.00	0.00	500.00+
7000	BILLING ADJUSTMENTS	0.00	0.00		0.00	0.00	0.00
8000	WC SALARY REIMB	0.00	0.00		0.00	0.00	0.00
9001	AUCTION/SALE OF LEASED VEHICLE	0.00	0.00		0.00	0.00	0.00

	SEWER REVENUES	800,000.00	800,000.00	0.00	468,286.20	0.00	331,713.80 59
ENTERPRISE: WATER/SEWER/SAN							
	INCOME TOTALS	800,000.00	800,000.00		468,286.20	0.00	331,713.80 59
	EXPENSE TOTALS	0.00	0.00	0.00	0.00	0.00	0.00

ACT		ORIGINAL	AMENDED	ENCUMBERED	ACTIVITY	ACTIVITY	CURRENT	USED
NUM	ACCOUNT-TITLE	BUDGET-AMOUNT	BUDGET-AMOUNT	YEAR-TO-DATE	YEAR-TO-DATE	MONTH-TO-DATE	BALANCE	PCT
REPORTING FUND: 0004 ENTERPRISE: WATER/SEWER/SAN							EFFECTIVE MONTH - 04	
0654 SEWER EXPENSES								
=====								
0090	ADMINISTRATIVE FEE	149,214.00	149,214.00	0.00	0.00	0.00	149,214.00	00
0101	SALARIES	221,892.00	221,892.00	0.00	113,885.45	5,941.81	108,006.55	51
0103	OVERTIME	12,586.00	12,586.00	0.00	11,216.61	476.00	1,369.39	89
0201	SOCIAL SECURITY	17,891.00	17,891.00	0.00	9,120.19	460.55	8,770.81	51
0202	INSURANCE - GROUP	35,452.00	35,452.00	0.00	23,697.81	1,539.45	11,754.19	67
0203	RETIREMENT	5,123.00	5,123.00	0.00	2,713.09	141.20	2,409.91	53
0204	UNEMPLOYMENT	468.00	468.00	0.00	0.00	0.00	468.00	00
0205	INS - WORKMEN'S COMP	7,005.00	7,005.00	0.00	2,201.86	0.00	4,803.14	31
0216	PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	
0220	OPEB EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	
0501	OFFICE SUPPLIES	5,000.00	5,000.00	0.00	458.20	0.00	4,541.80	09
0502	FIELD SUPPLIES	2,500.00	2,500.00	0.00	86.02	0.00	2,413.98	03
0508	CHEMICALS - CHLORINE	20,000.00	20,000.00	0.00	4,814.14	1,589.95	15,185.86	24
0509	CHEMICALS - SULFER DIOXIDE	15,000.00	15,000.00	0.00	2,095.55	533.00	12,904.45	14
0510	UNIFORMS	2,400.00	2,400.00	0.00	818.83	32.75	1,581.17	34
0700	MAINT - EQUIPMENT	20,000.00	20,000.00	0.00	181.94	0.00	19,818.06	01
0701	MAINT - VEHICLES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	00
0704	WWTP FACILITY MAINT	85,000.00	85,000.00	1,360.00	1,980.44	0.00	81,659.56	04
0705	COLLECTION SYSTEM MAINTENANCE	75,000.00	75,000.00	3,680.86	18,610.74	0.00	52,708.40	30
0900	FUEL & OIL	14,000.00	14,000.00	403.49	2,517.24	25.62	11,079.27	21
1101	ELECTRICITY	45,000.00	45,000.00	0.00	24,850.50	4,138.33	20,149.50	55
1301	INSURANCE - GENERAL & LIABILITY	4,441.00	4,441.00	0.00	2,590.00	0.00	1,851.00	58
1500	TRAINING	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	00
1501	TRAVEL	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	00
1700	IT EQUIPMENT/ SOFTWARE	5,000.00	5,000.00	0.00	1,131.33	0.00	3,868.67	23
1801	DUES/SUB/MEM	0.00	0.00	0.00	0.00	0.00	0.00	
1902	ROAD REPAIR	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	00
2120	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	
2124	BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	
2700	TELEPHONE EXPENSES	6,500.00	6,500.00	0.00	2,686.59	0.00	3,813.41	41
2750	CELL PHONE EXPENSES	2,000.00	2,000.00	0.00	603.45	0.00	1,396.55	30
2800	DRUG TESTING	0.00	0.00	0.00	75.00	0.00	75.00	-
3000	HEPATITIS SHOTS	500.00	500.00	0.00	326.31	326.31	173.69	65
3100	SAFETY EQUIPMENT	4,000.00	4,000.00	0.00	220.27	0.00	3,779.73	06
3500	ENGINEERING	15,000.00	15,000.00	0.00	12,400.00	0.00	2,600.00	83
4802	SCADA	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	00
4901	SAMPLES	10,000.00	10,000.00	0.00	5,466.28	0.00	4,533.72	55
4902	ANNUAL SEWER INSPECTION	0.00	0.00	0.00	2,537.97	0.00	2,537.97	-
4903	TCEQ (YR-010117-001)2 PRMTS	15,000.00	15,000.00	0.00	14,388.44	0.00	611.56	96
6100	TCEQ ENFORCEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
8001	LEASED VEHICLE	31,416.00	31,416.00	0.00	11,608.86	0.00	19,807.14	37
8003	LEASED - EQUIPMENT	0.00	0.00	0.00	1,593.88	0.00	1,593.88	-
9000	CIP - CLARIFIER	900,000.00	900,000.00	0.00	707,977.80	0.00	192,022.20	79
9001	CIP - WWTP	250,000.00	250,000.00	0.00	0.00	0.00	250,000.00	00
9500	Depreciation Expense - Sewer	0.00	0.00	0.00	0.00	0.00	0.00	
9801	Principal - CO Combo Tax&Rev 2012	0.00	0.00	0.00	0.00	0.00	0.00	
9802	Interest - CO Combo Tax&Rev 2012	0.00	0.00	0.00	0.00	0.00	0.00	
SEWER EXPENSES		2,014,388.00	2,014,388.00	5,444.35	982,854.79	15,204.97	1,026,088.86	49
ENTERPRISE: WATER/SEWER/SAN								
INCOME TOTALS		0.00	0.00		0.00	0.00	0.00	

-----		ORIGINAL	AMENDED	ENCUMBERED	ACTIVITY	ACTIVITY	CURRENT	USED
ACT								
NUM	ACCOUNT-TITLE	BUDGET-AMOUNT	BUDGET-AMOUNT	YEAR-TO-DATE	YEAR-TO-DATE	MONTH-TO-DATE	BALANCE	PCT
-----		-----						
REPORTING FUND: 0004 ENTERPRISE: WATER/SEWER/SAN							EFFECTIVE MONTH - 04	
EXPENSE TOTALS		2,014,388.00	2,014,388.00	5,444.35	982,854.79	15,204.97	1,026,088.86	49

Appendix F. City of Alpine Resolution 2024-08-23

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2024-08-23**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING APPENDIX A: UTILITY FEES; SETTING THE RATES AND FEES FOR CITY UTILITY SERVICES FOR THE FISCAL YEAR 2024-2025.**

WHEREAS, the City Council of the City of Alpine has cause in its legislative pursuit to modify systems, processes, and fees that enhance the City's mission of providing quality service to the citizens of Alpine; and

WHEREAS, the City Council passed ordinance 2021-04-04 which established a streamlined fee structure that improved the readability of utility fees and basic account charges; and

WHEREAS, pursuant to Ordinance 2021-04-04, the City Council shall pass an annual resolution updating the fee schedule in the utilities appendix; and

WHEREAS, a recommendation from the Utility Department has been made to increase fees to cover increased costs in material and to provide for continued maintenance of the utility system.

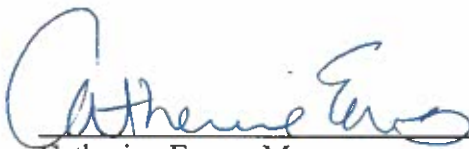
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS THAT:

SECTION I. All of the premises attached in the form hereto described as Exhibit "A" are hereby found to be true and correct findings of the City Council of the City of Alpine.

SECTION II. The City Manager is hereby directed to implement the updated Utility Fees.

SECTION III. This resolution is effective October 1, 2024.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 20th DAY OF AUGUST 2024 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.


Catherine Eaves, Mayor

ATTEST:


Geoffrey R. Calderon, City Secretary



EXHIBIT "A"

APPENDIX A: UTILITIES FEES			
SECTION	DESCRIPTION	CODE SECTION	FEE
I.	Franchise Application	Sec. 98-2	
	Franchise Application Fee		\$250.00
	Security Deposit Fees	Sec. 98-4	
	Residential water, sewer, and sanitation		\$200.00
	Small Commercial water, sewer, and sanitation		\$250.00
	Laundromats, recreational vehicle parks, washaterias, and any small business franchise		\$500.00
	Housing units, industrial and/or agricultural users, motels, and concrete plants		\$1,500.00
II.	Water and Sewer Extensions	Sec. 98-49	
	1" or less Water extension of front footage, per linear foot		\$30.00
	Greater than 1" water extension of front footage, per linear foot		At Cost
	Water extension of front footage, per linear foot outside CCR		At Cost
	4" Sewer extension of front footage, per linear foot		\$35.00
	Greater than 4" sewer extension of front footage, per linear foot		At Cost
	Sewer extension of front footage outside CCR		At Cost
	Water Taps and Meter Settings	Sec. 98-49	
	¾ inch tap		\$1,325.00 <u>\$1,500.00</u>
	1 inch tap		\$1,620.00 <u>\$1,800.00</u>
	1½ inch tap		\$2,025 or AT COST
	2 inch tap		AT COST + \$60/hour of labor and \$100/hour for Equipment – <u>MINIMUM of two hours</u>

	Greater than 2 inch tap		AT COST + \$60/hour of labor and \$100/hour for Equipment – <u>MINIMUM of two (2)</u> hours
	Water tap Impact fee		\$500.00 / Each street cut required
	Residential 4 inch sewer tap		\$1,620.00
	All other sewer taps		AT COST + \$60/hour of labor and \$100/hour for Equipment – <u>MINIMUM of two (2)</u> hours
	Sewer tap Impact fee		\$500.00 / Each street cut required
III.	Meter and Cutoff	Sec. 98-82	
	5/8 - inch meter		\$110.00 \$150.00
	3/4 - inch meter		\$110.00 \$150.00
	(a) Minimum charges for metered accounts - Residential Rates	Sec. 98- 93 83	
	¾-inch		\$8.00
	1-inch		\$11.00
	1½-inch		\$16.00
	2-inch		\$20.00
	Minimum charges for metered accounts - Commercial and Sul Ross State University Rates	Sec. 98- 93 83 (a)	
	¾-inch		\$9.00
	1-inch		\$12.00
	1½-inch		\$17.00
	2-inch		\$21.00
	3-inch		\$34.00
	4-inch		\$43.00
	6-inch		\$58.00
	8-inch		\$69.00
	(b) Residential and Commercial water rates per meter	Sec. 98- 93 83 (b)	
	Minimum for the first 2,000 gallons		\$8.57

	For every 1,000 gallons over 2,000 gallons		\$3.30
	For every 1,000 gallons over 5,000 gallons		\$3.35
	For every 1,000 gallons over 12,000 gallons		\$3.40
	For every 1,000 gallons over 25,000 gallons		\$3.50
	For every 1,000 gallons over 100,000 gallons		\$3.60
		<u>Sec. 98-85</u>	
	<u>Rates Outside the City Limits</u>		<u>Water Rates outside the City Limits shall be one and one-half times the minimum in-city amended rates</u>
	(c) Bulk water rates	Sec. 98-93 83 (c)	
	For first 1,000 gallons		\$50.00
	For the next 1,000 gallons and thereafter/per 1,000		\$45.00
	Effluent bulk water		
IV.	Delinquency	Sec. 98-86	
	Disconnect Fee		\$35.00
	Reconnect Fee		\$35.00
	Meter re-read after 1st re-read within 1 year of service		\$25.00
	Vacation fee on		\$25.00
	Vacation fee off		\$25.00
	Meter testing fee		At Cost
	Faulted Meters		Expense of the City
	Non-Faulted meters		Expense of the customer AT COST plus \$60/hour of labor and \$100/hour for <u>Equipment</u> – <u>MINIMUM of one (1) hour</u>
	Tampering Fee	Sec. 98-89	\$150.00 + Damages, any additional cost to fix, gas usage, and

			possible criminal charges
V.	(a) Sewer rates	Sec. 98-123	
	(1) Residential flat rate		\$15.50 <u>\$17.50</u>
	(2) Commercial		
	Minimum rates for the first 4,000 gallons on the average water consumption of the previous 12 months		\$14.55
	Minimum rates for every 1,000 gallons over 4,000		\$2.78
	Camera Fee		\$75.00
	Liquid sewage wastes fees	Sec. 98-196	
	0 to 300 gallons		\$50.00 <u>\$75.00</u>
	Spillage cleanup fee		\$100.00 <u>\$150.00</u>
VI.	Gas rates, deposits, and penalties	Sec. 98-333	
	(a) Gas rates		
	Gas rates are set by City Council via Contract with Natural Gas Vendor		
	To Determine the Spot Rate: Cost of gas 5% allowance for losses, Contracted Rate $\times$ 1.05 = Amount		
	Plus cost of service, City of Alpine		\$10.00 <u>\$11.00</u>
	-		
	Excess flow valve (EFV) in gas distribution systems: Effective June 20, 2017	Sec. 98-333	
	Poly Services		\$250.00
	Steel Services		\$750.00
	(b) Deposits	Sec. 98-333	
	Residential deposits		\$200.00

	Small commercial to include but not be limited to grocery stores, shops, storages, automatic laundry, automobile parking lots, bakery, bank, barber and beauty shops, billiard or pool hall, cafeteria, clinic, cleaning and pressing shops, drug store, filling station, florists shop, ice retail distributing, mortuaries, picture theater, office, radio repair and sales, real estate office, restaurants, taverns, radio studio, shoe repair, stores and shops for the sale of products at retail, stores and shops for custom work or the making of articles to be sold at retail on the premises, and studios (art, music, photo, etc.)		\$250.00
	Laundromats, recreational vehicle parks, washaterias and any small business franchise		\$500.00
	Housing units, industrial and/or agricultural users, motels and concrete plants		\$1,500.00
	(c) Penalties, disconnect, reconnect, and other miscellaneous service fees	Sec. 98-333	
	Meter re-read after first re-read within one year of service		\$25.00
	Vacation fee on		\$25.00
	Vacation off		\$25.00
	Customers with 500 MCF'S and over shall receive a \$3.00 per MMBTU discount.		
	Disconnect Fee		\$35.00
	Reconnect Fee		\$35.00
	Late Fee		%5 of Gas Billed
	Meter Guard Fee		\$200.00
	Tampering fee	Sec. 98-334	\$150.00 + Damages, any additional cost to fix, gas usage, and possible criminal charges

	Emergency Shut Off Valves - Customer Side		\$25.00 (If Gas Department Installs)
	Gas tap fees	Sec. 98-335	
	Retirement of gas tap		\$375.00
	1" gas tap		\$1,000.00
	Retirement of gas tap & relocate		\$1,375.00
	Over 1" gas tap		At Cost
	Main Extensions		\$10.00 per linear foot
	Gas tap Impact fee...\$500.00 each cut required		\$500.00 each cut required
VII.	Garbage		
	Garbage rates are set by City Council via Contract with Disposal Company		
	Garbage Permit Deposit		\$200.00

Appendix G. RG-530 Budget Worksheet

BUDGET		
Worksheet for YEAR:		
Average Rate of Inflation	2.20%	Current U. S. inflation rate is averaged at 2.2%
Average Rate of Growth or Decline	0.215%	May be best estimate or based on 2010 census
Current Reserve Account	\$0.00	Funds carried over from previous year (cash on hand)
Item	Amount	Comments and notes
Sewer Charges	\$750,000.00	Revenue from sewer utility (all customers)
Usage Fees and Service Charges	\$50,000.00	Include late payments, forfeited deposits, surcharges, impact fees, tap fees, etc.
Current Revenue from Interest, and Other Income	\$0.00	Interest accrued from reserve account or other investments and other income
Total Revenue	\$800,000.00	
Regular Maintenance and Repair	\$219,500.00	Cost of performing regular or routine maintenance and repair on equipment. This includes vehicle maintenance and fuel.
Utilities, Rent, and Other Overhead	\$200,714.00	Other overhead may include billing, building maintenance, cleaning, etc.
Salaries and Benefits	\$300,417.00	Include administrative and operations staff
Operating Supplies	\$8,900.00	Operating supplies not classified elsewhere. This includes safety gear or equipment, uniforms, janitorial expenses, etc.
Equipment Leases, Purchases, and Repairs	\$41,416.00	Include all equipment leases
Chemicals	\$35,000.00	Chemicals expensed in prior years, but not used, should be included for initial budgets
Monitoring and Testing	\$25,000.00	Include laboratory fees for projected monthly and annual sampling requirements
Insurance and Bonds	\$4,441.00	Costs of insuring buildings, equipment, etc.
Professional Services	\$15,000.00	Accounting, legal, engineering, and other professional fees
Training Costs and Licenses	\$5,000.00	Cost of operator training courses and license renewal fees
Security	\$0.00	Cost of maintaining security related items (fencing, alarms, etc.)
Debt payments	\$0.00	Include interest paid on debt
Transfer to Reserved Funds for Capital Expenditures	\$0.00	Amounts transferred to capital expenditures
Other	\$9,000.00	List other expenses not classified elsewhere. This includes computers, public notices, postage, printing, etc.
Total Expenses	\$864,388.00	
Net Income Budgeted	-\$64,388.00	

Appendix H. RG-530 Projected Revenues and Expenses Spreadsheet

Projected Revenues and Expenses Spreadsheet						
Year	0	1	2	3	4	5
Inflation		2.20%	2.20%	2.20%	2.20%	2.20%
Growth (based on 2010 census or estimated projections)		0.22%	0.22%	0.22%	0.22%	0.22%
CAPITAL EXPENDITURES BUDGET:						
Total Revenues	\$800,000.00	\$801,720.00	\$803,443.70	\$805,171.10	\$806,902.22	\$808,637.06
Total Expenses (from Budget)	\$864,388.00	\$883,404.54	\$902,839.44	\$922,701.90	\$943,001.35	\$963,747.37
Current Year Net Income	(\$64,388.00)	(\$81,684.54)	(\$99,395.74)	(\$117,530.80)	(\$136,099.13)	(\$155,110.32)
Reserve Account (beginning of year carry over)	\$0.00	(\$64,388.00)	(\$146,072.54)	(\$245,468.27)	(\$362,999.08)	(\$499,098.20)
Secured Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
End of Year Reserves	(\$64,388.00)	(\$146,072.54)	(\$245,468.27)	(\$362,999.08)	(\$499,098.20)	(\$654,208.52)
Projected Savings Needed for Capital Expenses		\$8,851,417.16	\$954,139.00	\$943,123.00	\$934,929.00	\$933,855.00
Shortfall in Reserved Savings		(\$8,997,489.70)	(\$1,199,607.27)	(\$1,306,122.08)	(\$1,434,027.20)	(\$1,588,063.52)
PROJECTED RATE INCREASE NEEDED						
*Monthly Rate Increase per Connection	2524	\$ (297.06)	\$ (39.61)	\$ (43.12)	\$ (47.35)	\$ (52.43)

* An independent rate study should be conducted for actual rate increases.

Appendix I. RG-530 Projected Capital Expenses

Projected Capital Expenses

Asset	Cost	Year Needed	No. of Years Until Action Needed	Reserve per Year	Reserve per Year	Reserve per Year	Reserve per Year	Reserve per Year	
				1	2	3	4	5	Total
WWTP ASSIST PUMP	\$10,779.20	13	13	\$829.17	\$829.00	\$829.00	\$829.00	\$829.00	\$4,145.17
WWTP ATTEND BUILDING	\$2,937.49	1	1	\$2,937.49	\$0.00	\$0.00	\$0.00	\$0.00	\$2,937.49
WWTP CHLORINATOR	\$28,784.82	1	1	\$28,784.82	\$0.00	\$0.00	\$0.00	\$0.00	\$28,784.82
WWTP CHLORINE AND	#####	9	9	\$146,448.61	\$146,449.00	\$146,449.00	\$146,449.00	\$146,449.00	\$732,244.61
WWTP CHLORINE AND	\$590,602.50	21	21	\$28,123.93	\$28,124.00	\$28,124.00	\$28,124.00	\$28,124.00	\$140,619.93
WWTP CHLORINE AND	\$5,574.74	9	9	\$619.42	\$619.00	\$619.00	\$619.00	\$619.00	\$3,095.42
WWTP CLARIFIER #1	#####	50	50	\$60,058.28	\$60,058.00	\$60,058.00	\$60,058.00	\$60,058.00	\$300,290.28
WWTP CLARIFIER #2	#####	24	24	\$115,973.57	\$115,974.00	\$115,974.00	\$115,974.00	\$115,974.00	\$579,869.57
WWTP COMMUNICATION	\$6,317.72	25	25	\$252.71	\$253.00	\$253.00	\$253.00	\$253.00	\$1,264.71
WWTP DECOMMISSIONED	\$25,000.00	1	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
WWTP EFFLUENT FLOW	\$7,452.43	5	5	\$1,490.49	\$1,490.00	\$1,490.00	\$1,490.00	\$1,490.00	\$7,450.49
WWTP EFFLUENT PUMP	\$15,225.58	9	9	\$1,691.73	\$1,692.00	\$1,692.00	\$1,692.00	\$1,692.00	\$8,459.73
WWTP FENCE GATE	\$5,904.76	6	6	\$984.13	\$984.00	\$984.00	\$984.00	\$984.00	\$4,920.13
WWTP GENERATOR	\$63,048.98	8	8	\$7,881.12	\$7,881.00	\$7,881.00	\$7,881.00	\$7,881.00	\$39,405.12
WWTP INFLUENT FLOW	\$7,452.43	5	5	\$1,490.49	\$1,490.00	\$1,490.00	\$1,490.00	\$1,490.00	\$7,450.49
WWTP LAB - PH METER	\$3,615.21	8	8	\$451.90	\$452.00	\$452.00	\$452.00	\$452.00	\$2,259.90
WWTP LAB - QUANTI TRAY	\$5,497.01	7	7	\$785.29	\$785.00	\$785.00	\$785.00	\$785.00	\$3,925.29
WWTP LIFT STATION -	\$5,110.00	1	1	\$5,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,110.00
WWTP LIFT STATION -	\$5,110.00	1	1	\$5,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,110.00
WWTP LIFT STATION -	\$11,645.45	7	7	\$1,663.64	\$1,664.00	\$1,664.00	\$1,664.00	\$1,664.00	\$8,319.64
WWTP LIFT STATION -	\$533.73	3	3	\$177.91	\$178.00	\$178.00	\$0.00	\$0.00	\$533.91
WWTP LIFT STATION -	\$10,235.61	11	11	\$930.51	\$931.00	\$931.00	\$931.00	\$931.00	\$4,654.51
WWTP LIFT STATION -	\$10,235.61	11	11	\$930.51	\$931.00	\$931.00	\$931.00	\$931.00	\$4,654.51
WWTP LIFT STATION -	\$10,235.61	11	11	\$930.51	\$931.00	\$931.00	\$931.00	\$931.00	\$4,654.51
WWTP LIFT STATION -	\$10,235.61	11	11	\$930.51	\$931.00	\$931.00	\$931.00	\$931.00	\$4,654.51
WWTP MECHANICAL BAR	\$103,733.88	25	25	\$4,149.36	\$4,149.00	\$4,149.00	\$4,149.00	\$4,149.00	\$20,745.36
WWTP MOBILE BELT	\$230,977.01	9	9	\$25,664.11	\$25,664.00	\$25,664.00	\$25,664.00	\$25,664.00	\$128,320.11
WWTP MODULAR OFFICE	\$101,778.31	23	23	\$4,425.14	\$4,425.00	\$4,425.00	\$4,425.00	\$4,425.00	\$22,125.14
WWTP OUTFALL LINE	\$481,411.10	1	1	\$481,411.10	\$0.00	\$0.00	\$0.00	\$0.00	\$481,411.10
WWTP OXIDATION DITCH	#####	23	23	\$171,504.92	\$171,505.00	\$171,505.00	\$171,505.00	\$171,505.00	\$857,524.92
WWTP OXIDATION DITCH - AERATOR #1	\$59,342.18	17	17	\$3,490.72	\$3,491.00	\$3,491.00	\$3,491.00	\$3,491.00	\$17,454.72
WWTP OXIDATION DITCH - AERATOR #2	\$60,647.71	18	18	\$3,369.32	\$3,369.00	\$3,369.00	\$3,369.00	\$3,369.00	\$16,845.32
WWTP OXIDATION DITCH - FLOATING AERATOR (SPARE)	\$30,906.36	13	13	\$2,377.41	\$2,377.00	\$2,377.00	\$2,377.00	\$2,377.00	\$11,885.41
WWTP OXIDATION DITCH AERATION SYSTEM	#####	48	48	\$48,503.35	\$48,503.00	\$48,503.00	\$48,503.00	\$48,503.00	\$242,515.35
WWTP PORTABLE BUILDING (8' X 12')	\$5,532.47	26	26	\$212.79	\$213.00	\$213.00	\$213.00	\$213.00	\$1,064.79
WWTP RAS/WAS PUMP #1	\$15,831.12	6	6	\$2,638.52	\$2,639.00	\$2,639.00	\$2,639.00	\$2,639.00	\$13,194.52
WWTP RAS/WAS PUMP #2	\$16,535.35	8	8	\$2,066.92	\$2,067.00	\$2,067.00	\$2,067.00	\$2,067.00	\$10,334.92
WWTP SCADA SYSTEM	\$8,080.20	10	10	\$808.02	\$808.00	\$808.00	\$808.00	\$808.00	\$4,040.02
WWTP SEWER INFLUENT CONTROL PANEL	\$23,894.84	7	7	\$3,413.55	\$3,414.00	\$3,414.00	\$3,414.00	\$3,414.00	\$17,069.55
WWTP SLUDGE DEWATERING BOX #1	\$46,591.34	10	10	\$4,659.13	\$4,659.00	\$4,659.00	\$4,659.00	\$4,659.00	\$23,295.13
WWTP SLUDGE DEWATERING BOX #2	\$44,041.57	11	11	\$4,003.78	\$4,004.00	\$4,004.00	\$4,004.00	\$4,004.00	\$20,019.78
WWTP SLUDGE DRYING BEDS 4 & 5	\$341,495.23	20	20	\$17,074.76	\$17,075.00	\$17,075.00	\$17,075.00	\$17,075.00	\$85,374.76
WWTP SLUDGE DRYING BEDS 6-9	\$682,990.46	20	20	\$34,149.52	\$34,150.00	\$34,150.00	\$34,150.00	\$34,150.00	\$170,749.52
LANDFILL	#####	17	17	\$64,005.49	\$64,005.00	\$64,005.00	\$64,005.00	\$64,005.00	\$320,025.49
LANDFILL	\$536,429.38	18	18	\$29,801.63	\$29,802.00	\$29,802.00	\$29,802.00	\$29,802.00	\$149,009.63
HOLIDAY INN LIFT STATION - CHECK VALVE #1	\$13,605.40	46	46	\$295.77	\$296.00	\$296.00	\$296.00	\$296.00	\$1,479.77
HOLIDAY INN LIFT STATION - CHECK VALVE #2	\$13,605.40	46	46	\$295.77	\$296.00	\$296.00	\$296.00	\$296.00	\$1,479.77

HOLIDAY INN LIFT STATION - CHOPPER PUMP #1	\$27,731.10	8	8	\$3,466.39	\$3,466.00	\$3,466.00	\$3,466.00	\$3,466.00	\$17,330.39
HOLIDAY INN LIFT STATION - CHOPPER PUMP #2	\$29,601.91	11	11	\$2,691.08	\$2,691.00	\$2,691.00	\$2,691.00	\$2,691.00	\$13,455.08
HOLIDAY INN LIFT STATION - CHOPPER PUMP SPARE (PROPOSED)	\$23,812.82	16	16	\$1,488.30	\$1,488.00	\$1,488.00	\$1,488.00	\$1,488.00	\$7,440.30
HOLIDAY INN LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
HOLIDAY INN LIFT STATION - FLOATS	\$569.74	6	6	\$94.96	\$95.00	\$95.00	\$95.00	\$95.00	\$474.96
HOLIDAY INN LIFT STATION - SCADA	\$5,950.82	8	8	\$743.85	\$744.00	\$744.00	\$744.00	\$744.00	\$3,719.85
MURPHY LIFT STATION - CHECK VALVE #1	\$5,574.74	5	5	\$1,114.95	\$1,115.00	\$1,115.00	\$1,115.00	\$1,115.00	\$5,574.95
MURPHY LIFT STATION - CHECK VALVE #2	\$5,574.74	5	5	\$1,114.95	\$1,115.00	\$1,115.00	\$1,115.00	\$1,115.00	\$5,574.95
MURPHY LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
MURPHY LIFT STATION - FLOATS	\$511.00	1	1	\$511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$511.00
MURPHY LIFT STATION - PUMP #1 (5 HP)	\$8,176.00	1	1	\$8,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,176.00
MURPHY LIFT STATION - PUMP #2 (5 HP)	\$8,176.00	1	1	\$8,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,176.00
MURPHY LIFT STATION - PUMP SPARE (PROPOSED)	\$8,176.00	16	16	\$511.00	\$511.00	\$511.00	\$511.00	\$511.00	\$2,555.00
MURPHY LIFT STATION - SCADA	\$5,950.82	8	8	\$743.85	\$744.00	\$744.00	\$744.00	\$744.00	\$3,719.85
OLD MARATHON LIFT STATION - CHECK VALVE #1	\$13,025.95	44	44	\$296.04	\$296.00	\$296.00	\$296.00	\$296.00	\$1,480.04
OLD MARATHON LIFT STATION - CHECK VALVE #2	\$13,025.95	44	44	\$296.04	\$296.00	\$296.00	\$296.00	\$296.00	\$1,480.04
OLD MARATHON LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
OLD MARATHON LIFT STATION - FLOATS	\$608.17	9	9	\$67.57	\$68.00	\$68.00	\$68.00	\$68.00	\$339.57
OLD MARATHON LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	\$10,498.81	7	7	\$1,499.83	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$7,499.83
OLD MARATHON LIFT STATION - PUMP #2 (5 HP GORMAN RUPP)	\$10,729.78	8	8	\$1,341.22	\$1,341.00	\$1,341.00	\$1,341.00	\$1,341.00	\$6,705.22
OLD MARATHON LIFT STATION - PUMP SPARE (PROPOSED)	\$9,213.71	16	16	\$575.86	\$576.00	\$576.00	\$576.00	\$576.00	\$2,879.86
OLD MARATHON LIFT STATION - SCADA	\$5,950.82	8	8	\$743.85	\$744.00	\$744.00	\$744.00	\$744.00	\$3,719.85
STUECKES LIFT STATION - CHECK VALVE #1	\$14,210.62	48	48	\$296.05	\$296.00	\$296.00	\$296.00	\$296.00	\$1,480.05
STUECKES LIFT STATION - CHECK VALVE #2	\$14,210.62	48	48	\$296.05	\$296.00	\$296.00	\$296.00	\$296.00	\$1,480.05
STUECKES LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
STUECKES LIFT STATION - FLOATS	\$511.00	1	1	\$511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$511.00
STUECKES LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	\$8,355.87	2	2	\$4,177.94	\$4,178.00	\$0.00	\$0.00	\$0.00	\$8,355.94
STUECKES LIFT STATION - PUMP #2 (7.5 HP GORMAN RUPP)	\$10,444.84	2	2	\$5,222.42	\$5,222.00	\$0.00	\$0.00	\$0.00	\$10,444.42

STUECKES LIFT STATION - PUMP SPARE (PROPOSED)	\$10,220.00	16	16	\$638.75	\$639.00	\$639.00	\$639.00	\$639.00	\$3,194.75
STUECKES LIFT STATION - SCADA	\$5,950.82	8	8	\$743.85	\$744.00	\$744.00	\$744.00	\$744.00	\$3,719.85
SEWER LINE MANHOLE(S)	\$9,297.28	1	1	\$9,297.28	\$0.00	\$0.00	\$0.00	\$0.00	\$9,297.28
SEWER LINE MANHOLE(S)	\$79,690.98	1	1	\$79,690.98	\$0.00	\$0.00	\$0.00	\$0.00	\$79,690.98
SEWER LINE MANHOLE(S)	\$25,235.48	1	1	\$25,235.48	\$0.00	\$0.00	\$0.00	\$0.00	\$25,235.48
SEWER LINE MANHOLE(S)	\$7,969.10	1	1	\$7,969.10	\$0.00	\$0.00	\$0.00	\$0.00	\$7,969.10
SEWER LINE MANHOLE(S)	\$12,508.14	1	1	\$12,508.14	\$0.00	\$0.00	\$0.00	\$0.00	\$12,508.14
SEWER LINE MANHOLE(S)	\$107,212.63	1	1	\$107,212.63	\$0.00	\$0.00	\$0.00	\$0.00	\$107,212.63
SEWER LINE MANHOLE(S)	\$33,950.67	1	1	\$33,950.67	\$0.00	\$0.00	\$0.00	\$0.00	\$33,950.67
SEWER LINE MANHOLE(S)	\$10,721.26	1	1	\$10,721.26	\$0.00	\$0.00	\$0.00	\$0.00	\$10,721.26
SEWER LINE MANHOLE(S)	\$16,769.98	1	1	\$16,769.98	\$0.00	\$0.00	\$0.00	\$0.00	\$16,769.98
SEWER LINE MANHOLE(S)	\$134,159.84	1	1	\$134,159.84	\$0.00	\$0.00	\$0.00	\$0.00	\$134,159.84
SEWER LINE MANHOLE(S)	\$45,278.95	1	1	\$45,278.95	\$0.00	\$0.00	\$0.00	\$0.00	\$45,278.95
SEWER LINE MANHOLE(S)	\$11,738.99	1	1	\$11,738.99	\$0.00	\$0.00	\$0.00	\$0.00	\$11,738.99
SEWER LINE MANHOLE(S)	\$123,340.45	1	1	\$123,340.45	\$0.00	\$0.00	\$0.00	\$0.00	\$123,340.45
SEWER LINE MANHOLE(S)	\$15,417.56	1	1	\$15,417.56	\$0.00	\$0.00	\$0.00	\$0.00	\$15,417.56
SEWER LINE MANHOLE(S)	\$40,085.65	1	1	\$40,085.65	\$0.00	\$0.00	\$0.00	\$0.00	\$40,085.65
SEWER LINE MANHOLE(S)	\$10,792.29	1	1	\$10,792.29	\$0.00	\$0.00	\$0.00	\$0.00	\$10,792.29
SEWER LINE MANHOLE(S)	\$15,503.03	1	1	\$15,503.03	\$0.00	\$0.00	\$0.00	\$0.00	\$15,503.03
SEWER LINE MANHOLE(S)	\$124,024.24	1	1	\$124,024.24	\$0.00	\$0.00	\$0.00	\$0.00	\$124,024.24
SEWER LINE MANHOLE(S)	\$40,307.88	1	1	\$40,307.88	\$0.00	\$0.00	\$0.00	\$0.00	\$40,307.88
SEWER LINE MANHOLE(S)	\$10,852.12	1	1	\$10,852.12	\$0.00	\$0.00	\$0.00	\$0.00	\$10,852.12
SEWER LINE MANHOLE(S)	\$8,905.66	9	9	\$989.52	\$990.00	\$990.00	\$990.00	\$990.00	\$4,949.52
SEWER LINE MANHOLE(S)	\$73,026.40	9	9	\$8,114.04	\$8,114.00	\$8,114.00	\$8,114.00	\$8,114.00	\$40,570.04
SEWER LINE MANHOLE(S)	\$23,154.71	9	9	\$2,572.75	\$2,573.00	\$2,573.00	\$2,573.00	\$2,573.00	\$12,864.75
SEWER LINE MANHOLE(S)	\$8,905.66	9	9	\$989.52	\$990.00	\$990.00	\$990.00	\$990.00	\$4,949.52
SEWER LINE MANHOLE(S)	\$7,851.82	24	24	\$327.16	\$327.00	\$327.00	\$327.00	\$327.00	\$1,635.16
SEWER LINE MANHOLE(S)	\$7,317.48	26	26	\$281.44	\$281.00	\$281.00	\$281.00	\$281.00	\$1,405.44
SEWER PIPES	\$9,726.67	1	1	\$9,726.67	\$0.00	\$0.00	\$0.00	\$0.00	\$9,726.67
SEWER PIPES	\$68,534.24	1	1	\$68,534.24	\$0.00	\$0.00	\$0.00	\$0.00	\$68,534.24
SEWER PIPES	\$903,217.59	1	1	\$903,217.59	\$0.00	\$0.00	\$0.00	\$0.00	\$903,217.59
SEWER PIPES	\$325,211.65	1	1	\$325,211.65	\$0.00	\$0.00	\$0.00	\$0.00	\$325,211.65
SEWER PIPES	\$61,468.58	1	1	\$61,468.58	\$0.00	\$0.00	\$0.00	\$0.00	\$61,468.58
SEWER PIPES	\$810,098.65	1	1	\$810,098.65	\$0.00	\$0.00	\$0.00	\$0.00	\$810,098.65
SEWER PIPES	\$65,929.98	1	1	\$65,929.98	\$0.00	\$0.00	\$0.00	\$0.00	\$65,929.98
SEWER PIPES	\$868,847.87	1	1	\$868,847.87	\$0.00	\$0.00	\$0.00	\$0.00	\$868,847.87
SEWER PIPES	\$261,611.69	1	1	\$261,611.69	\$0.00	\$0.00	\$0.00	\$0.00	\$261,611.69
SEWER PIPES	\$698,931.77	1	1	\$698,931.77	\$0.00	\$0.00	\$0.00	\$0.00	\$698,931.77
SEWER PIPES	\$280,599.52	1	1	\$280,599.52	\$0.00	\$0.00	\$0.00	\$0.00	\$280,599.52
SEWER PIPES	\$42,664.34	1	1	\$42,664.34	\$0.00	\$0.00	\$0.00	\$0.00	\$42,664.34
SEWER PIPES	\$562,245.29	1	1	\$562,245.29	\$0.00	\$0.00	\$0.00	\$0.00	\$562,245.29
SEWER PIPES	\$225,724.12	1	1	\$225,724.12	\$0.00	\$0.00	\$0.00	\$0.00	\$225,724.12
SEWER PIPES	\$406,303.41	1	1	\$406,303.41	\$0.00	\$0.00	\$0.00	\$0.00	\$406,303.41
SEWER PIPES	\$4,298.46	4	4	\$1,074.62	\$1,075.00	\$1,075.00	\$1,074.00	\$0.00	\$4,298.62

SEWER PIPES	\$20,423.64	9	9	\$2,269.29	\$2,269.00	\$2,269.00	\$2,269.00	\$2,269.00	\$11,345.29
SEWER PIPES	\$269,164.63	9	9	\$29,907.18	\$29,907.00	\$29,907.00	\$29,907.00	\$29,907.00	\$149,535.18
SEWER PIPES	\$216,110.65	9	9	\$24,012.29	\$24,012.00	\$24,012.00	\$24,012.00	\$24,012.00	\$120,060.29
SEWER PIPES	\$1,513.96	17	17	\$89.06	\$89.00	\$89.00	\$89.00	\$89.00	\$445.06
SEWER PIPES	\$2,671.70	17	17	\$157.16	\$157.00	\$157.00	\$157.00	\$157.00	\$785.16
SEWER PIPES	\$3,933.33	19	19	\$207.02	\$207.00	\$207.00	\$207.00	\$207.00	\$1,035.02
SEWER PIPES	\$4,213.55	1	1	\$4,213.55	\$0.00	\$0.00	\$0.00	\$0.00	\$4,213.55
SEWER PIPES	\$14,100.63	20	20	\$705.03	\$705.00	\$705.00	\$705.00	\$705.00	\$3,525.03
SEWER PIPES	\$18,054.74	21	21	\$859.75	\$860.00	\$860.00	\$860.00	\$860.00	\$4,299.75
SEWER PIPES	\$1,172.58	25	25	\$46.90	\$47.00	\$47.00	\$47.00	\$47.00	\$234.90
SEWER PIPES	\$5,153.41	25	25	\$206.14	\$206.00	\$206.00	\$206.00	\$206.00	\$1,030.14
SEWER PIPES	\$5,319.65	25	25	\$212.79	\$213.00	\$213.00	\$213.00	\$213.00	\$1,064.79
SEWER PIPES	\$7,302.64	19	19	\$384.35	\$384.00	\$384.00	\$384.00	\$384.00	\$1,920.35
SEWER PIPES AND MANHOLE(S)	\$162,830.78	1	1	\$162,830.78	\$0.00	\$0.00	\$0.00	\$0.00	\$162,830.78
SEWER PIPES AND MANHOLE(S)	\$12,199.95	1	1	\$12,199.95	\$0.00	\$0.00	\$0.00	\$0.00	\$12,199.95
SEWER PIPES AND MANHOLE(S)	\$48,488.34	10	10	\$4,848.83	\$4,849.00	\$4,849.00	\$4,849.00	\$4,849.00	\$24,244.83
SEWER PIPES AND MANHOLE(S) - COVEY LANE	\$18,439.02	26	26	\$709.19	\$709.00	\$709.00	\$709.00	\$709.00	\$3,545.19
SEWER PIPES AND MANHOLE(S) - QUAIL RIDGE	\$41,559.74	29	29	\$1,433.09	\$1,433.00	\$1,433.00	\$1,433.00	\$1,433.00	\$7,165.09
SEWER PIPES AND MANHOLE(S) - SCOWNS ADDITION	\$40,360.44	21	21	\$1,921.93	\$1,922.00	\$1,922.00	\$1,922.00	\$1,922.00	\$9,609.93
BACKHOE	\$104,585.21	9	9	\$11,620.58	\$11,621.00	\$11,621.00	\$11,621.00	\$11,621.00	\$58,104.58
BOBCAT	\$45,380.78	27	27	\$1,680.77	\$1,681.00	\$1,681.00	\$1,681.00	\$1,681.00	\$8,404.77
FLATBED W/ RECEIVER & TOOL BOXES	\$5,167.01	10	10	\$516.70	\$517.00	\$517.00	\$517.00	\$517.00	\$2,584.70
PRESSURE WASHER - GAS POWERED	\$3,647.22	6	6	\$607.87	\$608.00	\$608.00	\$608.00	\$608.00	\$3,039.87
PUSH CAMERA - 10" LCD MONITOR	\$7,059.01	12	12	\$588.25	\$588.00	\$588.00	\$588.00	\$588.00	\$2,940.25
RODDER	\$60,055.11	10	10	\$6,005.51	\$6,006.00	\$6,006.00	\$6,006.00	\$6,006.00	\$30,029.51
SEWER JETTER/TRAILER	\$60,828.44	1	1	\$60,828.44	\$0.00	\$0.00	\$0.00	\$0.00	\$60,828.44
TRACTOR LAWN MOWER	\$3,232.07	2	2	\$1,616.03	\$1,616.00	\$0.00	\$0.00	\$0.00	\$3,232.03
TRASH PUMP 3"	\$4,158.00	11	11	\$378.00	\$378.00	\$378.00	\$378.00	\$378.00	\$1,890.00
TRASH PUMP 4"	\$4,393.55	8	8	\$549.19	\$549.00	\$549.00	\$549.00	\$549.00	\$2,745.19
VEHICLE - 2018 FORD F- 250	\$24,044.36	3	3	\$8,014.79	\$8,015.00	\$8,015.00	\$0.00	\$0.00	\$24,044.79
VEHICLE - 2024 CHEVROLET DOUBLE CAB	\$51,608.32	9	9	\$5,734.26	\$5,734.00	\$5,734.00	\$5,734.00	\$5,734.00	\$28,670.26
VEHICLE - 2024 FORD F- 250	\$61,062.41	9	9	\$6,784.71	\$6,785.00	\$6,785.00	\$6,785.00	\$6,785.00	\$33,924.71
WELL & WATER PIPES, NON-POTABLE	\$584,630.25	1	1	\$584,630.25	\$0.00	\$0.00	\$0.00	\$0.00	\$584,630.25
Total	#####			#####	\$954,139.00	\$943,123.00	\$934,929.00	\$933,855.00	#####

Appendix J. RG-530 Analysis Excluding Pipe and Manholes

Worksheet 1. System Inventory and Prioritization

Worksheet 1. System Inventory and Prioritization							
Date (Month and Day):		Year:		4/24/2025			
		☒ Initial Inventory		☐ Update			
1. Asset	2. Redundancy	3. Expected Useful Life (Years)	4. Age (Years)	5. Remaining Useful Life (Years)	6. Expected Replacement or Refurbishment Year	7. Cost to Replace	8. Priority (Rank 1 to 5)
<i>Example : Totalizing flow meter, 2003</i>	None	15	12	3	3	\$5,000	2
WWTP ASSIST PUMP	No	15	2	13	13	\$10,779	4
WWTP ATTEND BUILDING	No	30	31	-1	-1	\$2,937	1
WWTP CHLORINATOR AND SULFUR DIOXIDE EQUIPMENT	No	7	6	1	1	\$28,785	1
WWTP CHLORINE AND SO2 CONTACT BASIN #1	Yes	50	41	9	9	\$1,318,037	3
WWTP CHLORINE AND SO2 CONTACT BASIN #2	Yes	50	29	21	21	\$590,603	5
WWTP CHLORINE AND SO2 EQUIPMENT FLOW PACING (PROPOSED)	No	7	-2	9	9	\$5,575	3
WWTP CLARIFIER #1	Yes	50	0	50	50	\$3,002,914	5
WWTP CLARIFIER #2	Yes	50	26	24	24	\$2,783,366	5
WWTP COMMUNICATION TOWER SECTIONS	No	30	5	25	25	\$6,318	5
WWTP DECOMMISSIONED OXIDATION DITCH (OVERFLOW)	No	50	53	-3	-3	\$1,026,573	2
WWTP EFFLUENT FLOW METER & SENSOR	No	10	5	5	5	\$7,452	3
WWTP EFFLUENT PUMP (GORMAN RUPP)	No	15	6	9	9	\$15,226	3
WWTP FENCE GATE (AUTOMATIC)	No	10	4	6	6	\$5,905	3
WWTP GENERATOR	No	20	12	8	8	\$63,049	3
WWTP INFLUENT FLOW METER & SENSOR	No	10	5	5	5	\$7,452	3
WWTP LAB - PH METER	No	10	2	8	8	\$3,615	3
WWTP LAB - QUANTI TRAY SEALER PLUS	No	10	3	7	7	\$5,497	3
WWTP LIFT STATION - CHECK VALVE #1	Yes	50	57	-7	-7	\$5,110	1
WWTP LIFT STATION - CHECK VALVE #2	Yes	50	57	-7	-7	\$5,110	1
WWTP LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	5	7	7	\$11,645	3
WWTP LIFT STATION - FLOATS	No	10	7	3	3	\$534	2
WWTP LIFT STATION - PUMP #1	Yes	15	4	11	11	\$10,236	4
WWTP LIFT STATION - PUMP #2	Yes	15	4	11	11	\$10,236	4
WWTP LIFT STATION - PUMP #3	Yes	15	4	11	11	\$10,236	4
WWTP LIFT STATION - PUMP SPARE	Yes	15	4	11	11	\$10,236	1
WWTP MECHANICAL BAR SCREEN/MULTIRAKE	No	30	5	25	25	\$103,734	5
WWTP MOBILE BELT PRESS (REFURBISHED)	No	15	6	9	9	\$230,977	3
WWTP MODULAR OFFICE BUILDING	No	30	7	23	23	\$101,778	5
WWTP OUTFALL LINE	No	50	55	-5	-5	\$481,411	1
WWTP OXIDATION DITCH	No	50	27	23	23	\$3,944,613	5
WWTP OXIDATION DITCH - AERATOR #1	Yes	20	3	17	17	\$59,342	5

WWTP OXIDATION DITCH - AERATOR #2	Yes	20	2	18	18	\$60,648	5
WWTP OXIDATION DITCH - FLOATING AERATOR (SPARE)	Yes	20	7	13	13	\$30,906	4
WWTP OXIDATION DITCH AERATION SYSTEM	No	50	2	48	48	\$2,328,161	5
WWTP PORTABLE BUILDING (8' X 12')	No	30	4	26	26	\$5,532	5
WWTP RAS/WAS PUMP #1	Yes	10	4	6	6	\$15,831	3
WWTP RAS/WAS PUMP #2	Yes	10	2	8	8	\$16,535	3
WWTP SCADA SYSTEM	No	10	0	10	10	\$8,080	4
WWTP SEWER INFLUENT CONTROL PANEL	No	12	5	7	7	\$23,895	3
WWTP SLUDGE DEWATERING BOX #1	No	20	10	10	10	\$46,591	4
WWTP SLUDGE DEWATERING BOX #2	No	20	9	11	11	\$44,042	4
WWTP SLUDGE DRYING BEDS 4 & 5	Yes	20	0	20	20	\$341,495	5
WWTP SLUDGE DRYING BEDS 6-9	Yes	20	0	20	20	\$682,990	5
LANDFILL	Yes	50	33	17	17	\$1,088,093	5
LANDFILL	Yes	50	32	18	18	\$536,429	5
HOLIDAY INN LIFT STATION - CHECK VALVE #1	Yes	50	4	46	46	\$13,605	5
HOLIDAY INN LIFT STATION - CHECK VALVE #2	Yes	50	4	46	46	\$13,605	5
HOLIDAY INN LIFT STATION - CHOPPER PUMP #1	Yes	15	7	8	8	\$27,731	3
HOLIDAY INN LIFT STATION - CHOPPER PUMP #2	Yes	15	4	11	11	\$29,602	4
HOLIDAY INN LIFT STATION - CHOPPER PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$23,813	1
HOLIDAY INN LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	13	-1	-1	\$10,220	1
HOLIDAY INN LIFT STATION - FLOATS	No	10	4	6	6	\$570	3
HOLIDAY INN LIFT STATION - SCADA	No	10	2	8	8	\$5,951	3
MURPHY LIFT STATION - CHECK VALVE #1	Yes	50	45	5	5	\$5,575	3
MURPHY LIFT STATION - CHECK VALVE #2	Yes	50	45	5	5	\$5,575	3
MURPHY LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	45	-33	-33	\$10,220	1
MURPHY LIFT STATION - FLOATS	No	10	45	-35	-35	\$511	1
MURPHY LIFT STATION - PUMP #1 (5 HP)	Yes	15	40	-25	-25	\$8,176	1
MURPHY LIFT STATION - PUMP #2 (5 HP)	Yes	15	40	-25	-25	\$8,176	1
MURPHY LIFT STATION - PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$8,176	1
MURPHY LIFT STATION - SCADA	No	10	2	8	8	\$5,951	3
OLD MARATHON LIFT STATION - CHECK VALVE #1	Yes	50	6	44	44	\$13,026	5
OLD MARATHON LIFT STATION - CHECK VALVE #2	Yes	50	6	44	44	\$13,026	5

OLD MARATHON LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	13	-1	-1	\$10,220	1
OLD MARATHON LIFT STATION - FLOATS	No	10	1	9	9	\$608	3
OLD MARATHON LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	Yes	15	8	7	7	\$10,499	3
OLD MARATHON LIFT STATION - PUMP #2 (5 HP GORMAN RUPP)	Yes	15	7	8	8	\$10,730	3
OLD MARATHON LIFT STATION - PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$9,214	1
OLD MARATHON LIFT STATION - SCADA	No	10	2	8	8	\$5,951	3
STUECKES LIFT STATION - CHECK VALVE #1	Yes	50	2	48	48	\$14,211	5
STUECKES LIFT STATION - CHECK VALVE #2	Yes	50	2	48	48	\$14,211	5
STUECKES LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	13	-1	-1	\$10,220	1
STUECKES LIFT STATION - FLOATS	No	10	12	-2	-2	\$511	1
STUECKES LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	Yes	15	13	2	2	\$8,356	2
STUECKES LIFT STATION - PUMP #2 (7.5 HP GORMAN RUPP)	Yes	15	13	2	2	\$10,445	2
STUECKES LIFT STATION - PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$10,220	1
STUECKES LIFT STATION - SCADA	No	10	2	8	8	\$5,951	3
SEWER LINE MANHOLE(S)	No	50	86	-36	-36	\$9,297	1
SEWER LINE MANHOLE(S)	No	50	86	-36	-36	\$79,691	1
SEWER LINE MANHOLE(S)	No	50	86	-36	-36	\$25,235	1
SEWER LINE MANHOLE(S)	No	50	86	-36	-36	\$7,969	1
SEWER LINE MANHOLE(S)	No	50	81	-31	-31	\$12,508	1
SEWER LINE MANHOLE(S)	No	50	81	-31	-31	\$107,213	1
SEWER LINE MANHOLE(S)	No	50	81	-31	-31	\$33,951	1
SEWER LINE MANHOLE(S)	No	50	81	-31	-31	\$10,721	1
SEWER LINE MANHOLE(S)	No	50	71	-21	-21	\$16,770	1
SEWER LINE MANHOLE(S)	No	50	71	-21	-21	\$134,160	1
SEWER LINE MANHOLE(S)	No	50	71	-21	-21	\$45,279	1
SEWER LINE MANHOLE(S)	No	50	71	-21	-21	\$11,739	1
SEWER LINE MANHOLE(S)	No	50	61	-11	-11	\$123,340	1
SEWER LINE MANHOLE(S)	No	50	61	-11	-11	\$15,418	1
SEWER LINE MANHOLE(S)	No	50	61	-11	-11	\$40,086	1
SEWER LINE MANHOLE(S)	No	50	61	-11	-11	\$10,792	1
SEWER LINE MANHOLE(S)	No	50	51	-1	-1	\$15,503	1
SEWER LINE MANHOLE(S)	No	50	51	-1	-1	\$124,024	1
SEWER LINE MANHOLE(S)	No	50	51	-1	-1	\$40,308	1
SEWER LINE MANHOLE(S)	No	50	51	-1	-1	\$10,852	1
SEWER LINE MANHOLE(S)	No	50	41	9	9	\$8,906	3
SEWER LINE MANHOLE(S)	No	50	41	9	9	\$73,026	3
SEWER LINE MANHOLE(S)	No	50	41	9	9	\$23,155	3
SEWER LINE MANHOLE(S)	No	50	41	9	9	\$8,906	3
SEWER LINE MANHOLE(S)	No	50	26	24	24	\$7,852	5
SEWER LINE MANHOLE(S)	No	50	24	26	26	\$7,317	5
SEWER PIPES	No	50	114	-64	-64	\$9,727	1
SEWER PIPES	No	50	86	-36	-36	\$68,534	1
SEWER PIPES	No	50	86	-36	-36	\$903,218	1
SEWER PIPES	No	50	81	-31	-31	\$325,212	1
SEWER PIPES	No	50	81	-31	-31	\$61,469	1
SEWER PIPES	No	50	81	-31	-31	\$810,099	1
SEWER PIPES	No	50	71	-21	-21	\$65,930	1
SEWER PIPES	No	50	71	-21	-21	\$868,848	1
SEWER PIPES	No	50	71	-21	-21	\$261,612	1

SEWER PIPES	No	50	61	-11	-11	\$698,932	1
SEWER PIPES	No	50	61	-11	-11	\$280,600	1
SEWER PIPES	No	50	51	-1	-1	\$42,664	1
SEWER PIPES	No	50	51	-1	-1	\$562,245	1
SEWER PIPES	No	50	51	-1	-1	\$225,724	1
SEWER PIPES	No	50	51	-1	-1	\$406,303	1
SEWER PIPES	No	50	46	4	4	\$4,298	2
SEWER PIPES	No	50	41	9	9	\$20,424	3
SEWER PIPES	No	50	41	9	9	\$269,165	3
SEWER PIPES	No	50	41	9	9	\$216,111	3
SEWER PIPES	No	50	33	17	17	\$1,514	5
SEWER PIPES	No	50	33	17	17	\$2,672	5
SEWER PIPES	No	50	31	19	19	\$3,933	5
SEWER PIPES	No	20	31	-11	-11	\$4,214	1
SEWER PIPES	No	50	30	20	20	\$14,101	5
SEWER PIPES	No	50	29	21	21	\$18,055	5
SEWER PIPES	No	50	25	25	25	\$1,173	5
SEWER PIPES	No	50	25	25	25	\$5,153	5
SEWER PIPES	No	50	25	25	25	\$5,320	5
SEWER PIPES	No	50	31	19	19	\$7,303	5
SEWER PIPES AND MANHOLE(S)	No	50	105	-55	-55	\$162,831	1
SEWER PIPES AND MANHOLE(S)	No	50	52	-2	-2	\$12,200	1
SEWER PIPES AND MANHOLE(S)	No	50	40	10	10	\$48,488	4
SEWER PIPES AND MANHOLE(S) - COVEY LANE	No	50	24	26	26	\$18,439	5
SEWER PIPES AND MANHOLE(S) - QUAIL RIDGE	No	50	21	29	29	\$41,560	5
SEWER PIPES AND MANHOLE(S) - SCOWNS ADDITION	No	50	29	21	21	\$40,360	5
BACKHOE	Yes	40	31	9	9	\$104,585	3
BOBCAT	Yes	40	13	27	27	\$45,381	5
FLATBED W/ RECEIVER & TOOL BOXES	Yes	15	5	10	10	\$5,167	4
PRESSURE WASHER - GAS POWERED	No	10	4	6	6	\$3,647	3
PUSH CAMERA - 10" LCD MONITOR	No	20	8	12	12	\$7,059	4
RODDER	No	10	0	10	10	\$60,055	4
SEWER JETTER/TRAILER	No	10	15	-5	-5	\$60,828	1
TRACTOR LAWN MOWER	No	10	8	2	2	\$3,232	2
TRASH PUMP 3"	Yes	15	4	11	11	\$4,158	4
TRASH PUMP 4"	Yes	15	7	8	8	\$4,394	3
VEHICLE - 2018 FORD F-250	Yes	10	7	3	3	\$24,044	2
VEHICLE - 2024 CHEVROLET DOUBLE CAB	Yes	10	1	9	9	\$51,608	3
VEHICLE - 2024 FORD F-250	Yes	10	1	9	9	\$61,062	3
WELL & WATER PIPES, NON-POTABLE	No	50	71	-21	-21	\$584,630	1

ADD A ROW

Worksheet 2. Comprehensive Planning

Date (Month and Day):

Year:

4/24/2025

☒ Initial

☐ Update

1. Asset	2. Activity	3. Year until Action is Needed	4. Cost of Activity	5. Reserve Required per Year
<i>Example: Totalizing flow meter, 2003</i>	<i>Replace</i>	<i>3</i>	<i>\$5,000</i>	<i>\$1,667</i>
WWTP ASSIST PUMP	Replace	13	\$10,779.20	\$829
WWTP ATTEND BUILDING	Replace	1	\$2,937.49	\$2,937
WWTP CHLORINATOR AND SULFUR DIOXIDE EQUIPMENT	Replace	1	\$28,784.82	\$28,785
WWTP CHLORINE AND SO2 CONTACT BASIN #1	Replace	9	\$1,318,037.48	\$146,449
WWTP CHLORINE AND SO2 CONTACT BASIN #2	Replace	21	\$590,602.50	\$28,124
WWTP CHLORINE AND SO2 EQUIPMENT FLOW PACING (PROPOSED)	Purchase New	9	\$5,574.74	\$619
WWTP CLARIFIER #1	Replace	50	\$3,002,913.88	\$60,058
WWTP CLARIFIER #2	Replace	24	\$2,783,365.65	\$115,974
WWTP COMMUNICATION TOWER SECTIONS	Replace	25	\$6,317.72	\$253
WWTP DECOMMISSIONED OXIDATION DITCH (OVERFLOW)	Repair Concrete	1	\$25,000.00	\$25,000
WWTP EFFLUENT FLOW METER & SENSOR	Replace	5	\$7,452.43	\$1,490
WWTP EFFLUENT PUMP (GORMAN RUPP)	Replace	9	\$15,225.58	\$1,692
WWTP FENCE GATE (AUTOMATIC)	Replace	6	\$5,904.76	\$984
WWTP GENERATOR	Replace	8	\$63,048.98	\$7,881
WWTP INFLUENT FLOW METER & SENSOR	Replace	5	\$7,452.43	\$1,490
WWTP LAB - PH METER	Replace	8	\$3,615.21	\$452
WWTP LAB - QUANTI TRAY SEALER PLUS	Replace	7	\$5,497.01	\$785
WWTP LIFT STATION - CHECK VALVE #1	Replace	1	\$5,110.00	\$5,110
WWTP LIFT STATION - CHECK VALVE #2	Replace	1	\$5,110.00	\$5,110
WWTP LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	7	\$11,645.45	\$1,664
WWTP LIFT STATION - FLOATS	Replace	3	\$533.73	\$178
WWTP LIFT STATION - PUMP #1	Replace	11	\$10,235.61	\$931
WWTP LIFT STATION - PUMP #2	Replace	11	\$10,235.61	\$931
WWTP LIFT STATION - PUMP #3	Replace	11	\$10,235.61	\$931
WWTP LIFT STATION - PUMP SPARE	Purchase New	11	\$10,235.61	\$931
WWTP MECHANICAL BAR SCREEN/MULTIRAKE	Replace	25	\$103,733.88	\$4,149
WWTP MOBILE BELT PRESS (REFURBISHED)	Replace	9	\$230,977.01	\$25,664
WWTP MODULAR OFFICE BUILDING	Replace	23	\$101,778.31	\$4,425
WWTP OUTFALL LINE	Replace	1	\$481,411.10	\$481,411

WWTP OXIDATION DITCH	Replace	23	\$3,944,613.07	\$171,505
WWTP OXIDATION DITCH - AERATOR #1	Replace	17	\$59,342.18	\$3,491
WWTP OXIDATION DITCH - AERATOR #2	Replace	18	\$60,647.71	\$3,369
WWTP OXIDATION DITCH - FLOATING AERATOR (SPARE)	Replace	13	\$30,906.36	\$2,377
WWTP OXIDATION DITCH AERATION SYSTEM	Replace	48	\$2,328,161.04	\$48,503
WWTP PORTABLE BUILDING (8' X 12')	Replace	26	\$5,532.47	\$213
WWTP RAS/WAS PUMP #1	Replace	6	\$15,831.12	\$2,639
WWTP RAS/WAS PUMP #2	Replace	8	\$16,535.35	\$2,067
WWTP SCADA SYSTEM	Replace	10	\$8,080.20	\$808
WWTP SEWER INFLUENT CONTROL PANEL	Replace	7	\$23,894.84	\$3,414
WWTP SLUDGE DEWATERING BOX #1	Replace	10	\$46,591.34	\$4,659
WWTP SLUDGE DEWATERING BOX #2	Replace	11	\$44,041.57	\$4,004
WWTP SLUDGE DRYING BEDS 4 & 5	Replace	20	\$341,495.23	\$17,075
WWTP SLUDGE DRYING BEDS 6-9	Replace	20	\$682,990.46	\$34,150
LANDFILL	Replace	17	\$1,088,093.37	\$64,005
LANDFILL	Replace	18	\$536,429.38	\$29,802
HOLIDAY INN LIFT STATION - CHECK VALVE #1	Replace	46	\$13,605.40	\$296
HOLIDAY INN LIFT STATION - CHECK VALVE #2	Replace	46	\$13,605.40	\$296
HOLIDAY INN LIFT STATION - CHOPPER PUMP #1	Replace	8	\$27,731.10	\$3,466
HOLIDAY INN LIFT STATION - CHOPPER PUMP #2	Replace	11	\$29,601.91	\$2,691
HOLIDAY INN LIFT STATION - CHOPPER PUMP SPARE (PROPOSED)	Purchase New	16	\$23,812.82	\$1,488
HOLIDAY INN LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	1	\$10,220.00	\$10,220
HOLIDAY INN LIFT STATION - FLOATS	Replace	6	\$569.74	\$95
HOLIDAY INN LIFT STATION - SCADA	Replace	8	\$5,950.82	\$744
MURPHY LIFT STATION - CHECK VALVE #1	Replace	5	\$5,574.74	\$1,115
MURPHY LIFT STATION - CHECK VALVE #2	Replace	5	\$5,574.74	\$1,115
MURPHY LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	1	\$10,220.00	\$10,220
MURPHY LIFT STATION - FLOATS	Replace	1	\$511.00	\$511
MURPHY LIFT STATION - PUMP #1 (5 HP)	Replace	1	\$8,176.00	\$8,176
MURPHY LIFT STATION - PUMP #2 (5 HP)	Replace	1	\$8,176.00	\$8,176
MURPHY LIFT STATION - PUMP SPARE (PROPOSED)	Purchase New	16	\$8,176.00	\$511
MURPHY LIFT STATION - SCADA	Replace	8	\$5,950.82	\$744
OLD MARATHON LIFT STATION - CHECK VALVE #1	Replace	44	\$13,025.95	\$296

SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	4	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES AND MANHOLE(S)	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES AND MANHOLE(S)	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES AND MANHOLE(S)	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES AND MANHOLE(S) - COVEY LANE	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES AND MANHOLE(S) - QUAIL RIDGE	REMOVED FROM SCOPE	1	\$0.00	\$0
SEWER PIPES AND MANHOLE(S) - SCOWNS ADDITION	REMOVED FROM SCOPE	1	\$0.00	\$0
BACKHOE	Replace	9	\$104,585.21	\$11,621
BOBCAT	Replace	27	\$45,380.78	\$1,681
FLATBED W/ RECEIVER & TOOL BOXES	Replace	10	\$5,167.01	\$517
PRESSURE WASHER - GAS POWERED	Replace	6	\$3,647.22	\$608
PUSH CAMERA - 10" LCD MONITOR	Replace	12	\$7,059.01	\$588
RODDER	Replace	10	\$60,055.11	\$6,006
SEWER JETTER/TRAILER	Replace	1	\$60,828.44	\$60,828
TRACTOR LAWN MOWER	Replace	2	\$3,232.07	\$1,616
TRASH PUMP 3"	Replace	11	\$4,158.00	\$378
TRASH PUMP 4"	Replace	8	\$4,393.55	\$549
VEHICLE - 2018 FORD F-250	Replace	3	\$24,044.36	\$8,015
VEHICLE - 2024 CHEVROLET DOUBLE CAB	Replace	9	\$51,608.32	\$5,734
VEHICLE - 2024 FORD F-250	Replace	9	\$61,062.41	\$6,785

WELL & WATER PIPES, NON-POTABLE	Replace	1	\$584,630.25	\$584,630
6. Total Reserve Required in Year (Enter Year in Column C)			TOTAL	\$2,123,882

ADD A ROW

BUDGET		
Worksheet for YEAR:		
Average Rate of Inflation	2.20%	Current U. S. inflation rate is averaged at 2.2%
Average Rate of Growth or Decline	0.215%	May be best estimate or based on 2010 census
Current Reserve Account	\$0.00	Funds carried over from previous year (cash on hand)
Item	Amount	Comments and notes
Sewer Charges	\$750,000.00	Revenue from sewer utility (all customers)
Usage Fees and Service Charges	\$50,000.00	Include late payments, forfeited deposits, surcharges, impact fees, tap fees, etc.
Current Revenue from Interest, and Other Income	\$0.00	Interest accrued from reserve account or other investments and other income
Total Revenue	\$800,000.00	
Regular Maintenance and Repair	\$219,500.00	Cost of performing regular or routine maintenance and repair on equipment. This includes vehicle maintenance and fuel.
Utilities, Rent, and Other Overhead	\$200,714.00	Other overhead may include billing, building maintenance, cleaning, etc.
Salaries and Benefits	\$300,417.00	Include administrative and operations staff
Operating Supplies	\$8,900.00	Operating supplies not classified elsewhere. This includes safety gear or equipment, uniforms, janitorial expenses, etc.
Equipment Leases, Purchases, and Repairs	\$41,416.00	Include all equipment leases
Chemicals	\$35,000.00	Chemicals expensed in prior years, but not used, should be included for initial budgets
Monitoring and Testing	\$25,000.00	Include laboratory fees for projected monthly and annual sampling requirements
Insurance and Bonds	\$4,441.00	Costs of insuring buildings, equipment, etc.
Professional Services	\$15,000.00	Accounting, legal, engineering, and other professional fees
Training Costs and Licenses	\$5,000.00	Cost of operator training courses and license renewal fees
Security	\$0.00	Cost of maintaining security related items (fencing, alarms, etc.)
Debt payments	\$0.00	Include interest paid on debt
Transfer to Reserved Funds for Capital Expenditures	\$0.00	Amounts transferred to capital expenditures
Other	\$9,000.00	List other expenses not classified elsewhere. This includes computers, public notices, postage, printing, etc.
Total Expenses	\$864,388.00	
Net Income Budgeted	-\$64,388.00	

Projected Revenues and Expenses Spreadsheet						
Year	0	1	2	3	4	5
Inflation		2.20%	2.20%	2.20%	2.20%	2.20%
Growth (based on 2010 census or estimated projections)		0.22%	0.22%	0.22%	0.22%	0.22%
CAPITAL EXPENDITURES BUDGET:						
Total Revenues	\$800,000.00	\$801,720.00	\$803,443.70	\$805,171.10	\$806,902.22	\$808,637.06
Total Expenses (from Budget)	\$864,388.00	\$883,404.54	\$902,839.44	\$922,701.90	\$943,001.35	\$963,747.37
Current Year Net Income	(\$64,388.00)	(\$81,684.54)	(\$99,395.74)	(\$117,530.80)	(\$136,099.13)	(\$155,110.32)
Reserve Account (beginning of year carry over)	\$0.00	(\$64,388.00)	(\$146,072.54)	(\$245,468.27)	(\$362,999.08)	(\$499,098.20)
Secured Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
End of Year Reserves	(\$64,388.00)	(\$146,072.54)	(\$245,468.27)	(\$362,999.08)	(\$499,098.20)	(\$654,208.52)
Projected Savings Needed for Capital Expenses		\$2,123,881.98	\$871,820.00	\$860,804.00	\$852,611.00	\$852,611.00
Shortfall in Reserved Savings		(\$2,269,954.51)	(\$1,117,288.27)	(\$1,223,803.08)	(\$1,351,709.20)	(\$1,506,819.52)
PROJECTED RATE INCREASE NEEDED						
*Monthly Rate Increase per Connection	2524	\$ (74.95)	\$ (36.89)	\$ (40.41)	\$ (44.63)	\$ (49.75)

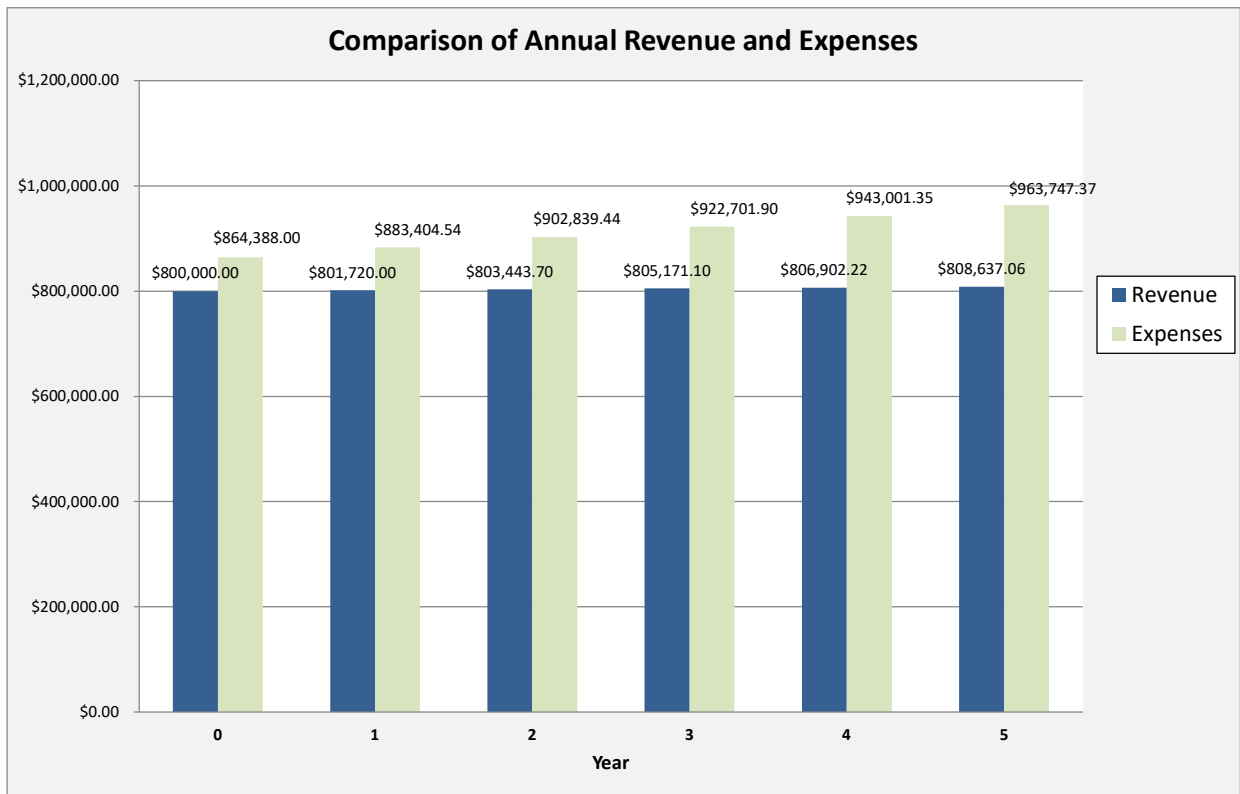
* An independent rate study should be conducted for actual rate increases.

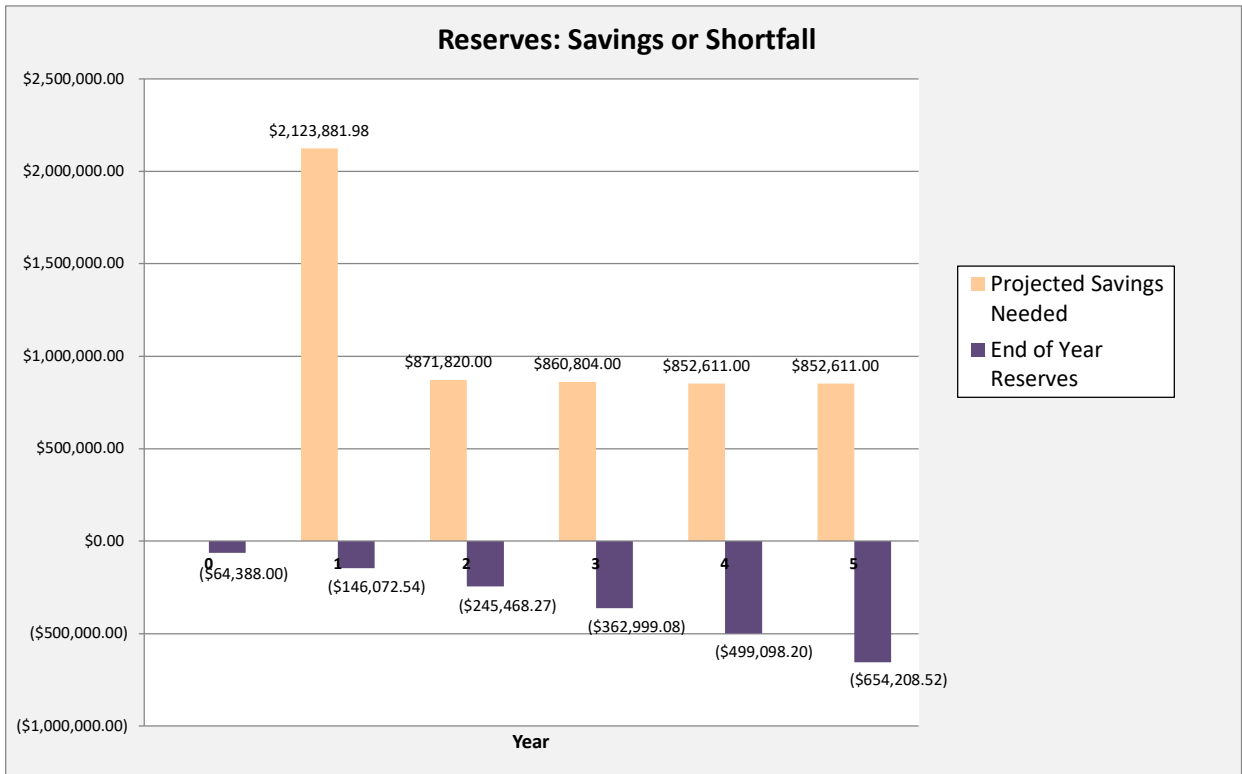
Projected Capital Expenses

Asset	Cost	Year Needed	No. of Years Until Action Needed	Reserve per Year	Reserve per Year	Reserve per Year	Reserve per Year	Reserve per Year	
				1	2	3	4	5	Total
WWTP ASSIST PUMP	\$10,779.20	13	13	\$829.17	\$829.00	\$829.00	\$829.00	\$829.00	\$4,145.17
WWTP ATTEND BUILDING	\$2,937.49	1	1	\$2,937.49	\$0.00	\$0.00	\$0.00	\$0.00	\$2,937.49
WWTP CHLORINATOR	\$28,784.82	1	1	\$28,784.82	\$0.00	\$0.00	\$0.00	\$0.00	\$28,784.82
WWTP CHLORINE AND	#####	9	9	\$146,448.61	\$146,449.00	\$146,449.00	\$146,449.00	\$146,449.00	\$732,244.61
WWTP CHLORINE AND	\$590,602.50	21	21	\$28,123.93	\$28,124.00	\$28,124.00	\$28,124.00	\$28,124.00	\$140,619.93
WWTP CHLORINE AND	\$5,574.74	9	9	\$619.42	\$619.00	\$619.00	\$619.00	\$619.00	\$3,095.42
WWTP CLARIFIER #1	#####	50	50	\$60,058.28	\$60,058.00	\$60,058.00	\$60,058.00	\$60,058.00	\$300,290.28
WWTP CLARIFIER #2	#####	24	24	\$115,973.57	\$115,974.00	\$115,974.00	\$115,974.00	\$115,974.00	\$579,869.57
WWTP COMMUNICATION	\$6,317.72	25	25	\$252.71	\$253.00	\$253.00	\$253.00	\$253.00	\$1,264.71
WWTP DECOMMISSIONED	\$25,000.00	1	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
WWTP EFFLUENT FLOW	\$7,452.43	5	5	\$1,490.49	\$1,490.00	\$1,490.00	\$1,490.00	\$1,490.00	\$7,450.49
WWTP EFFLUENT PUMP	\$15,225.58	9	9	\$1,691.73	\$1,692.00	\$1,692.00	\$1,692.00	\$1,692.00	\$8,459.73
WWTP FENCE GATE	\$5,904.76	6	6	\$984.13	\$984.00	\$984.00	\$984.00	\$984.00	\$4,920.13
WWTP GENERATOR	\$63,048.98	8	8	\$7,881.12	\$7,881.00	\$7,881.00	\$7,881.00	\$7,881.00	\$39,405.12
WWTP INFLUENT FLOW	\$7,452.43	5	5	\$1,490.49	\$1,490.00	\$1,490.00	\$1,490.00	\$1,490.00	\$7,450.49
WWTP LAB - PH METER	\$3,615.21	8	8	\$451.90	\$452.00	\$452.00	\$452.00	\$452.00	\$2,259.90
WWTP LAB - QUANTI TRAY	\$5,497.01	7	7	\$785.29	\$785.00	\$785.00	\$785.00	\$785.00	\$3,925.29
WWTP LIFT STATION -	\$5,110.00	1	1	\$5,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,110.00
WWTP LIFT STATION -	\$5,110.00	1	1	\$5,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,110.00
WWTP LIFT STATION -	\$11,645.45	7	7	\$1,663.64	\$1,664.00	\$1,664.00	\$1,664.00	\$1,664.00	\$8,319.64
WWTP LIFT STATION -	\$533.73	3	3	\$177.91	\$178.00	\$178.00	\$0.00	\$0.00	\$533.91
WWTP LIFT STATION -	\$10,235.61	11	11	\$930.51	\$931.00	\$931.00	\$931.00	\$931.00	\$4,654.51
WWTP LIFT STATION -	\$10,235.61	11	11	\$930.51	\$931.00	\$931.00	\$931.00	\$931.00	\$4,654.51
WWTP LIFT STATION -	\$10,235.61	11	11	\$930.51	\$931.00	\$931.00	\$931.00	\$931.00	\$4,654.51
WWTP LIFT STATION -	\$10,235.61	11	11	\$930.51	\$931.00	\$931.00	\$931.00	\$931.00	\$4,654.51
WWTP MECHANICAL BAR	\$103,733.88	25	25	\$4,149.36	\$4,149.00	\$4,149.00	\$4,149.00	\$4,149.00	\$20,745.36
WWTP MOBILE BELT	\$230,977.01	9	9	\$25,664.11	\$25,664.00	\$25,664.00	\$25,664.00	\$25,664.00	\$128,320.11
WWTP MODULAR OFFICE	\$101,778.31	23	23	\$4,425.14	\$4,425.00	\$4,425.00	\$4,425.00	\$4,425.00	\$22,125.14
WWTP OUTFALL LINE	\$481,411.10	1	1	\$481,411.10	\$0.00	\$0.00	\$0.00	\$0.00	\$481,411.10
WWTP OXIDATION DITCH	#####	23	23	\$171,504.92	\$171,505.00	\$171,505.00	\$171,505.00	\$171,505.00	\$857,524.92
WWTP OXIDATION DITCH - AERATOR #1	\$59,342.18	17	17	\$3,490.72	\$3,491.00	\$3,491.00	\$3,491.00	\$3,491.00	\$17,454.72
WWTP OXIDATION DITCH - AERATOR #2	\$60,647.71	18	18	\$3,369.32	\$3,369.00	\$3,369.00	\$3,369.00	\$3,369.00	\$16,845.32
WWTP OXIDATION DITCH - FLOATING AERATOR (SPARE)	\$30,906.36	13	13	\$2,377.41	\$2,377.00	\$2,377.00	\$2,377.00	\$2,377.00	\$11,885.41
WWTP OXIDATION DITCH AERATION SYSTEM	#####	48	48	\$48,503.35	\$48,503.00	\$48,503.00	\$48,503.00	\$48,503.00	\$242,515.35
WWTP PORTABLE BUILDING (8' X 12')	\$5,532.47	26	26	\$212.79	\$213.00	\$213.00	\$213.00	\$213.00	\$1,064.79
WWTP RAS/WAS PUMP #1	\$15,831.12	6	6	\$2,638.52	\$2,639.00	\$2,639.00	\$2,639.00	\$2,639.00	\$13,194.52
WWTP RAS/WAS PUMP #2	\$16,535.35	8	8	\$2,066.92	\$2,067.00	\$2,067.00	\$2,067.00	\$2,067.00	\$10,334.92
WWTP SCADA SYSTEM	\$8,080.20	10	10	\$808.02	\$808.00	\$808.00	\$808.00	\$808.00	\$4,040.02
WWTP SEWER INFLUENT CONTROL PANEL	\$23,894.84	7	7	\$3,413.55	\$3,414.00	\$3,414.00	\$3,414.00	\$3,414.00	\$17,069.55
WWTP SLUDGE DEWATERING BOX #1	\$46,591.34	10	10	\$4,659.13	\$4,659.00	\$4,659.00	\$4,659.00	\$4,659.00	\$23,295.13
WWTP SLUDGE DEWATERING BOX #2	\$44,041.57	11	11	\$4,003.78	\$4,004.00	\$4,004.00	\$4,004.00	\$4,004.00	\$20,019.78
WWTP SLUDGE DRYING BEDS 4 & 5	\$341,495.23	20	20	\$17,074.76	\$17,075.00	\$17,075.00	\$17,075.00	\$17,075.00	\$85,374.76
WWTP SLUDGE DRYING BEDS 6-9	\$682,990.46	20	20	\$34,149.52	\$34,150.00	\$34,150.00	\$34,150.00	\$34,150.00	\$170,749.52
LANDFILL	#####	17	17	\$64,005.49	\$64,005.00	\$64,005.00	\$64,005.00	\$64,005.00	\$320,025.49
LANDFILL	\$536,429.38	18	18	\$29,801.63	\$29,802.00	\$29,802.00	\$29,802.00	\$29,802.00	\$149,009.63
HOLIDAY INN LIFT STATION - CHECK VALVE #1	\$13,605.40	46	46	\$295.77	\$296.00	\$296.00	\$296.00	\$296.00	\$1,479.77
HOLIDAY INN LIFT STATION - CHECK VALVE #2	\$13,605.40	46	46	\$295.77	\$296.00	\$296.00	\$296.00	\$296.00	\$1,479.77

HOLIDAY INN LIFT STATION - CHOPPER PUMP #1	\$27,731.10	8	8	\$3,466.39	\$3,466.00	\$3,466.00	\$3,466.00	\$3,466.00	\$17,330.39
HOLIDAY INN LIFT STATION - CHOPPER PUMP #2	\$29,601.91	11	11	\$2,691.08	\$2,691.00	\$2,691.00	\$2,691.00	\$2,691.00	\$13,455.08
HOLIDAY INN LIFT STATION - CHOPPER PUMP SPARE (PROPOSED)	\$23,812.82	16	16	\$1,488.30	\$1,488.00	\$1,488.00	\$1,488.00	\$1,488.00	\$7,440.30
HOLIDAY INN LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
HOLIDAY INN LIFT STATION - FLOATS	\$569.74	6	6	\$94.96	\$95.00	\$95.00	\$95.00	\$95.00	\$474.96
HOLIDAY INN LIFT STATION - SCADA	\$5,950.82	8	8	\$743.85	\$744.00	\$744.00	\$744.00	\$744.00	\$3,719.85
MURPHY LIFT STATION - CHECK VALVE #1	\$5,574.74	5	5	\$1,114.95	\$1,115.00	\$1,115.00	\$1,115.00	\$1,115.00	\$5,574.95
MURPHY LIFT STATION - CHECK VALVE #2	\$5,574.74	5	5	\$1,114.95	\$1,115.00	\$1,115.00	\$1,115.00	\$1,115.00	\$5,574.95
MURPHY LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
MURPHY LIFT STATION - FLOATS	\$511.00	1	1	\$511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$511.00
MURPHY LIFT STATION - PUMP #1 (5 HP)	\$8,176.00	1	1	\$8,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,176.00
MURPHY LIFT STATION - PUMP #2 (5 HP)	\$8,176.00	1	1	\$8,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,176.00
MURPHY LIFT STATION - PUMP SPARE (PROPOSED)	\$8,176.00	16	16	\$511.00	\$511.00	\$511.00	\$511.00	\$511.00	\$2,555.00
MURPHY LIFT STATION - SCADA	\$5,950.82	8	8	\$743.85	\$744.00	\$744.00	\$744.00	\$744.00	\$3,719.85
OLD MARATHON LIFT STATION - CHECK VALVE #1	\$13,025.95	44	44	\$296.04	\$296.00	\$296.00	\$296.00	\$296.00	\$1,480.04
OLD MARATHON LIFT STATION - CHECK VALVE #2	\$13,025.95	44	44	\$296.04	\$296.00	\$296.00	\$296.00	\$296.00	\$1,480.04
OLD MARATHON LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
OLD MARATHON LIFT STATION - FLOATS	\$608.17	9	9	\$67.57	\$68.00	\$68.00	\$68.00	\$68.00	\$339.57
OLD MARATHON LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	\$10,498.81	7	7	\$1,499.83	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$7,499.83
OLD MARATHON LIFT STATION - PUMP #2 (5 HP GORMAN RUPP)	\$10,729.78	8	8	\$1,341.22	\$1,341.00	\$1,341.00	\$1,341.00	\$1,341.00	\$6,705.22
OLD MARATHON LIFT STATION - PUMP SPARE (PROPOSED)	\$9,213.71	16	16	\$575.86	\$576.00	\$576.00	\$576.00	\$576.00	\$2,879.86
OLD MARATHON LIFT STATION - SCADA	\$5,950.82	8	8	\$743.85	\$744.00	\$744.00	\$744.00	\$744.00	\$3,719.85
STUECKES LIFT STATION - CHECK VALVE #1	\$14,210.62	48	48	\$296.05	\$296.00	\$296.00	\$296.00	\$296.00	\$1,480.05
STUECKES LIFT STATION - CHECK VALVE #2	\$14,210.62	48	48	\$296.05	\$296.00	\$296.00	\$296.00	\$296.00	\$1,480.05
STUECKES LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
STUECKES LIFT STATION - FLOATS	\$511.00	1	1	\$511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$511.00
STUECKES LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	\$8,355.87	2	2	\$4,177.94	\$4,178.00	\$0.00	\$0.00	\$0.00	\$8,355.94
STUECKES LIFT STATION - PUMP #2 (7.5 HP GORMAN RUPP)	\$10,444.84	2	2	\$5,222.42	\$5,222.00	\$0.00	\$0.00	\$0.00	\$10,444.42

SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES AND MANHOLE(S)	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES AND MANHOLE(S)	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES AND MANHOLE(S)	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES AND MANHOLE(S) - COVEY LANE	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES AND MANHOLE(S) - QUAIL RIDGE	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER PIPES AND MANHOLE(S) - SCOWNS ADDITION	\$0.00	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BACKHOE	\$104,585.21	9	9	\$11,620.58	\$11,621.00	\$11,621.00	\$11,621.00	\$11,621.00	\$58,104.58
BOBCAT	\$45,380.78	27	27	\$1,680.77	\$1,681.00	\$1,681.00	\$1,681.00	\$1,681.00	\$8,404.77
FLATBED W/ RECEIVER & TOOL BOXES	\$5,167.01	10	10	\$516.70	\$517.00	\$517.00	\$517.00	\$517.00	\$2,584.70
PRESSURE WASHER - GAS POWERED	\$3,647.22	6	6	\$607.87	\$608.00	\$608.00	\$608.00	\$608.00	\$3,039.87
PUSH CAMERA - 10" LCD MONITOR	\$7,059.01	12	12	\$588.25	\$588.00	\$588.00	\$588.00	\$588.00	\$2,940.25
RODDER	\$60,055.11	10	10	\$6,005.51	\$6,006.00	\$6,006.00	\$6,006.00	\$6,006.00	\$30,029.51
SEWER JETTER/TRAILER	\$60,828.44	1	1	\$60,828.44	\$0.00	\$0.00	\$0.00	\$0.00	\$60,828.44
TRACTOR LAWN MOWER	\$3,232.07	2	2	\$1,616.03	\$1,616.00	\$0.00	\$0.00	\$0.00	\$3,232.03
TRASH PUMP 3"	\$4,158.00	11	11	\$378.00	\$378.00	\$378.00	\$378.00	\$378.00	\$1,890.00
TRASH PUMP 4"	\$4,393.55	8	8	\$549.19	\$549.00	\$549.00	\$549.00	\$549.00	\$2,745.19
VEHICLE - 2018 FORD F-250	\$24,044.36	3	3	\$8,014.79	\$8,015.00	\$8,015.00	\$0.00	\$0.00	\$24,044.79
VEHICLE - 2024 CHEVROLET DOUBLE CAB	\$51,608.32	9	9	\$5,734.26	\$5,734.00	\$5,734.00	\$5,734.00	\$5,734.00	\$28,670.26
VEHICLE - 2024 FORD F-250	\$61,062.41	9	9	\$6,784.71	\$6,785.00	\$6,785.00	\$6,785.00	\$6,785.00	\$33,924.71
WELL & WATER PIPES, NON-POTABLE	\$584,630.25	1	1	\$584,630.25	\$0.00	\$0.00	\$0.00	\$0.00	\$584,630.25
Total	#####			#####	\$871,820.00	\$860,804.00	\$852,611.00	\$852,611.00	#####





Appendix K. USEPA Reference Guide for Asset Management Tools

Reference Guide for Asset Management Tools

*Asset Management Plan Components
and Implementation Tools for
Small and Medium Sized Drinking
Water and Wastewater Systems*

June 2020

ACKNOWLEDGEMENTS

The United States Environmental Protection Agency (EPA) convened the EPA/State Asset Management Workgroup in June 2012 and held 12 meetings via conference call from June 2012 – June 2013. The workgroup included staff from various state drinking water programs, including the Capacity Development, Operator Certification and the Drinking Water State Revolving Fund programs, and representatives from the Association of State Drinking Water Administrators (ASDWA), EPA Regional Offices and EPA Headquarters. The efforts and discussions of the workgroup are reflected in this Guide.

EPA would like to thank members of the workgroup for providing input for this document, including making state asset management tools available to users of this Guide. EPA would like to thank the state of Washington and others for providing photographs for use in this document.

This 2020 Reference Guide for Asset Management Tools is an update to the 2014 guide to reflect changes in the asset management program and the tools originally highlighted.

DISCLAIMER

This document is not intended to be a regulation; recommendations contained within this guide are not legally binding. Any changes in implementation of state programs are purely voluntary and must comply with legally binding requirements.

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WHAT IS ASSET MANAGEMENT?

Asset management is the practice of managing infrastructure capital assets to minimize the total cost of owning and operating them, while delivering the service level customers desire. Asset management is a framework widely adopted by the water sector as a means to pursue and achieve sustainable infrastructure. Asset management can open communications between drinking water system staff and decision makers, help move systems from crisis management to informed decision making, facilitate more efficient and focused system operations and improve financial management to make the best use of systems' limited resources. An asset management plan serves as a tool to record all of a system's asset management practices and strategies.

Systems implementing asset management develop detailed asset inventories, perform operation and maintenance tasks, conduct long-range financial planning and undertake other activities to build system capacity, all of which help move systems along the path to long-term sustainability. Asset management can have numerous benefits to a system, including, but not limited to prolonging asset life, meeting customer demands, identifying sustainable rates, institutionalizing budget planning, meeting regulatory requirements, and improving emergency response times and methods.

Table 1 provides acronyms frequently used within this document to discuss drinking water systems and asset management.

TABLE 1. ASSET MANAGEMENT ACRONYMS

ACRONYM	TERM
CIP	Capital Improvement Plan
DWSRF	Drinking Water State Revolving Fund
ETT	Enforcement Targeting Tool
EUM	Effective Utility Management
LOS	Level of Service
O&M	Operation and Maintenance
SCADA	Supervisory Control and Data Acquisition
SDWA	Safe Drinking Water Act
TMF	Technical, Managerial and Financial
WARN	Water and Wastewater Agency Response Network

ASSET MANAGEMENT CONNECTION TO OTHER DRINKING WATER PROGRAMS AND INITIATIVES

Pursuing and achieving sustainable water infrastructure through asset management practices aligns with many other EPA drinking water programs and initiatives, including the following:

- **Capacity Development Program.** The asset management process can result in a long-term plan that supports the operation and management (O&M) of systems and the services they provide, thereby enhancing their overall technical, managerial and financial (TMF) capacity. Asset management is a scalable approach that can be implemented by, and build the capacity of, systems of any size, including small systems. Benefits for this program include a decreased need for direct technical assistance, improved compliance, and better prepared and positioned to respond to emerging challenges.

- **Operator Certification Program.** Asset Management can be applied to all classes of systems. For systems to properly implement an asset management program, it is first important for staff to be knowledgeable about the system and its operations. Systems may achieve this first step by ensuring their operators receive proper certification or re-certification through their state’s operator certification program. Certified operators may be more likely to implement a robust asset management program focusing on proper operation, proactive maintenance, and repair of assets. By implementing an asset management program, systems can share information with management, boards, and other decision makers about system operations.
- **Drinking Water State Revolving Fund (DWSRF).** The DWSRF makes funds available to drinking water systems to finance infrastructure improvements. Systems performing asset management will be well-positioned to understand and justify their short- and long-term capital needs, and the DWSRF program is available to help fund these systems’ efficient and cost-effective projects. As a result of the asset management process, systems will have strong TMF capacity and thereby will be better able to effectively manage DWSRF funds.
- **EPA Clean Water and Drinking Water Infrastructure Sustainability Policy.** This policy emphasizes the need to build on existing efforts to promote sustainable water infrastructure, including working with states and water systems to employ robust, comprehensive planning processes to deliver projects that are cost-effective over their lifecycles, resource efficient and consistent with community sustainability goals. The policy is consistent with the goals of asset management.
- **Effective Utility Management (EUM).** EUM is a self-evaluation process that uses a series of 10 attributes to explain the focus and goals of effectively managed systems. EUM can help systems to enhance the stewardship of their infrastructure, improve performance in critical areas, and respond to current and future challenges. As part of the EUM process, systems have access to both a self-assessment tool and an associated resource toolbox that can assist the utilities with improving upon key areas identified through the self-assessment. The goals of the EUM assessment process can be achieved through completion of the asset management plan components presented in this guide. The corresponding EUM attributes for each plan component are described in Sections 1 and 2.

What is Effective Utility Management?

In 2008, six national water and wastewater associations collaborated with EPA to develop the EUM concept. EUM identifies “ten attributes of effectively managed water sector utilities.”

1. Product Quality
2. Customer Satisfaction
3. Employee and Leadership Development
4. Operational Optimization
5. Financial Viability
6. Infrastructure Stability
7. Operational Resiliency
8. Community Sustainability
9. Water Resource Adequacy
10. Stakeholder Understanding and Support

The presence of these attributes indicates a well-run, highly productive, sustainable utility. For more information about EUM, visit:

<http://www.waterEUM.org>.

DOCUMENT PURPOSE

The *Reference Guide for Asset Management Tools* is designed for state staff and technical assistance providers who are assisting small- and medium-sized drinking water or wastewater systems in identifying resources that can be used to implement asset management practices. This guide also provides a framework to assist systems in all aspects of developing and implementing an asset management plan. Users of the guide should take into consideration each system’s unique characteristics (e.g., size and technical capabilities) and progress in implementing asset management (e.g., new to the process or fine-tuning their strategy) when recommending tools or suggesting revisions to the plan, as applicable. This guide can also be used by water systems interested in learning about the components of an asset management plan and associated implementation tools that can be used in implementing specific asset management practices.

How To Use This Document

This guide is organized according to the various asset management plan components.

- *Section 1: Components of an Asset Management Plan* describes the nine components that **should** be included in every asset management plan to maximize the effectiveness of asset management implementation.
- *Section 2: Additional Components of an Asset Management Plan* describes five additional components that **could** be included to enhance and improve an asset management plan.
- *Asset Management Plan Updates* describes when systems should revisit and update the components of their asset management plan.
- *Appendix A* provides additional details about the tools included in the guide and indicate the asset management plan component(s) for which the tools can be useful. In addition, the Appendix A provides links to useful asset management websites that may help states or systems in the development of an asset management plan.

The discussion of each component includes: a brief description of the component; a list of implementation tools that can be used to implement that particular asset management component; and a description of corresponding EUM attribute(s). **In this document, the term “tool” refers to any resource that may guide or aid systems while developing their asset management plan** including, but not limited to, software, guidance manuals, handbooks, websites, spreadsheets and more. Three general types of tools are used in this document and are denoted using an icon each time the tool appears, as described in Table 2.

Components:

1. Introduction
2. Staff Information
3. Level of Service
4. Asset Inventory
5. Operation and Maintenance
6. Capital Improvements
7. Financial Strategy
8. Compliance
9. Preparedness

Additional Components:

1. Other Sustainable Practices
 - a. Energy Management
 - b. Water Efficiency
 - c. Climate Change
2. Regional Planning
3. Multi-Sector Asset Management

TABLE 2. TOOL ICONS USED IN THIS GUIDE

TOOL ICON	MEANING
	Microsoft Excel-based Tools
	Manual and Guidance Tools
	Programmatic Tools (e.g., software, websites, campaigns, templates)

SECTION 1: COMPONENTS OF AN ASSET MANAGEMENT PLAN

Based on input from the EPA/State Asset Management Workgroup, EPA has identified the following components of an asset management plan:

Introduction

Component Description

The *Introduction* component should provide the reader the necessary context for the asset management plan (e.g., system overview) and help explain the system's goals.

This component of the asset management plan should:

- ✓ Identify the purpose(s) of the plan.
- ✓ Present the system's strategic plan and mission statement, which define the goals of the system and frame the level of service discussion.
- ✓ Provide a general overview of the system and its facilities, including general system design, water usage, population served (current and projected), water sources, etc.
- ✓ Broadly explain how the system approaches asset management, such as a brief description of tools used for implementation of specific practices.

Implementation Tools



EPA, *Asset Management: A Best Practices Guide*

- The **Challenges Faced by Water Systems/Benefits of Asset Management** Table explains how asset management can help systems overcome many challenges to operating a water system and can help systems to identify the purpose and goals of their plan.
- **Visit:** <http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=P1000LP0.txt>



EPA, *Asset Management: A Handbook for Small Water Systems*

- The **How Can Asset Management Help Me?** Section, as well as the **How Does Asset Management Relate to Strategic Planning?** Section explains the benefits of implementing an asset management plan for a small water system.
- The **What is the Asset Management Process?** Section describes the 5 main steps to an Asset management plan.
- **Visit:** <https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100U7T2.txt>



EPA, *Strategic Planning: A Handbook for Small Water Systems*

- **Step 1: Developing a Strategic Roadmap** includes a **Defining Your Ideal, Goals, and Values Worksheet** that provides examples of ideals, goals and values for systems to use in developing a strategic roadmap.
- **Step 2: Defining Your Area of Service** guides systems to begin to define their area of service. The **Current and Future Areas of Service Workshop** helps systems outline their service area(s) and provides space for systems to define their current and future roles.
- **Visit:** <http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000JTPU.txt>

Introduction



EPA, *Successfully Protecting Your Investment in Drinking Water Infrastructure: Best Practices from Communities and Local Experts*

- The **Getting Started** section contains resources and tips for designing and implementing your own asset management program.
- **Visit:** https://www.epa.gov/sites/production/files/2017-07/documents/asset_management_fact_sheets_20170602.pdf



West Virginia, Asset Management Webpage

- The **Mission Statement Example** highlights a series of examples to help systems develop a mission statement.
- The **Level of Service Goals Guidance** workbook guides on what to consider as you develop your LOS Goals including actions to consider and method of tracking and measuring.
- The **Advance Asset Management Guidance Workbook** gives an overview of the benefits of each aspects of an asset management plan including your mission statement and level of service goals.
- **Visit:** http://www.wvdhhr.org/oehs/eed/iandcd/Asset_management.asp

For a full description of tools, see Appendix A.

Staff Information

Component Description

The *Staff Information* component describes the system's staffing structure and asset management team. Developing this component can help the system evaluate whether staff roles and responsibilities are appropriate and adequate. This component also addresses the system's approach to stakeholder education and outreach.

Clearly defining staff responsibilities helps team members understand their individual roles in the proper implementation of an asset management plan and helps outside stakeholders understand how the system is managing its asset management program.

This component should:

- ✓ Identify the asset management team, including system staff and any non-system members such as technical assistance providers, state or EPA staff or outside consultants.
- ✓ Provide the names, titles and responsibilities of the:
 - System's management.
 - Owner(s).
 - Decision-making body (such as board members).
 - Operators (including level of certification).
 - Other system staff (such as engineers or planners).
- ✓ Provide an organizational chart that shows the system's chain of command or reference another document in which an organizational chart can be found.
- ✓ Reference any internal coordination efforts, such as standing committees comprising board members and system staff.
- ✓ Describe knowledge management techniques employed at the system.
- ✓ Describe education and outreach efforts, such as methods for communicating with system stakeholders and decision makers.
- ✓ Include a discussion of succession planning and any activities to ensure the retention of institutional knowledge at the system.

Implementation Tools



EPA, *Asset Management for Local Officials*

- The **Key Role for Local Officials: Building Community Support Section** of this fact sheet describes the unique position of local officials in helping PWSs overcome barriers in asset management plan implementation.
- **Visit:** <http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=P1000LTX.txt>



EPA, *Building an Asset Management Team*

- The **Components of a Successful Asset Management Team Section** provides systems with a description of the roles and necessary knowledge base of key asset management team members and other stakeholders.
- **Visit:** <https://nepis.epa.gov/Exe/ZyPdf.cgi?Dockey=P1000LTZ.txt>



EPA, *Talking to Your Decision Makers: A Best Practices Guide*

- The **General Responsibilities of Decision Makers Table** describes financial, managerial and communication roles.

Staff Information

- The **Communicating Effectively with Decision Makers Table** provides information on how staff can speak to decision makers.
- **Visit:** <http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000ZZB6.txt>



EPA, *Water System Operator Roles and Responsibilities: A Best Practices Guide*

- Roles and responsibilities of a water system operator are described for **System Operations**.
- **Visit:** <https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000ZZBE.TXT>



EPA, *Water System Owner Roles and Responsibilities: A Best Practices Guide*

- Roles and responsibilities of a water system owner are described for **System Operations**.
- **Visit:** <https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000ZZBC.TXT>



Kansas, *AM KAN Work! An Asset Management and Energy Efficiency Manual*

- **Chapter 9: The Human Aspect of Asset Management** discusses communication-related topics, such as training, leadership and community involvement.
 - **Section 9.3: Knowledge Management** explains the importance of knowledge management and its role in asset management.
- **Cost:** \$65, which includes a hardcopy of the manual, as well as shipping costs. Free if you attend a sponsored asset management training workshop.
- **Contact:** Amelia Springer, Kansas Department of Health and Environment (amelia.springer@ks.gov)



New England Water Works Association, *The Drinking Water Workforce Crisis on the Horizon: What Can Be Done to Recruit and Develop Future Operators and Who Can Do It?*

- The **What Can Utilities Do as Stakeholders** and **What Can Public Officials and Community Water System Owners Do as Stakeholders** sections describe the role of systems in recruiting and identifying future operators to facilitate the system's succession planning and ensure retention of institutional knowledge at the system.
- **Visit:** <https://capcertconnections.files.wordpress.com/2014/01/dw-workforce-flyer-final-6-30-11.pdf>



New York and New York Rural Water, *Small System Template for Standard Operating Procedures*

- The Standard Operating Procedure forms include template lists for personnel **Contact Information** including: name, primary phone number, emergency phone number and e-mail.
- **Visit:** <https://nyruralwater.org/sites/all/themes/nywater/pdf/SOPFormsforSmallSystemsvJuly2009.pdf>



Washington, *Small Water System Management Program Guide*

- **Chapter 1.1, Management Structure and the Governing Board**, helps systems document their management and ownership structure.

Staff Information

- Visit: <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/SmallWaterSystemMgmt.aspx>



West Virginia, Asset Management Webpage

- In the **Advance Asset Management Guidance Workbook**, the **AM Team and Mission** worksheet provides example titles, roles and responsibilities, schedule, and utilities mission statement.
- Visit: http://www.wvdhhr.org/oehs/eed/iandcd/Asset_management.asp

For a full description of tools, see Appendix A.

Corresponding Effective Utility Management Attributes

Employee and Leadership Development Attribute:

- Toolbox resources include team-building training, workforce checklist and succession management handbook.

Stakeholder Understanding and Support Attribute:

- Toolbox resources include management manuals, a media guide and a public outreach toolkit.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

Level of Service

Component Description

How a system operates and manages its assets to meet customer expectations is called its *Level of Service (LOS)*. LOS determines the amount of funding and time required to maintain, renew and upgrade water system infrastructure. Changes to the LOS will have an impact on funding requirements and staffing.

This component should describe:

- ✓ Measurable internal goals, which define system operations and performance.
- ✓ Measurable external goals, which directly impact customers.
- ✓ How the system's performance toward its LOS goals is communicated to the customers, including the methods and frequency of communication.
- ✓ How the system receives information from customers regarding the satisfaction with the LOS and the LOS goals.

This information may be taken directly from the system's existing LOS Agreement (i.e., a document outlining the system's LOS goals), or may be developed specifically for the asset management plan.

The LOS component can discuss any goals the system and customers decide are relevant and important, as long as all regulatory requirements are met. The system should communicate progress made towards meeting the external LOS goals to the public on at least an annual basis. This information can be conveyed to customers through the annual Consumer Confidence Report (CCR) or through public webpages.

Implementation Tools



EPA, *Lean and Water Toolkit: Achieving Process Excellence Through Water Efficiency*

- **Chapter 5: Lean and Water Beyond the Factory Floor** includes a discussion on **Engaging with the Community**, which explains that engaging proactively with the community on water conservation can be an effective way to mitigate water-related business risks.
- **Visit:** <https://www.epa.gov/sustainability/lean-water-toolkit-contents-and-acknowledgements>



Kansas, *AM KAN Work! An Asset Management and Energy Efficiency Manual*

- **Chapter 4: Level of Service** discusses developing a LOS Agreement, balancing LOS and cost, measuring and adjusting the LOS Agreement, energy efficiency and LOS and communicating the LOS Agreement.
- **Cost:** \$65, which includes a hardcopy of the manual, as well as shipping costs. Free if you attend a sponsored asset management training workshop.
- **Contact:** Amelia Springer, Kansas Department of Health and Environment (amelia.springer@ks.gov)



San Diego Public Utilities Department, *Customer Satisfaction Survey*

- After reviewing the questions, format and information collected via San Diego's **online survey**, systems can design their own customer satisfaction survey. Questions and formats can be adapted from the example, with modifications or additional questions to make the survey most useful for the system and its LOS goals.
- **Visit:** <https://www.sandiego.gov/public-utilities/sustainability/water-conservation/water-survey>

Level of Service



Washington, *Small Water System Management Program Guide*

- **Chapter 1.3, Service Policies**, helps systems document their policies on water rate structure and fees, system improvement funding and existing/new customer responsibilities.
- **Visit:** <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/SmallWaterSystemMgmt.aspx>



West Virginia, *Asset Management Webpage*

- The **Level of Service Goals Guidance** workbook guides on what to consider as you develop your LOS Goals including actions to consider and method of tracking and measuring.
- The **Advance Asset Management Guidance Workbook** includes the **Developing Performance Target** which shows overarching goals for each service area category and the actions to consider to reach those goals. Also included is the **LOS Goals Worksheet**, which used to identify at LOS goals from each service area. Systems are encouraged to develop goals that are Specific, Measurable, Attainable, Realistic and Time Based (SMART).
- **Visit:** http://www.wvdhhr.org/oehs/eed/iandcd/Asset_management.asp

For a full description of tools, see Appendix A.

Corresponding Effective Utility Management Attributes

Product Quality Attribute:

- Toolbox resources include guidance on water quality and service assessments and a water treatment handbook.

Customer Satisfaction Attribute:

- Toolbox resources include: a study on communicating water rates, a customer relations best practices guide and a publication for water system customer service representatives.

Stakeholder Understanding and Support Attribute:

- Toolbox resources include management manuals, a media guide and a public outreach toolkit.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

Asset Inventory

Component Description

An *asset inventory* is a critical underlying component of all the other aspects of a system's asset management plan. As such, it is crucial for systems to have an inventoried list or survey of all system assets (e.g., source, treatment, transmission and distribution infrastructure). Along with the asset inventory, the system should provide service area and facility maps.

This component should include each asset's:

- ✓ Age.
- ✓ Location.
- ✓ Condition.
- ✓ Criticality.
- ✓ Probability of failure.
- ✓ Consequence of failure.
- ✓ Remaining useful life.

The inventory should recognize natural asset groupings. For example, assets related to source, treatment or distribution should be grouped together.

To develop this component, systems should:

- ✓ Review service area and facility maps, Geographic Information System (GIS) databases and other databases (if available), sanitary surveys and facility plans and manuals.
- ✓ Perform visual inspections of the system facilities and service area.
- ✓ Conduct discussions with system management and staff with current or historical knowledge of system assets.
- ✓ Determine the criticality of each asset. The system may want to use a risk matrix to plot the probability of failure versus the consequence of failure.

Systems may also find it useful to include photographs of their assets to further document location and condition data. In addition, documenting latitude and longitude data of each asset will aid in creating GIS maps; GIS maps can serve as a useful tool to inventory system assets.

Implementation Tools



EPA Region 1, Asset Management and Debt Capacity Tool

- The **Asset Management Worksheet** can help systems to develop an asset inventory including determining asset age, condition and importance. This information can help a system to prioritize asset repair and maintenance.
- The **Debt Capacity Worksheet** is used to track general financial data for assets.
- **Visit:** <https://swefcamswitchboard.unm.edu/am/product/asset-management-and-debt-capacity-tool/>



EPA, *Asset Management: A Handbook for Small Water Systems*

- **Step #1: How Do I Inventory My Assets?** provides a worksheet to help systems develop an asset inventory and keep track of information such as an asset's condition and remaining useful life.
- **Step #2: How Do I Prioritize My Assets?** provides a worksheet that helps rank assets based on their remaining useful life, importance, and redundancy. This allows systems to decide on how to fund the necessary rehabilitations and/or replacements.
- **Visit:** <https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockkey=P100U7T2.txt>

Asset Inventory



EPA, *Taking Stock of Your Water System: A Simple Asset Inventory for Very Small Drinking Water Systems*

- The **How Long Will It Last? Using the Typical Life Expectancies Table Section** provides systems with typical life expectancy of various assets. Associated worksheets help systems to calculate the remaining useful life of each asset based on its adjusted useful life and estimated age. Both completed examples and template worksheets are available for drinking water sources, intake structures, treatment systems, tanks, distribution systems, valves, electrical systems, buildings, service lines and hydrants.
- The **Prioritization Table** helps systems to use the information on the asset worksheets to determine the criticality of their assets. The **Prioritizing Your Assets Worksheet** can be used to prioritize assets. A completed example is provided.
- **Visit:** <https://www.epa.gov/sites/production/files/2015-04/documents/epa816k03002.pdf>



Kansas, *AM KAN Work! An Asset Management and Energy Efficiency Manual*

- **Chapter 3: Current State of the Assets** discusses how to develop an asset inventory by determining asset location, conducting condition assessments, calculating asset value and remaining life and evaluating asset energy use. This chapter also includes information on the importance of updating and maintaining the asset inventory and the use of work order systems.
- **Chapter 5: Critical Assets** explains how to determine asset criticality using a risk-based process (i.e., consequence of failure versus the probability of failure) and discusses criticality related to energy use (i.e., feasibility of addressing energy usage versus energy usage ranking). This chapter also discusses performing criticality analyses over time.
- **Cost:** \$65, which includes a hardcopy of the manual, as well as shipping costs. Free if you attend a sponsored asset management training workshop.
- **Contact:** Amelia Springer, Kansas Department of Health and Environment (amelia.springer@ks.gov)



Michigan, *Asset Management Workbook*

- The **Asset Inventory Worksheet** is used to record asset information and organize assets by asset groupings (e.g., source, treatment and storage/distribution).
- **Contact:** Bob Schneider, Michigan Department of Environment Quality (SCHNEIDERR@michigan.gov, 517-388-6466)



Pennsylvania, *Asset Management Tool*

- The **Asset Entry Worksheet** is used to record system assets, year the assets were installed, estimated rehabilitation or replacement year and estimated future rehabilitation or renewal costs. The asset cost information from the inventory sheet automatically generates a financial forecast.
- **Visit:** <https://www.dep.pa.gov/Business/Water/BureauSafeDrinkingWater/CapabilityEnhancement/Pages/AssetManagement.aspx>

Asset Inventory



Washington, *Small Water System Management Program Guide*

- **Chapter 2.4, Component Inventory and Assessment**, helps systems create an inventory of system components, separate them into short-lived and long-lived assets and determine each component's remaining useful life.
- **Visit:** <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/SmallWaterSystemMgmt.aspx>



Water Research Foundation, **Pipe Risk Screening Tool**

- Pipe inventory information entered on the **DataBase** and **DataEntry Worksheets** can be used to calculate a likelihood of pipe failure and the consequences of those failures.
- The **Results Worksheet** can be used to create a table of selected pipes, which can be saved for future reference, such as during capital improvement planning.
- **Visit:** <https://www.waterrf.org/resource/pipe-risk-screening-tool>



Water Environment Research Foundation and Water Research Foundation, **Sustainable Infrastructure Management Program Learning Environment (SIMPLE)**

- The **Asset Management for Small Utilities Section** of this website walks through five key asset management steps, including: developing an asset inventory, prioritizing assets, planning for the future, carrying out the plan and next steps.
- **Visit:** <https://www.waterrf.org/resource/sustainable-infrastructure-management-program-learning-environment-simple-foundation>



West Virginia, **Asset Management Webpage**

- The **Assets-O&M LCC Guidance** workbook provides guidance on how to create and complete asset registry and useful life estimates.
- The **Advanced Life Cycle Costs Tool** is an excel spreadsheet that is used to track critical assets and provide recommendations for action and associated costs. The tool can calculate total planned and unscheduled O&M and track the costs and expected useful life of assets over a ten year period.
- The **Advance Asset Management Guidance Workbook** includes worksheets to help organize, assess and rank critical assets.
- **Visit:** http://www.wvdhhr.org/oehs/eed/iandcd/Asset_management.asp

For a full description of tools, see Appendix A.

Corresponding Effective Utility Management Attributes

Infrastructure Stability Attribute:

- Toolbox resources include a report on the costs of infrastructure failure, guidance on asset maintenance and information on asset inventories for small systems.

Product Quality Attribute:

- Toolbox resources include a public works management practices manual and a publication on infrastructure management.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

Operation and Maintenance

Component Description

The proper *operation and maintenance (O&M)* of a system's assets are necessary elements of an effective asset management program. Proper use and service of assets are important to the long-term viability of a water system. The strategy for O&M varies based on each asset's criticality, condition and operating history. A system should maintain a record of each asset's maintenance history, needs and costs.

This component should discuss the system's operational activities (i.e., the basic activities necessary to keep a water system running) and maintenance activities (i.e., activities that help keep an asset in good working order). These include:

- ✓ Standard operating procedures.
- ✓ Alternate operating procedures.
- ✓ Emergency operating procedures.
- ✓ Routine maintenance.
- ✓ Preventive maintenance.
- ✓ Emergency/reactive maintenance.
- ✓ Deferred maintenance.

The plan does not need to include all of the information contained within the system's O&M manual, but should reference specific aspects as needed.

Implementation Tools



EPA, *Preventive Maintenance Card File for Small Public Water Systems Using Ground Water Log Cards*

- These **log cards and guidance booklet** provide a schedule of daily, weekly and monthly tasks for routine operation and maintenance tasks for small drinking water systems with a ground water source.
- **Electronic Preventative Maintenance Logs** include interactive pdf files to help operators of small ground water systems record and plan regular maintenance duties. This file set contains fillable pdf logs for each month, which includes common daily, weekly, and monthly tasks performed by water system operators, as well as a suggested schedule of annual tasks.
- **Visit:** <https://www.epa.gov/dwcapacity/resources-small-public-water-system-operators>



Kansas, *AM KAN Work! An Asset Management and Energy Efficiency Manual*

- **Chapter 6: Life-Cycle Costing, Section 6.3: Operation and Maintenance Costs**, discusses operation procedures and types of maintenance, as well as information on asset failure and criticality with respect to O&M.
- **Cost:** \$65, which includes a hardcopy of the manual, as well as shipping costs. Free if you attend a sponsored asset management training workshop.
- **Contact:** Amelia Springer, Kansas Department of Health and Environment (amelia.springer@ks.gov)



Missouri Rural Water Association, *Water Tools*

- The **Well Water Loss Tracking Tools** helps calculate water loss based on the hole in pipe, and the circular and rectangular break around the pipe.
- The **Disinfection Formula Calculator** is useful for pipes, tanks, and well castings.
- The **Wastewater Infiltration Calculator** helps calculate total amount of inflow and infiltration in circular holes, circular and rectangular breaks.

Operation and Maintenance

- The Water Tools webpage also includes **Special Calculators** for Monthly and Annual Water Loss, Percent Efficiency Calculator, Hydrant or Pipe Flush Flow, Well Drawdown and Specific Capacity, Solution Strength Mix, and NPDES Permit Design Flow Exceedance.
- **Visit:** <https://moruralwater.org/water-tools/>



Washington, *Small Water System Management Program Guide*

- Chapter **2.2, Operations and Maintenance Program** helps systems identify the operating parameters and maintenance duties to maintain effective operations and compliance with drinking water regulations.
- **Visit:** <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/SmallWaterSystemMgmt.aspx>



West Virginia, *Asset Management Webpage*

- The **Assets-O&M LCC Guidance** workbook provides an example of an O&M Activity worksheet based off of an asset registry.
- The **Advanced Life Cycle Costs Tool** is an excel spreadsheet that is used to track critical assets and provide recommendations for action and associated costs. The tool can calculate total planned and unscheduled O&M and track the costs and expected useful life of assets over a ten year period.
- The **Advance Asset Management Guidance Workbook** includes an overview of all various tracking methods in the **O&M Summary** section. An example of a task list of O&M activities can be found in the **My O&M List** section.
- **Visit:** http://www.wvdhhr.org/oehs/eed/iandcd/Asset_management.asp

For a full description of tools, see Appendix A.

Corresponding Effective Utility Management Attributes

Operational Optimization Attribute:

- Toolbox resources include operation manuals and performance indicators.

Operational Resiliency Attribute:

- Toolbox resources include guides on security threats and health and safety.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

Capital Improvements

Component Description

Capital improvement planning determines a system's short- and long-term asset rehabilitation and replacement projections, based on the asset inventory and O&M data.

For the Capital Improvements component, the asset management plan should describe the following:

- ✓ Future capital projects (and anticipated associated expenditures) for plans to add new assets to the system that upgrade or improve existing capacity.
- ✓ Renewal projects (and associated expenditures) for plans to restore an existing asset to its original capacity, without increasing an asset's design capacity.

The asset management plan should include all projects within a minimum 5-year timeframe. However, a 20-year timeframe is preferred to accurately assess and plan for improvements. Reference to capital improvements beyond 20 years also should be included with a discussion of long-term financial planning.

If a system has already developed a Capital Improvement Plan (CIP), the asset management plan can reference it, specifically the timing and cost of the rehabilitations and replacements. Because the expected needs of the system will change, the CIP projects listed in the asset management plan should be updated as necessary to reflect those changes.

Implementation Tools



EPA, *Asset Management: A Handbook for Small Water Systems*

- The **Required Reserve Worksheet** guides a system to evaluate the prioritized assets to calculate the amount of money needed to be set aside every year in order to pay for the rehabilitation and replacements of their assets in.
- **Visit:** <https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100U7T2.txt>



Kansas, *AM KAN Work! An Asset Management and Energy Efficiency Manual*

- **Chapter 6: Life-Cycle Costing, Section 6.6: Capital Improvement Planning** discusses capital planning and validation of capital projects to ensure that they are necessary.
- **Cost:** \$65, which includes a hardcopy of the manual, as well as shipping costs. Free if you attend a sponsored asset management training workshop.
- **Contact:** Amelia Springer, Kansas Department of Health and Environment (amelia.springer@ks.gov)



Michigan, *Asset Management Workbook*

- **Capital Improvements Worksheet** is used to evaluate CIP projects by considering timeframe (e.g., year until project must begin), costs and reserve funding requirements.
- **Contact:** Bob Schneider, Michigan Department of Environment Quality (SCHNEIDERR@michigan.gov, 517-388-6466)



University of North Carolina Environmental Finance Center, *Plan to Pay: Scenarios to Fund Your Capital Improvement Plan*

- The **20-Year Projections Worksheet** calculates annual rate increases necessary to cover capital reserve allocations and debt service over a 20-year planning period.
- The **Dashboard Worksheet** displays results in tables and easy-to-read graphics.
- **Visit:** <https://efc.sog.unc.edu/resource/plan-pay-scenarios-fund-your-capital-improvement-plan>

Capital Improvements



Washington, *Small Water System Management Program Guide*

- **Chapter 3.1, Short-Lived Asset Replacement and Other Planned Improvements** helps systems document the short-lived assets requiring replacement in the next 6 years, the estimated schedule and cost.
- **Chapter 3.1, Long-Lived Asset Replacement**, helps systems document the long-lived assets that must be replaced in the next 6 years, the estimated schedule and cost.
- **Visit:** <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/SmallWaterSystemMgmt.aspx>



West Virginia, *Asset Management Webpage*

- Found in the **Asset Management Guidance Workbook**, the **Capital Improvement Plan and Action Plan** section provides an example of a table used to define objective, targets, and improvements where the utility needs to take action.
- **Visit:** http://www.wvdhhr.org/oehs/eed/iandcd/Asset_management.asp

For a full description of tools, see Appendix A.

Corresponding Effective Utility Management Attributes

Infrastructure Stability Attribute:

- Toolbox resources include guides for inventorying assets for capital planning and a report on sustainable asset management.

Financial Viability Attribute:

- Toolbox resources include a report on best practices to promote capital investment.

Stakeholder Understanding and Support Attribute:

- Toolbox resources include management manuals, a media guide, and a public outreach toolkit.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

Financial Strategy

Component Description

A *financial strategy* is necessary to ensure that the system has adequate sources of funding for current and future O&M and capital needs, and is able to meet its established LOS goals.

The financial strategy component should describe the following:

- ✓ Water rate methodologies, including the system's current rate structure and plans for future rate modifications.
- ✓ The system's annual operating budget and capital budget, which should be updated frequently.
- ✓ The types of reserve accounts that the system has (e.g., operating cash reserve, emergency reserve, short-lived asset reserve, capital reserve).
- ✓ System loans and bonds.
- ✓ Financial history.
- ✓ Financial forecasts.

When developing this component, the system should review annual financial statements, budgets, audits and the system's master plan.

The system's financial projections should show predicted revenue and expenses over the next 5 to 10 years. To help inform these projections, the system should determine its financial health using financial ratios, including:

- ✓ Operating Ratio—the relationship between revenues and operating expenses (Operating Revenue / Operating Expense).
- ✓ Debt Ratio—how much debt the system is using to operate (Total Liabilities / Total Assets).
- ✓ Sales Ratio—how much of the system's revenue is generated from service fees (Sales / Total Revenue).
- ✓ Expense Ratio—amount of operating expenses compared to total expenses (Operating Expense / Total Expense).

Implementation Tools



EPA Region 1, Asset Management and Debt Capacity Tool

- The **Debt Capacity Worksheet** is used to enter general financial data, (including a debt service schedule), predict future debt (based on prioritized and scheduled capital expenditures and available funding) and calculate future rate requirements.
- Visit: <https://swefcamswitchboard.unm.edu/am/product/asset-management-and-debt-capacity-tool/>



EPA, *Asset Management: A Handbook for Small Water Systems*

- **Step #4: How Do I Carry Out This Plan?** discusses financial steps in order to carry out an asset management plan, including a budgeting worksheet that allows systems to better understand their financial position.
- Visit: <https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockkey=P100U7T2.txt>



EPA, *Setting Small Drinking Water System Rates for a Sustainable Future*

- **Step 1 – Determining Your Costs** provides an example of and instructions on how to complete an **Annual Costs Worksheet** to determine annual costs of running the system.

Financial Strategy

- **Step 2 – Determining Your Current Revenue** provides an example of and instructions on how to complete an **Annual Revenue Worksheet** to help the system calculate how much money they collect annually.
- **Step 3 – Setting Aside a Reserve** provides steps to help systems determine how much money they need to raise annually to implement the capital improvement plan.
- **Step 4 – Determining Actual Revenue Required from Your Customers** contains an explanation and example of the **Short-term Revenue Required from Your Customers Worksheet** to help systems determine the total revenue they need to collect to cover the full cost of doing business.
- **Step 5 – Designing a Rate to Cover Your Costs** helps systems to design their rate structure and estimate the amount of water used by customers. This step includes an explanation and example of an **Average Monthly Usage Worksheet** to help summarize customer monthly water usage to ensure the system meets the revenue requirement.
- **Visit:** <http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000D2NM.txt>



EPA, *Successfully Protecting Your Investment in Drinking Water Infrastructure: Best Practices from Communities and Local Experts*

- The **Cost Efficiency** section includes case studies that highlight efforts to reduce planned and unexpected operation and maintenance costs, developing partnerships with other water systems, and solve issues with water loss and energy inefficiencies.

Visit: https://www.epa.gov/sites/production/files/2017-07/documents/asset_management_fact_sheets_20170602.pdf



Kansas, *AM KAN Work! An Asset Management and Energy Efficiency Manual*

- **Chapter 6: Life-Cycle Costing** discusses life-cycle cost components, including O&M costs (**Section 6.3**) and rationale to balance O&M and capital costs (**Section 6.8**).
- **Chapter 7: Funding Strategies** focuses on long-term funding strategies, including internal and external funding, funding for energy efficiency and comprehensive funding strategies.
- **Cost:** \$65, which includes a hardcopy of the manual, as well as shipping costs. Free if you attend a sponsored asset management training workshop.
- **Contact:** Amelia Springer, Kansas Department of Health and Environment (amelia.springer@ks.gov)



Michigan, *Asset Management Workbook*

- The **Budget and Rate Worksheet** is used to track budget items and compare rate methodology options.
- The **Five-Year Budget Worksheet** is used to track current and anticipated expenses.
- **Contact:** Bob Schneider, Michigan Department of Environment Quality (SCHNEIDERR@michigan.gov, 517-388-6466)



Pennsylvania, *Asset Management Tool*

- The **Forecast Worksheet** is used to forecast surplus/deficit. The worksheet uses data entered in the **Inventory Worksheet**.
- The **Forecast Chart Worksheet** graphs the reserve fund balance, total cash needs and total revenues based on the **Forecast Worksheet**.

Financial Strategy

- **Visit:** <https://www.dep.pa.gov/Business/Water/BureauSafeDrinkingWater/CapabilityEnhancement/Pages/AssetManagement.aspx>



Rural Community Assistance Partnership, *Formulate Great Rates: The Guide to Conducting a Rate Study for a Water System*

- The **Income and Expense Worksheet** is a monthly tracking tool for systems to record their revenue, fixed and variable costs and profit or loss.
- **Worksheet #3 – Fairness Check** calculates the equity from the total average revenue and target revenue.
- **Worksheet #4 – Calculate Rates** determines the basic flow charge for the system, based on water usage and flow rate revenue.
- **Visit:** <http://www.rcapsolutions.org/wp-content/uploads/2013/06/RCAP-Formulate-Great-Rates.pdf>



Washington, *Small Water System Management Program Guide*

- **Chapter 3.3, Six-Year Budget**, helps systems develop a 6-year operating budget that addresses system revenues, expenses and improvement project financing.
- **Chapter 3.4, Water Rates**, shares key principles for establishing a water rate structure that will meet the needs of the system.
- **Visit:** <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/SmallWaterSystemMgmt.aspx>



West Virginia, Asset Management Webpage

- The **Annual Financial Workbook** allows utilities to fill out information and compare the budget with actual expenses and revenues.
- The **Advance Asset Management Guidance Workbook** guides utilities on what to consider as they develop a financial strategy and long term funding plan
- **Visit:** http://www.wvdhhr.org/oehs/eed/iandcd/Asset_management.asp

For a full description of tools, see Appendix A.

Corresponding Effective Utility Management Attributes

Financial Viability Attribute:

- Toolbox resources include a conference summary report, a public finance primer, water rate tools, and guidance.

Stakeholder Understanding and Support Attribute:

- Toolbox resources include management manuals, a media guide, and a public outreach toolkit.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

Compliance

Component Description

Effective asset management helps to ensure *compliance* with state and federal drinking water regulations, while also allowing the system to reliably and continuously deliver safe drinking water.

This component should include a discussion of:

- ✓ The system's compliance history with state and federal drinking water regulations, along with plans for meeting future requirements.
- ✓ Significant deficiencies, as determined by the state, including the system's responses and action plans. Systems may summarize significant deficiencies and follow-up actions in a summary table.

The system should use the following to inform the discussion:

- ✓ Sanitary surveys.
- ✓ Monitoring schedules.
- ✓ Wellhead protection plans.
- ✓ Source water protection plans.
- ✓ Operator certifications.
- ✓ Enforcement Targeting Tool (ETT) scores.
- ✓ Enforcement orders (as applicable).

Implementation Tools



EPA, *Record Keeping Rules: A Quick Reference Guide*

- The **General Record Keeping Requirements Section** summarizes the records (e.g., analyses, sanitary surveys, etc.) systems must keep and how long the information must be retained.
- The **Additional Rule Specific Record Keeping Requirements Section** organizes additional record keeping requirements (e.g., types of records and the duration they must be retained) by drinking water rule and type of water system.
- **Visit:** <https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000ZZB2.TXT>



Washington, *Small Water System Management Program Guide*

- **Chapter 2.3, Water Quality Monitoring Program**, helps systems identify the type, frequency and location of required water quality monitoring (sampling).
- **Visit:** <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/SmallWaterSystemMgmt.aspx>



West Virginia, *Asset Management Webpage*

- The **Advanced Life Cycle Costs Tool** is an excel spreadsheet that is used to track critical assets and provide recommendations for action and associated costs.
- **Visit:** http://www.wvdhhr.org/oehs/eed/iandcd/Asset_management.asp

For a full description of tools, see Appendix A.

Compliance

Corresponding Effective Utility Management Attributes

Product Quality Attribute:

- Toolbox resources include information on optimization plans and water quality guidance.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

Preparedness

Component Description

The *Preparedness* component outlines the measures that the system will take to ensure that assets are sustained, in the event of an emergency or other unexpected situation. This component should discuss:

- ✓ Security measures used to ensure safe, continuous operations, (e.g., locks, fences, supervisory control and data acquisition (SCADA) systems and backup generators).
 - Also, this component may include a description of an all-hazards approach to emergency preparedness, (i.e., a comprehensive framework in preparing for, responding to and mitigating the impact of a variety of disasters, emergencies and security threats).
- ✓ Mutual aid agreements through the national Water/Wastewater Agency Response Network (WARN) or otherwise, into which the system has entered, or any plans to establish such agreements.
 - Contingency plans used to ensure continuity of service. Certain assets may only be needed on a contingent basis (e.g., backup generators, surplus treatment chemicals or an alternative water source).
- ✓ The asset management plan may not need to include all of the information contained within the system's emergency response plan, but should reference it.

Implementation Tools



EPA, *Drinking Water Security for Small Systems Serving 3,300 or Fewer Persons*

- The **What Is a Vulnerability Assessment? Chapter** describes the six steps necessary to complete a vulnerability assessment and helps systems to understand and evaluate their risk to different threats.
- The **What Is an Emergency Response Plan? Chapter** gives a step-by-step description of the preparation and action steps needed for a small system to create an emergency response plan.
- The **How Should I Communicate with My Customers?** and **What Security Improvements Can I Make Immediately? Chapters** provide additional information on effective communication and security measures.
- **Visit:** <https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=20017JWD.TXT>



EPA, *Manual Interstate Mutual Aid and Assistance: EMAC Tips for the Water Sector*

- The **Before an Event Section** of this factsheet identifies and briefly explains steps to take prior to an emergency event, including raising awareness, training and educating personnel and reviewing paperwork.
- The **During an Event Section** of this factsheet identifies and briefly explains steps to take during an emergency event, including making prompt, specific requests, utilizing personal contacts and announcing advisories.
- **Visit:** <http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=P1004B98.txt>



EPA, *Tabletop Exercise Tool for Drinking Water and Wastewater Utilities (TTX Tool)*

- This PC-based tool includes 12 scenarios with fully customizable **Situation Manuals** that address emergency preparedness and response. Each scenario also comes with discussion questions and PowerPoint presentations.
- **Visit:** <https://www.epa.gov/waterresiliencetraining/develop-and-conduct-water-resilience-tabletop-exercise-water-utilities>

Preparedness



EPA, *Successfully Protecting Your Investment in Drinking Water Infrastructure: Best Practices from Communities and Local Experts*

- The **Proper Management** Section highlights case studies that solved common challenges with record keeping and scheduling maintenance of assets.
- The **Resiliency** Section discusses contingency planning and long-term benefits of asset management.

Visit: https://www.epa.gov/sites/production/files/2017-07/documents/asset_management_fact_sheets_20170602.pdf



Washington, *Small Water System Management Program Guide*

- Chapter **1.6, Emergency Response Plan**, helps systems identify and document responses to routine and uncommon emergencies that may affect system operations, and establish procedures to notify customers.
- **Visit:** <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/SmallWaterSystemMgmt.aspx>

For a full description of tools, see Appendix A.

Corresponding Effective Utility Management Attributes

Operational Resiliency Attribute:

- Toolbox resources include guidance on developing an operations manual, a security threats handbook, and a health and safety guide.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

SECTION 2: ADDITIONAL COMPONENTS OF AN ASSET MANAGEMENT PLAN

Based on input from the EPA/State Asset Management Workgroup, EPA has identified the following additional components of an asset management plan to help increase the plan's value and effectiveness:

Energy Management

Component Description

Systems should ensure that all assets—not just those connected to a power source—are evaluated for energy efficiency. Employing *energy management* strategies, such as conducting an energy assessment and/or audit, will allow the system to understand the energy requirements of its assets.

This component of the asset management plan should reflect any energy management initiatives that the system has undertaken or plans to undertake in the future.

The energy management component should describe:

- ✓ Any energy assessments undertaken to determine areas in need of energy efficiency.
- ✓ Any energy audits performed and the system's progress in implementing energy management recommendations such as installing energy efficient infrastructure and/or making operational changes to increase energy efficiency at the system.

Underperforming assets with a negative impact on the system's energy usage should be flagged for rehabilitation or replacement.

Implementation Tools



EPA, Energy Star Portfolio Manager

- The **Benchmarking Starter Kit** assists systems with the first key step in understanding and reducing their energy consumption and carbon footprint. Portfolio Manager is used to assess all buildings' energy performance, water efficiency and carbon emissions.
- **Visit:** <https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager>



EPA, Energy Use Assessment Tool

- Systems can enter data and track energy usage for each building's lighting and heating, ventilation and air conditioning (HVAC)/non-process energy using the **Building 1 Data Worksheet**, and for numerous assets, including source water, treatment and distribution using the **WTP Energy Usage Worksheet**.
- The **Summary Report Worksheet** is generated using the building and water treatment plant worksheets, and includes summary data, graphs and tables.
- **Visit:** <https://www.epa.gov/sustainable-water-infrastructure/energy-efficiency-water-utilities>



EPA, *Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities*

- **Session 4: Identifying Energy Objectives and Targets** helps systems to set energy objectives and establish targets to measure progress, in order to improve overall energy performance.

Energy Management

- **Session 5: Implementing Energy Improvement Programs and Building a Management System to Support Them** guides systems through the process of developing an action plan to implement energy improvements.
- **Visit:** <https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockkey=P1003Y1G.TXT>



Kansas, *AM KAN Work! An Asset Management and Energy Efficiency Manual*

- **Section 1.3: Energy Efficiency** discusses the importance of incorporating energy efficiency objectives into an asset management program.
- **Cost:** \$65, which includes a hardcopy of the manual, as well as shipping costs. Free if you attend a sponsored asset management training workshop.
- **Contact:** Amelia Springer, Kansas Department of Health and Environment (amelia.springer@ks.gov)



Rural Community Assistance Corporation, *Sustainable Infrastructure for Small System Public Services: A Planning and Resources Guide*

- **Chapter 2: Energy Efficiency** contains templates, checklists and tools that systems can use to review their energy consumption and to identify objectives, strategies and actions to increase their energy efficiency.
- **Visit:** <https://www.rcap.org/resource/sustainable-infrastructure-for-small-system-public-services-a-planning-and-resource-guide/>

For a full description of tools, see Appendix A.

Corresponding Effective Utility Management Attributes

Operational Optimization Attribute:

- Toolbox resources include guidance on developing an operational manual and performance indicators.

Community Sustainability Attribute:

- Toolbox resources include information on creating a livable community and on triple bottom-line reporting.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

Water Efficiency

Component Description

For drinking water systems, unaccounted for water represents lost revenue. It is important for systems to incorporate *water efficiency* measures (e.g., leak detection testing) into their asset management strategy to minimize water loss.

This component of the asset management plan should discuss any water loss prevention and water efficiency initiatives that the system has undertaken or plans to undertake in the future.

The water efficiency discussion should address:

- ✓ Leak detection auditing, including methods and frequency.
- ✓ Water loss reduction strategies, such as an annual pipe replacement program.
- ✓ Consumer-based water conservation methods, such as incentive programs (e.g., installing low flow showerheads or toilets) or education campaigns (e.g., for school children or customers).

Implementation Tools



American Water Works Association, Water Audit Software

- The **Water Balance Worksheet** uses the data entered in the **Reporting Worksheet** and populates a system's water balance to quantify the magnitude of water losses.
- The **Loss Control Planning Worksheet** interprets the results of water audits and performance indicators and provides guidance to minimize water loss.
- **Visit:** <https://www.awwa.org/Resources-Tools/Resource-Topics/Water-Loss-Control>



EPA, *Control and Mitigation of Drinking Water Losses in Distribution Systems*

- **Section 4: Water Loss Control Program Elements** outlines components of an effective water loss prevention program. Systems should refer to the techniques in this document when outlining their water loss prevention initiatives.
- **Visit:** <https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=P1009VCZ.TXT>



EPA, *Lean and Water Toolkit: Achieving Process Excellence Through Water Efficiency*

- **Chapter 4: Lean and Water Efficiency Improvement Strategies** discusses facility operations and other activities which may provide opportunities to reduce water waste.
- **Visit:** <https://www.epa.gov/sustainability/lean-water-toolkit-contents-and-acknowledgements>



EPA, *Successfully Protecting Your Investment in Drinking Water Infrastructure: Best Practices from Communities and Local Experts*

- The **Water and Energy Efficiency** Section highlights a case study who used benefited from an asset management plan to identify and solve water and energy losses.
- **Visit:** https://www.epa.gov/sites/production/files/2017-07/documents/asset_management_fact_sheets_20170602.pdf

Water Efficiency



EPA, WaterSense Program

- The **WaterSense Specifications and Certifications** contains information on technical specifications, program guidelines, and professional certifications, and rules governing certification procedures to earn the WaterSense label.
- The **WaterSense for Kids** is an outreach program to encourage water conservation and provides tools for educators.
- **Visit:** <https://www.epa.gov/watersense>



Missouri Rural Water Association, Water Tools

- The **Well Water Loss Tracking Tools** helps calculate water loss based on the hole in pipe, and the circular and rectangular break around the pipe.
- The Water Tools webpage also includes **Special Calculators** for Monthly and Annual Water Loss, and Percent Efficiency Calculator.
- **Visit:** <https://moruralwater.org/water-tools/>



Rural Community Assistance Corporation, *Sustainable Infrastructure for Small System Public Services: A Planning and Resources Guide*

- **Chapter 1: Water Conservation** gives small systems a step-by-step procedure for developing and implementing a water conservation program; information on leak detection and public education and outreach is provided.
- **Visit:** <https://www.rcap.org/resource/sustainable-infrastructure-for-small-system-public-services-a-planning-and-resource-guide/>



Washington, *Small Water System Management Program Guide*

- **Chapter 2.9, Water Use Efficiency Program**, helps systems develop a water use efficiency program.
- **Visit:** <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/SmallWaterSystemMgmt.aspx>

For a full description of tools, see Appendix A.

Corresponding Effective Utility Management Attributes

Water Resource Adequacy Attribute:

- Toolbox resources include a tool for water supply planning, a guide to water reuse, and water conservation guidelines.

Community Sustainability Attribute:

- Toolbox resources include a handbook on watershed planning and information on low-impact development.

Operational Optimization Attribute:

- Toolbox resources include a report on selection and definitions of performance indicators.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

Climate Change

Component Description

Natural disasters, sea level rise or other effects of *climate change* may damage or destroy assets.

The climate change component should address:

- ✓ Water availability, including current and future water use projections and any actions taken with respect to watershed planning.
- ✓ Water use projections.
- ✓ Other anticipated climate change-induced impacts.
- ✓ Strategies for mitigating climate change-induced impacts.

Any documents in which a system has previously referenced impacts of climate change (e.g., watershed plan, long-range planning document) can be noted in the asset management plan.

Implementation Tools



EPA, *Adaptive Response Framework for Drinking Water and Wastewater Utilities*

- The document walks systems through approaches for becoming climate ready, including: **awareness, adaptation, mitigation, policies, community, and partnership**. After reviewing these six approaches and associated actions and resources, a system can work to develop or expand on their climate change initiatives.
- **Visit:** <http://water.epa.gov/infrastructure/watersecurity/climate/upload/epa817f12009.pdf>



National Rural Water Association, *White Paper on Climate Change Impacts on Small and Rural Public Water Systems*

- **Chapter VI, Impacts and Adaptation**, provides **Recommendations for Small Systems** to prepare for and adapt to climate change effects, as well as **Recommendations for Assessing Climate Science** for systems to use in their strategic planning.
- **Visit:** <https://swefcamswitchboard.unm.edu/am/product/white-paper-on-climate-change-impacts-on-small-and-rural-public-water-systems/>

For a full description of tools, see Appendix A.

Corresponding Effective Utility Management Attributes

Community Sustainability Attribute:

- Toolbox resources include information on creating a livable community and low-impact development and triple bottom-line reporting.

Water Adequacy Attribute- insufficient resources

- Toolbox resources include a tool for water supply planning, a guide to water reuse, and water conservation guidelines.

Operational Resiliency Attribute:

- Toolbox resources include guides on security threats and maintenance management systems.

Infrastructure Stability Attribute:

- Toolbox resources include guides for inventorying assets for capital planning and a report on sustainable asset management.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

Regional Planning

Component Description

Regional planning strategies bring communities together and can strengthen relationships between community partners. Water systems benefit from these regional initiatives, and associated water system partnerships, through the enhancement of emergency response capabilities, the sharing of assets (e.g., generators, leak detection equipment) and the improvement of watershed planning for source protection. In addition, many states have state- or regional-scale water resource management plans, which guide planning decisions related to water quality and/or quantity.

The regional planning component should include the following:

- ✓ Regional initiatives with which the system is involved.
- ✓ Regional planning efforts that the system plans to undertake in the future.
- ✓ Any nearby water systems with which the system has an established relationship or with which the system could partner.

If the system has previously been included in a regional planning document, the document can be referenced.

Implementation Tools



EPA, *Gaining Operational and Managerial Efficiencies Through Water System Partnerships*

- After reviewing these case studies, systems may discover ways to form partnerships, strengthen relationships, benefit from the managerial and operational efficiencies and expand existing regional initiatives.
- **Visit:** <https://www.epa.gov/sites/production/files/2017-07/documents/p1006md0.pdf>



EPA, *How to Support Water System Partnerships: Water Systems Partnership Handbook*

- This handbook is tool intended to provide state's, and their drinking water programs, including tribal systems, an opportunity to guide states through a series of interactive steps for identifying, assessing, and launching partnerships.
- **Visit:** <https://www.epa.gov/dwcapacity/water-system-partnerships>



Kentucky Infrastructure Authority, Water Resource Information System (WRIS)

- The **WRIS Website** provides both a geographic information system (GIS) and information on state water resources, project development, emergency response, regulations, planning and other topics.
 - The **Internet Mapping Webpage** includes links to drinking water and wastewater infrastructure projects in the state.
 - Under the **WRIS Portal**, the **Area Water Management Planning Council Members Webpage** provides a list of all members and leaders by development district.
- **Visit:** <http://kia.ky.gov/wris/>

For a full description of tools, see Appendix A.

Regional Planning

Corresponding Effective Utility Management Attributes

Community Sustainability Attribute:

- Toolbox resources include information on creating a livable community and low-impact development and triple bottom-line reporting.

Water Resource Adequacy Attribute:

- Toolbox resources include a guide to local and state-wide water conservation.

Operational Resiliency Attribute:

- Toolbox resources include guide on security threats and health and safety.

Operational Optimization Attribute:

- Toolbox resources include guidance on developing an operational manual and performance indicators.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

Multi-Sector Asset Management

Component Description

The *multi-sector approach to asset management* is intended to facilitate and encourage arrangements among partners working to protect and enhance critical infrastructure. Water systems may work with wastewater systems, transportation authorities and/or power utilities.

Incorporating a multi-sector approach into asset management can foster dialogue and help to identify commonalities in asset management approaches among the sectors.

The multi-sector component should include a description of:

- ✓ Multi-sector approaches to asset management that the system is undertaking.
- ✓ Multi-sector approaches to asset management that the system plans to undertake.
 - For example, if the system coordinates water main replacements with the local highway division, the system should describe the mechanisms for this coordination (e.g., work orders, monthly meetings, etc.) in the plan.

Implementation Tools



EPA, Smart Growth

- The **Smart Growth Network** tab includes partnership of government, business, and civic organizations that support the Smart Growth mission to encourage development that boost the economy, enhances community vitality and protects the environment. This tab also provides the link to **Smart Growth Online** for additional news, publications, and resources.
- Publications on water quality, water and wastewater infrastructure, and water conservation can be found in the **Smart Growth Topics: Water** link.
- The **Resource** section provides EPA grants and funding, technical assistance, publications, and tools to help communities learn about and implement smart growth approaches.
- Visit: <https://www.epa.gov/smartgrowth>



EPA and DOT Federal Highway Administration (FHWA), *Memorandum of Understanding (MOU) "Infrastructure Asset Management Technology Exchange"*

- Systems can reference the **Authority, Cooperative Efforts** and **Points of Contact Sections** to develop their own MOU with other entities (e.g., wastewater or transportation departments). Systems can modify this document as necessary to meet the needs of the sectors involved in the agreement.
- Visit: <http://www.fhwa.dot.gov/infrastructure/asstmgmt/epamou.pdf>



EPA and DOT Federal Highway Administration (FHWA), *Multisector Asset Management Case Studies*

- The **Hamilton, Ontario, Canada Case Study** explains the system's integrated, bottom-up approach to asset management.
- The **Henderson, Nevada, USA Case Study** explains the system's citywide asset management and maintenance program that involves all levels of staff.
- The **Saco, Maine, USA Case Study** explains the system's collaborative, top-down approach to developing a common asset management framework.
- Visit: <https://collaboration.fhwa.dot.gov/dot/fhwa/TAMT/Lists/aReferences/Attachments/105/Multisector%20Asset%20Management%20Case%20Studies%20Final%20V1.pdf>

For a full description of tools, see Appendix A.

Multi-Sector Asset Management

Corresponding Effective Utility Management Attributes

Infrastructure Stability Attribute:

- Toolbox resources include information on making the most of system assets and guides to asset management.

Community Sustainability Attribute:

- Toolbox resources include information on creating a livable community and triple bottom-line reporting.

For more information, visit: <http://www.watereum.org/resources/resource-toolbox/>

ASSET MANAGEMENT PLAN UPDATES

Water and wastewater systems should review its asset management plan annually to ensure that it remains relevant and up-to-date. The annual review could occur before developing an annual budget and list of scheduled or needed capital improvements. Furthermore, systems may need to revisit and update their asset management plans more frequently as water system plans are developed or modified. Updating the asset management plan also supports EUM's "Plan-Do-Check-Act" or continual improvement management framework, which can help systems understand progress, establish measures of performance, identify future improvement opportunities and guide the decision making process.

In order to accurately track each asset's condition, the Asset Inventory component should be updated more frequently than annually. For example, every time an employee inspects a particular asset, he or she can gather asset data and update the asset inventory. Additionally, as staffing changes occur, the system should update the *Staff Information* component.

APPENDIX A: SUMMARY OF ASSET MANAGEMENT PLAN TOOLS

Disclaimer: This document is not intended to be a regulation; recommendations contained within this guide are not legally binding. Any changes in implementation of state programs are purely voluntary and must comply with legally binding requirements.

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Asset Management Websites

U.S. EPA, Asset Management Website

<https://www.epa.gov/sustainable-water-infrastructure/asset-management-water-and-wastewater-utilities>

U.S. EPA, State Asset Management Initiatives Document

<https://www.epa.gov/dwcapacity/2018-state-asset-management-initiatives-document>

U.S. EPA, Water Finance Clearinghouse

<https://ofmpub.epa.gov/apex/wfc/f?p=165:1:8306717244384::::>

Water EUM, The Effective Utility Management Resource Toolbox

<http://www.watereum.org/resources/resource-toolbox/>

Southwest Environmental Finance Center, Asset Management Switchboard

<https://swefcamswitchboard.unm.edu/am/>

American Water Works Association, Resources & Tools: Asset Management

<https://www.awwa.org/Resources-Tools/Resource-Topics/Asset-Management>

U.S. Department of Transportation Federal Highway Administration, Asset Management Website

<https://www.fhwa.dot.gov/asset/index.cfm>

WaterOperator.Org, Resource Library

<http://wateroperator.org/library>

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Microsoft Excel-based Tools

American Water Works Association, Water Audit Software —This Excel-based software includes a data-grading capability that allows the system to determine the validity of its water audit data. It provides guidance on water loss control planning based upon the credibility of the data and the measure of losses displayed by the water audit. The Water Audit Software Compiler is a useful tool for managing the results from completed Water Audit Software files. Users can compile all data into a master table and create charts showing audit components and basic histograms of grading values. http://www.awwa.org/resources-tools/water-knowledge/water-loss-control.aspx											✓			
EPA, Energy Use Assessment Tool —This Excel-based tool can be used by small to medium-sized systems to conduct a baseline energy use and cost analysis on both water and wastewater system utility bills and equipment. http://water.epa.gov/infrastructure/sustain/energy_use.cfm										✓				
EPA Region 1, Asset Management and Debt Capacity Tool —This is a free, simple Excel-based tool developed by EPA Region 1 in response to the needs identified by water systems during an Effective Utility Management (EUM) project. This tool provides a very simple way to tie asset inventory to financial planning. https://swefcamswitchboard.unm.edu/am/product/asset-management-and-debt-capacity-tool/				✓			✓							
Michigan, Asset Management Workbook —This Excel-based tool can help systems develop an asset inventory, budgets and capital improvement plans. https://www.michigan.gov/egle/0,9429,7-135-3313_71618_3682_3713-341866--,00.html Contact Bob Schneider, Michigan Department of Environment Quality (SCHNEIDERR@michigan.gov, 517-388-6466)				✓		✓	✓							
Pennsylvania, Asset Management Tool —This Excel-based tool can assist systems in developing an asset inventory and an associated financial forecast. https://www.dep.pa.gov/Business/Water/BureauSafeDrinkingWater/CapabilityEnhancement/Pages/AssetManagement.aspx				✓			✓							

Implementation Tools

	Introduction	Staff Information	Level of Service	Asset Inventory	Operation & Maintenance	Capital Improvements	Financial Strategy	Compliance	Preparedness	Energy Management	Water Efficiency	Climate Change	Regional Planning	Multi-Sector Asset Management
University of North Carolina Environmental Finance Center, Plan to Pay: Scenarios to Fund Your Capital Improvement Plan —This Excel tool helps small systems calculate annual rate increases necessary to cover capital reserve allocations and debt service over a 20-year planning period, while restricting reserves from increasing perpetually. Results are displayed in tables and easy-to-read graphics. http://www.efc.sog.unc.edu/reslib/item/user-friendly-capital-improvement-plan-cip-tool-water-wastewater-utilities					✓									
Water Research Foundation, Pipe Risk Screening Tool —This Excel-based tool helps systems prioritize water distribution and transmission pipes for renewal projects. This prioritization helps the system identify the set of pipes most at risk for failure and with the greatest cost-based consequences for inclusion in the system's capital improvement program. https://www.waterrf.org/resource/pipe-risk-screening-tool			✓											
West Virginia, Asset Management Webpage —The WV Bureau for Public Health (WV BPH) has created a webpage containing guidance documents to aid water systems to complete an Asset Management plan. This process is a mixture of guidance, utility self-assessments, tables, worksheets, and templates. http://www.wvdhhr.org/oehs/eed/iandcd/Asset_management.asp	✓	✓	✓	✓	✓	✓	✓	✓						

Implementation Tools

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Climate Change
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Multi-Sector Asset Management



Manual and Guidance Tools

EPA, Adaptive Response Framework for Drinking Water and Wastewater Utilities—This document guides systems through climate-ready activities and helps with the identification of needed resources and possible incentives to support and encourage climate-readiness. http://water.epa.gov/infrastructure/watersecurity/climate/upload/epa817f12009.pdf												✓		
EPA, Asset Management: A Best Practices Guide—This guide provides a comprehensive overview of asset management benefits and best practices, and how to implement an asset management program. It guides systems through five core questions that serve as the foundation for many asset management best practices and as the starting point for developing an asset management plan. http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=P1000LP0.txt	✓													
EPA, Asset Management: A Handbook for Small Water Systems – This manual, part of the Simple Tools for Effective Performance (STEP) Guide Series, is designed for owners and operators of small community water systems (CWSS). The guide provides worksheets to help with inventory and prioritizing assets, as well as budgeting for future plans. https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100U7T2.txt	✓			✓	✓	✓								
EPA, Asset Management for Local Officials—This fact sheet serves as a guide to local officials to help them understand the basics of asset management and their role in successfully implementing an asset management program. The fact sheet explains the unique role of local officials in building community support and the potential barriers these officials can help to overcome. http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=P1000LTX.txt		✓												
EPA, Building an Asset Management Team—This fact sheet guides local officials and systems through the process of building a successful asset management team. It describes commitment to the team as a vital piece of system success, how to create and maintain an asset management culture, and the various roles filled by key team members. https://nepis.epa.gov/Exe/ZyPdf.cgi?Dockey=P1000LTZ.txt		✓												

Implementation Tools

	Introduction	Staff Information	Level of Service	Asset Inventory	Operation & Maintenance	Capital Improvements	Financial Strategy	Compliance	Preparedness	Energy Management	Water Efficiency	Climate Change	Regional Planning	Multi-Sector Asset Management
EPA, Control and Mitigation of Drinking Water Losses in Distribution Systems —This document provides information on tools and techniques that help systems tailor a program to meet water loss prevention needs and maintain infrastructure. A successful water loss prevention program will help the system balance its resources used to address economic restrictions, water availability, population and climate changes, regulatory requirements, operational costs and public and environmental stewardship. https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=P1009VCZ.TXT										✓				
EPA, Drinking Water Security for Small Systems Serving 3,300 or Fewer Persons —This guide is designed for community water systems (CWSs) serving 3,300 or fewer persons and presents basic information and steps CWSs can take to improve security and emergency preparedness at their water system. The guide explains why security improvements are important and discusses Vulnerability Assessments (VAs) and Emergency Response Plans (ERPs). https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=20017JWD.TXT								✓						
EPA, Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities —This guide helps water systems serving fewer than 10,000 people understand general record keeping requirements, including which records they are required to keep and the amount of time that information should be retained to maintain a comprehensive history. The guide also provides insight into the benefits of record keeping, and how to generate and store secure records. https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=P1003Y1G.TXT									✓					
EPA, Gaining Operational and Managerial Efficiencies Through Water System Partnerships —Case studies of system partnerships provide examples of the many different approaches to forming partnerships, strengthening relationships and achieving managerial and operational efficiencies. https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=P1006MD0.TXT												✓		

Implementation Tools

	Introduction	Staff Information	Level of Service	Asset Inventory	Operation & Maintenance	Capital Improvements	Financial Strategy	Compliance	Preparedness	Energy Management	Water Efficiency	Climate Change	Regional Planning	Multi-Sector Asset Management
EPA, <i>How to Support Water System Partnerships: Water System Partnerships Handbook</i> This document was updated from the EPA's 1991 Restructuring Manual, Chapter 4: Role of the Drinking Water Regulator (EPA 570-9-91-035). This document is a tool intended to provide state's, and their drinking water programs, including tribal systems, an opportunity to identify potential water system partnerships, by walking states through a series of interactive steps. https://www.epa.gov/dwcapacity/water-system-partnerships												✓		
EPA, <i>Lean and Water Toolkit: Achieving Process Excellence Through Water Efficiency</i> — This document provides practical strategies for using Lean manufacturing methods to reduce water use, while improving operational performance. Lean provides proven implementation-based methods for making significant operational improvements at systems and engaging employees in continual improvement efforts. Lean methods offer “how to” techniques to make implementation happen and deliver results. https://www.epa.gov/sustainability/lean-water-toolkit-contents-and-acknowledgements		✓								✓				
EPA, <i>Manual Interstate Mutual Aid and Assistance: EMAC Tips for the Water Sector</i> — This two-page factsheet provides a list of helpful tips to aid water sector stakeholders in accessing and using interstate mutual aid and assistance during times of emergency. http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=P1004B98.txt								✓						
EPA, <i>Preventive Maintenance Card File for Small Public Water Systems Using Ground Water Log Cards</i> —This booklet is divided into sections that outline daily, weekly and monthly maintenance tasks, plus individual sections that describe specific tasks for each month of the year. Each section contains guidance notes that provide additional information on some tasks. The notes correspond to the tasks on the accompanying cards. Electronic Preventative Maintenance Logs can be found here: https://www.epa.gov/dwcapacity/resources-small-public-water-system-operators http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=P1009V0M.txt				✓										
EPA, <i>Record Keeping Rules: A Quick Reference Guide</i> —This guide helps water systems serving fewer than 10,000 people understand general record keeping requirements, including which records they are required to keep and the amount of time that information should be retained to maintain a comprehensive history. https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=2000ZB2.txt							✓							

Implementation Tools

	Introduction	Staff Information	Level of Service	Asset Inventory	Operation & Maintenance	Capital Improvements	Financial Strategy	Compliance	Preparedness	Energy Management	Water Efficiency	Climate Change	Regional Planning	Multi-Sector Asset Management
EPA, <i>Setting Small Drinking Water System Rates for a Sustainable Future</i> —This manual, part of the Simple Tools for Effective Performance (STEP) Guide Series, walks CWSs serving 3,300 or fewer people through a seven-step plan to understanding the full costs of running a system. It includes worksheets to help organize and calculate: expenses, revenues, reserve requirements, customer costs and rates that will allow systems to obtain a full recovery of those costs. The guide also provides guidance on implementing and reviewing the rate. http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000D2NM.txt						✓								
EPA, <i>Strategic Planning: A Handbook for Small Water Systems</i> —This manual, part of the Simple Tools for Effective Performance (STEP) Guide Series, illustrates a seven-step action plan that CWSs and non-transient non-community water systems (NTNCWSs) serving 3,300 people or fewer can take to start developing a strategic plan. The guide contains worksheets that help systems to look at all aspects of their system and develop values and goals to help systems develop a strategic plan. http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000JTPU.txt	✓													
EPA, <i>Successfully Protecting Your Investment in Drinking Water Infrastructure</i> - The purpose of this document is to highlight some of the benefits of planning and maintenance of infrastructure through asset management such as improving service and reliability, reducing risk and unexpected costs, and enhancing communication with customers and stakeholders. https://www.epa.gov/dwcapacity/successfully-protecting-your-investment-drinking-water-infrastructure-0	✓					✓		✓		✓				
EPA, <i>Taking Stock of Your Water System: A Simple Asset Inventory for Very Small Drinking Water Systems</i> —This brochure provides information and worksheets for very small water systems to help them to prepare an asset inventory and to begin to develop a written asset management budget. Asset inventory worksheets (both completed examples and blank) help to calculate the remaining useful life of various types of water infrastructure equipment. https://www.epa.gov/sites/production/files/2015-04/documents/epa816k03002.pdf			✓											

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EPA, <i>Talking to Your Decision Makers: A Best Practices Guide</i> —This guide helps owners and operators of community water systems serving fewer than 10,000 customers to better understand: the role of local individual(s) or group(s) that oversee and make decisions affecting their water system; the benefit of having a good relationship with decision makers; and how to effectively communicate water system needs to decision makers. http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000ZZB6.txt		✓												
EPA, <i>Water System Operator Roles and Responsibilities: A Best Practices Guide</i> —This guide helps owners and operators of public water systems serving fewer than 10,000 customers to better understand operators' roles and responsibilities in delivering safe water to customers and additional responsibilities that vary based on system size, characteristics (e.g., complexity of treatment), managerial structure and regulatory requirements. https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000ZZBE.TXT		✓												
EPA, <i>Water System Owner Roles and Responsibilities: A Best Practices Guide</i> —This guide helps owners and operators of public water systems serving fewer than 10,000 customers to better understand: owners' roles and responsibilities in delivering safe water to customers; and additional responsibilities that vary based on system size, characteristics (e.g., complexity of treatment), managerial structure and regulatory requirements. https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=2000ZZBC.TXT		✓												
EPA and DOT Federal Highway Administration (FHWA), <i>Memorandum of Understanding (MOU) "Infrastructure Asset Management Technology Exchange"</i> This MOU between EPA and the U.S. Department of Transportation's (DOT) FHWA is an example of a formal multi-sector asset management agreement. The agreement establishes authorities, cooperative strategies and points of contact for daily operations as the FHWA and EPA work to preserve, improve and expand both the national highway system and water and wastewater infrastructure. http://www.fhwa.dot.gov/infrastructure/asstmgmt/epamou.pdf													✓	

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EPA and DOT Federal Highway Administration (FHWA), <i>Multisector Asset Management Case Studies</i> —These case studies were developed by EPA and DOT’s FHWA. The case studies represent multi-sector or “whole of government” asset management strategies, and are designed to gather lessons learned and summarize the knowledge and experiences of entities that have adopted asset management approaches across multiple infrastructure systems. Case studies are presented from: Calgary, Alberta, Canada; Hamilton, Ontario, Canada; Henderson, Nevada, USA; Portland, Oregon, USA; and Saco, Maine, USA. https://collaboration.fhwa.dot.gov/dot/fhwa/TAMT/Lists/aReferences/Attachments/105/Multisector%20Asset%20Management%20Case%20Studies%20Final%20V1.pdf													✓	
Kansas, <i>AM KAN Work! An Asset Management and Energy Efficiency Manual</i> —This manual provides guidance on assessing the current status of system operations and developing strategic plans for sustainable water service. It includes numerous video clips that present information on how a particular system completed an asset management task, the lessons learned and challenges faced. Cost is \$65, which includes a hardcopy of the manual, as well as shipping costs. Free if you attend one of the sponsored asset management workshops Amelia Springer, Kansas Department of Health and Environment, (amelia.springer@ks.gov)		✓	✓	✓	✓	✓	✓		✓					
National Rural Water Association, <i>White Paper on Climate Change Impacts on Small and Rural Public Water Systems</i> —This white paper presents a critical evaluation of the possible impacts on small and rural water systems and management/operational techniques or actions that may be indicated as a result of these potential impacts. This white paper identifies specific climate change impacts that may affect small water systems and suggests approaches to deal with those impacts. https://swefcamswitchboard.unm.edu/am/product/white-paper-on-climate-change-impacts-on-small-and-rural-public-water-systems/											✓			

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	Introduction	Staff Information	Level of Service	Asset Inventory	Operation & Maintenance	Capital Improvements	Financial Strategy	Compliance	Preparedness	Energy Management	Water Efficiency	Climate Change	Regional Planning	Multi-Sector Asset Management
New England Water Works Association, <i>The Drinking Water Workforce Crisis on the Horizon: What Can be Done to Recruit and Develop Future Operators and Who Can Do It?</i> —This brochure recognizes the threat of the impending shortage of qualified drinking water operators and identifies actions stakeholders (e.g., systems, public officials, states, associations and EPA) can take to recruit, train and retain the next generation of drinking water professionals. https://capcertconnections.files.wordpress.com/2014/01/dw-workforce-flyer-final-6-30-11.pdf		✓												
Rural Community Assistance Corporation, <i>Sustainable Infrastructure for Small System Public Services: A Planning and Resources Guide</i> —This guidebook provides informational material, worksheets, examples, case studies and resources on water conservation, energy efficiency and renewable energy for small systems. https://www.rcap.org/resource/sustainable-infrastructure-for-small-system-public-services-a-planning-and-resource-guide/									✓	✓				
Rural Community Assistance Partnership, <i>Formulate Great Rates: The Guide to Conducting a Rate Study for a Water System</i> —A guide to developing a fair and equitable rate structure in a small drinking water or wastewater systems. The guide walks users step-by-step through various worksheets in a process to calculate rates. Detailed instructions (including calculations) are provided for each worksheet, which can be completed by hand or electronically. http://www.rcapsolutions.org/wp-content/uploads/2013/06/RCAP-Formulate-Great-Rates.pdf						✓								
Washington State, <i>Small Water System Management Program Guide</i> —This guidebook is divided into managerial, technical and financial chapters. Each chapter includes a table of “Next Steps,” which can be used to track unaddressed items and planned future system improvements. This guidebook contains tables and links to Excel spreadsheets with an explanation of how to use them. http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/SmallWaterSystemMgmt.aspx		✓	✓	✓	✓	✓	✓	✓		✓				

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Introduction
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Programmatic Tools

Effective Utility Management Resource Toolbox—This tool is a compilation of resources that corresponds with the “Ten Attributes of Effectively-Managed Water Sector Utilities” (Attributes) and the five keys to management success. The EUM Attributes provide a succinct indication of where effectively-managed systems focus their efforts and what they strive to achieve, and offer a useful and concise reference point for system managers seeking to improve organization-wide performance. The Attributes comprise a comprehensive framework related to operations, infrastructure, customer satisfaction, community welfare, natural resource stewardship and financial performance. The Keys to Management Success include frequently used management approaches that have been shown to help systems manage more effectively. The Keys can help systems integrate improvement efforts across the Attributes.

<http://www.watereum.org/resources/resource-toolbox/>

EPA, Energy Star Portfolio Manager—This is an interactive energy management tool that allows systems to track and assess energy and water consumption across their entire portfolio of buildings. Whether systems own, manage or hold properties for investment, Portfolio Manager can help set investment priorities, identify under-performing buildings and verify efficiency improvements. The tool works in a secure online environment, and systems can work towards receiving EPA recognition for superior energy performance.

<https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager>

EPA, Smart Growth —The Smart Growth Networks works to development that serve the economy, community and the environment. This network includes partnerships of government, business, and civic organizations that support this mission. EPA’s Smart Growth website provides smart growth-related news, publications, resources, and tools for communities to learn and implement.

<https://www.epa.gov/smartgrowth>

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Implementation Tools

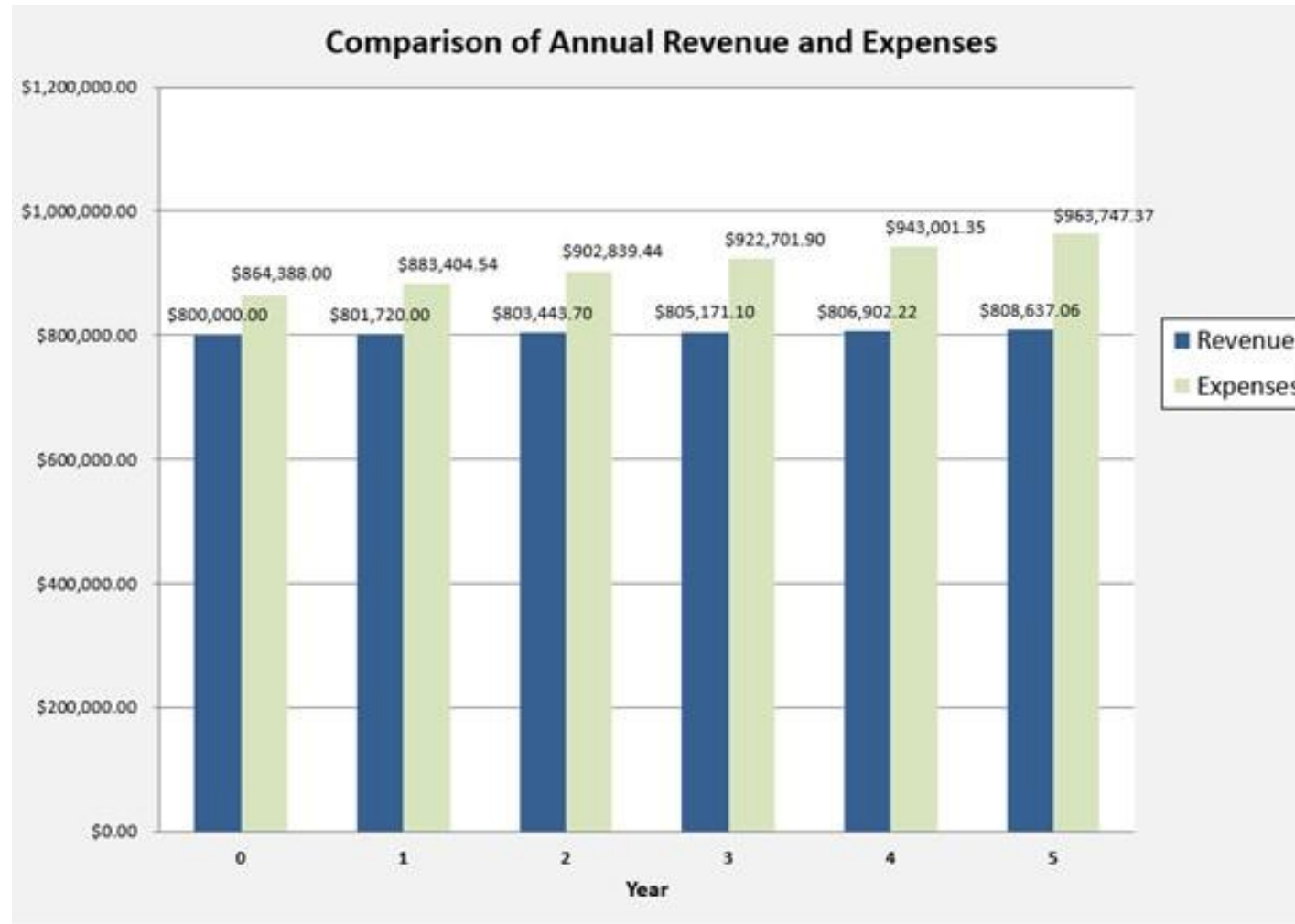
	Introduction	Staff Information	Level of Service	Asset Inventory	Operation & Maintenance	Capital Improvements	Financial Strategy	Compliance	Preparedness	Energy Management	Water Efficiency	Climate Change	Regional Planning	Multi-Sector Asset Management
EPA, Tabletop Exercise Tool for Drinking Water and Wastewater Utilities (TTX Tool) — This PC-based tool contains materials to assist systems interested in planning and facilitating tabletop exercises. The TTX Tool contains 15 scenarios that address an all-hazards approach to emergency preparedness and response, including natural hazards and manmade incidents, and also introduces users to the potential impacts of climate change on the water sector. The natural and manmade hazards address short-term emergency response activities, whereas the inclusion of climate change-related scenarios provides an opportunity for systems to consider and implement long-term planning measures into their operations in order to mitigate the potential impacts of climate change. Each scenario has a fully-customizable Situation Manual, Additional Discussion Questions and PowerPoint presentation. Users can modify these materials, allowing them to conduct a tabletop exercise to meet their specific needs. https://www.epa.gov/waterresiliencetraining/develop-and-conduct-water-resilience-tabletop-exercise-water-utilities								✓						
EPA, WaterSense Program —The WaterSense Program offers tools to water systems to protect the future of the nation’s water supply by promoting water efficiency and enhancing the market for water-efficient products, programs and practices. Water systems can apply to become a WaterSense Program partner and receive tools they can use to promote their own water efficiency programs. https://www.epa.gov/watersense										✓				
Kentucky Infrastructure Authority, Water Resource Information System (WRIS) — Kentucky’s WRIS website, developed through the cooperative efforts of water and wastewater treatment systems, includes a geographic information system (GIS) and information on state water resources, project development, emergency response, regulations, planning and other topics. http://kia.ky.gov/wris/												✓		
Missouri Rural Water Association, Water Tools —Webpage that includes calculators for those to input to determine well disinfection dosage, disinfection calculations, sizing chemical pumps, well drawdown, wastewater infiltrations, water treatment dosage calculations, water leak loss calculations, and flushing flows. https://moruralwater.org/water-tools/				✓						✓				

Implementation Tools

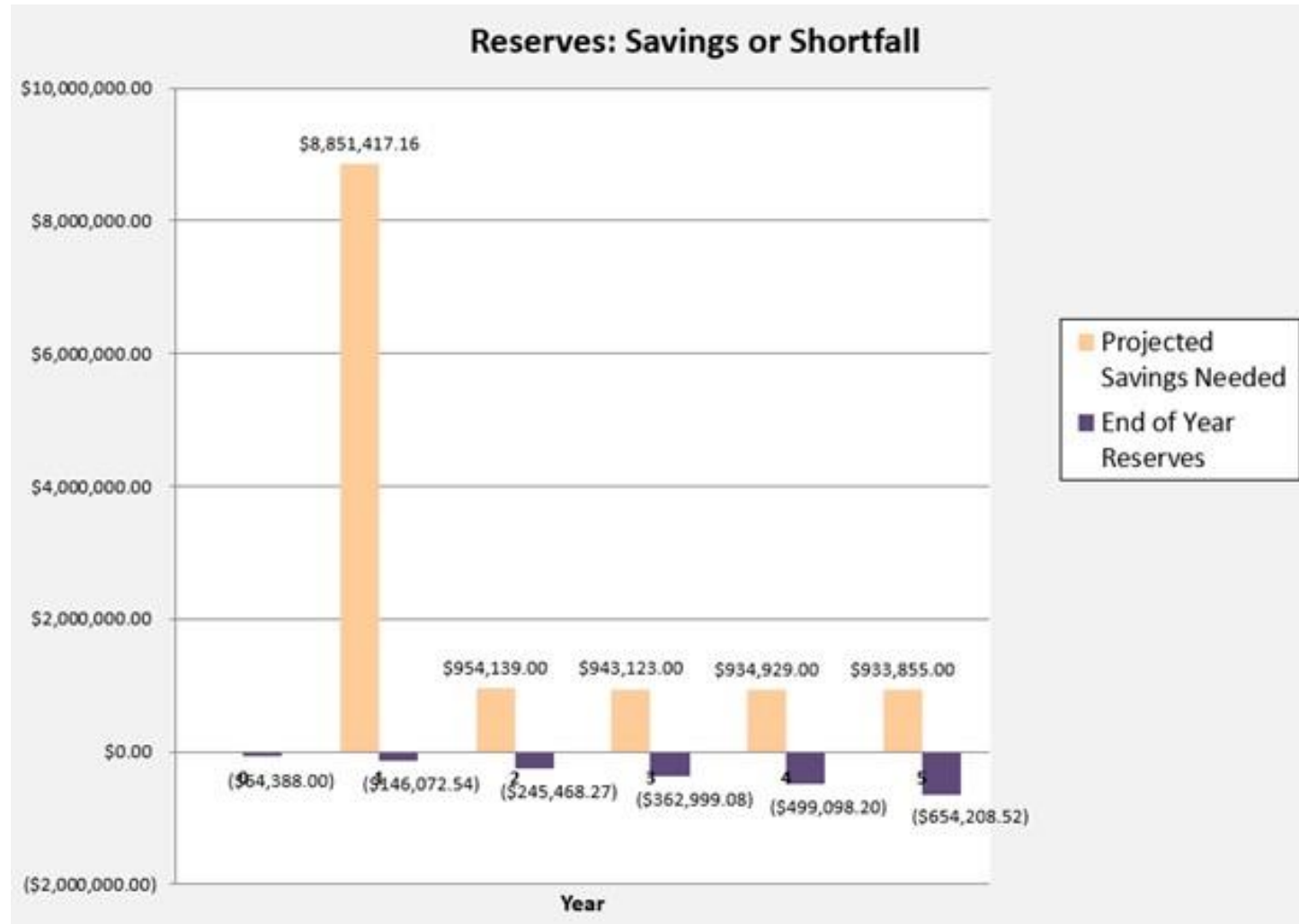
	Introduction	Staff Information	Level of Service	Asset Inventory	Operation & Maintenance	Capital Improvements	Financial Strategy	Compliance	Preparedness	Energy Management	Water Efficiency	Climate Change	Regional Planning	Multi-Sector Asset Management
New York State and New York State Rural Water, Small System Template for Standard Operating Procedures —This Standard Operating Procedures form provides templates to help small water systems maintain effective and efficient practices by organizing system information, including personnel contact information and operating practices, into one document. https://nyruralwater.org/sites/all/themes/nywater/pdf/SOPFormsforSmallSystemsvJuly2009.pdf		✓												
San Diego Public Utilities Department, Customer Satisfaction Survey —San Diego’s Public Utilities Department encourages customers to report on their satisfaction with the Department’s service through periodic door-hanger surveys (also accessible to customers and other systems online). https://www.sandiego.gov/public-utilities/sustainability/water-conservation/water-survey			✓											
Water Environment Research Foundation and Water Research Foundation, Sustainable Infrastructure Management Program Learning Environment (SIMPLE) —This website contains processes, practice guidelines and templates to assist systems in developing an asset management plan. The website also contains a suite of asset management tools that walk small systems through five key asset management steps, including: developing an asset inventory, prioritizing assets, planning for the future, carrying out the plan and next steps. The tool includes corresponding resources including guidance and templates. https://www.waterrf.org/resource/sustainable-infrastructure-management-program-learning-environment-simple-foundation				✓										

Appendix L. Asset Management Visual Aids and Handouts

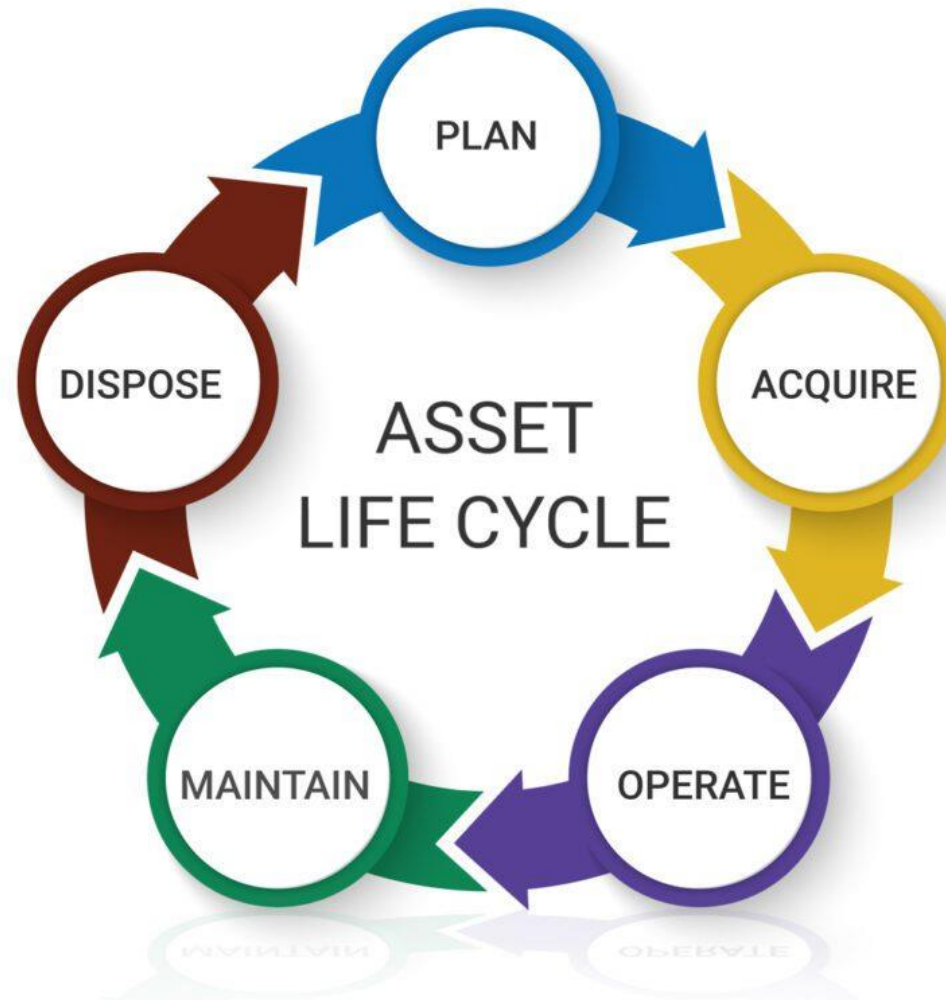
City of Alpine AMPSS Visual Aids: Comparison of Annual Revenue and Expenses



City of Alpine AMPSS Visual Aids: Reserves: Savings or Shortfall



City of Alpine AMPSS Visual Aids: Asset Life Cycle



City of Alpine AMPSS Visual Aids: Five Core Components

ASSET INVENTORY

What assets do you manage, where are they, what condition are they in, what is their useful life, how much are they worth, and what is their energy use?

LONG-TERM FUNDING

Do you have funding sources to provide the capital you need for O&M, capital replacement and energy efficiency improvement?

LEVEL OF SERVICE

What level of service do you want to provide for your customers?
How will you measure performance?



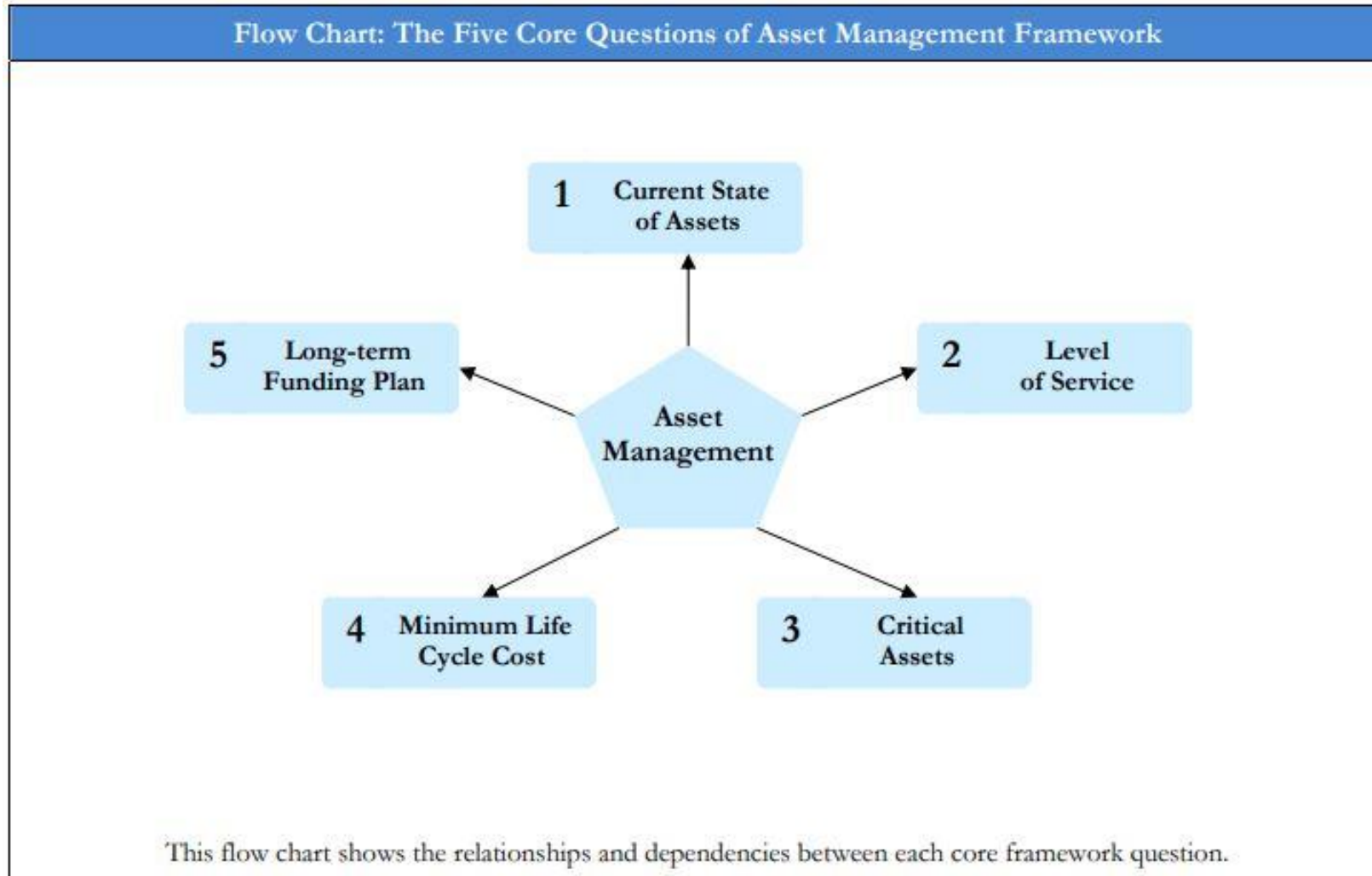
LIFE CYCLE COSTING

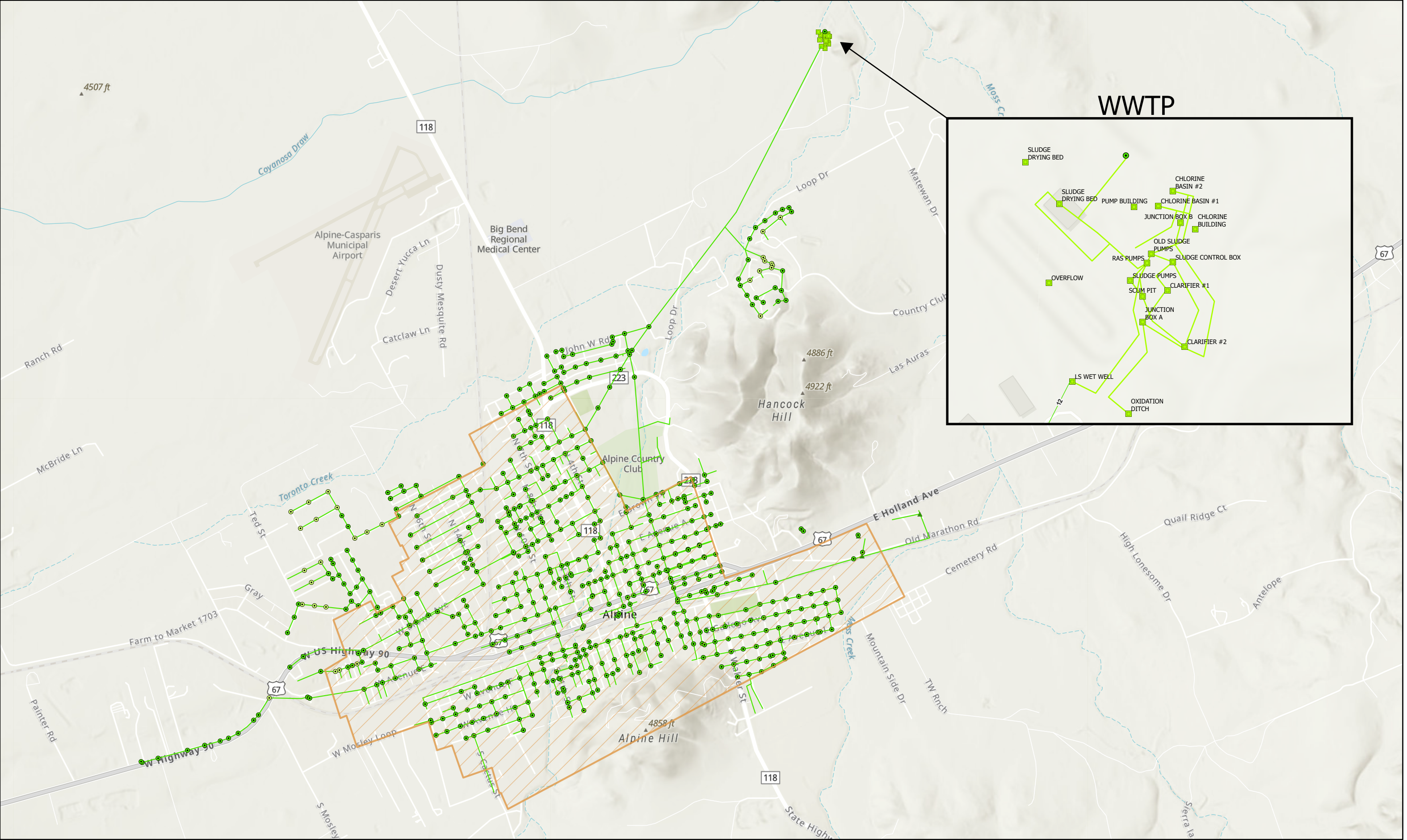
Is there a strategic plan for operating and maintaining system assets? Is a process, based on risk, in place to determine when to repair, rehabilitate or replace assets? Are you considering energy efficiency?

CRITICALITY

What is the overall business risk based on probability and consequence of asset failure? Is there redundancy to reduce risk?

City of Alpine AMPSS Visual Aids: Five Core Questions





- | | | |
|----------------|-----------------|-------------|
| Service Area | Assumed Manhole | WWTP points |
| Sewer Manholes | Sewer Main | WWTP piping |
| Lift Station | Force Main | |

City of Alpine AMPSS Exhibit



Asset Management: A Best Practices Guide

Introduction

<i>Purpose</i>	This guide will help you understand: • What asset management means. • The benefits of asset management. • Best practices in asset management. • How to implement an asset management program.
<i>Target Audience</i>	This guide is intended for owners, managers, and operators of water systems, local officials, technical assistance providers, and state personnel.

Asset Management

Asset management is maintaining a desired level of service for what you want your assets to provide at the lowest life cycle cost. Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing or replacing an asset. Asset management is implemented through an **asset management program** and typically includes a written **asset management plan**.

Challenges faced by Water Systems

- Determining the best (or optimal) time to rehabilitate/repair/replace aging assets.
- Increasing demand for services.
- Overcoming resistance to rate increases.
- Diminishing resources.
- Rising service expectations of customers.
- Increasingly stringent regulatory requirements.
- Responding to emergencies as a result of asset failures.
- Protecting assets.

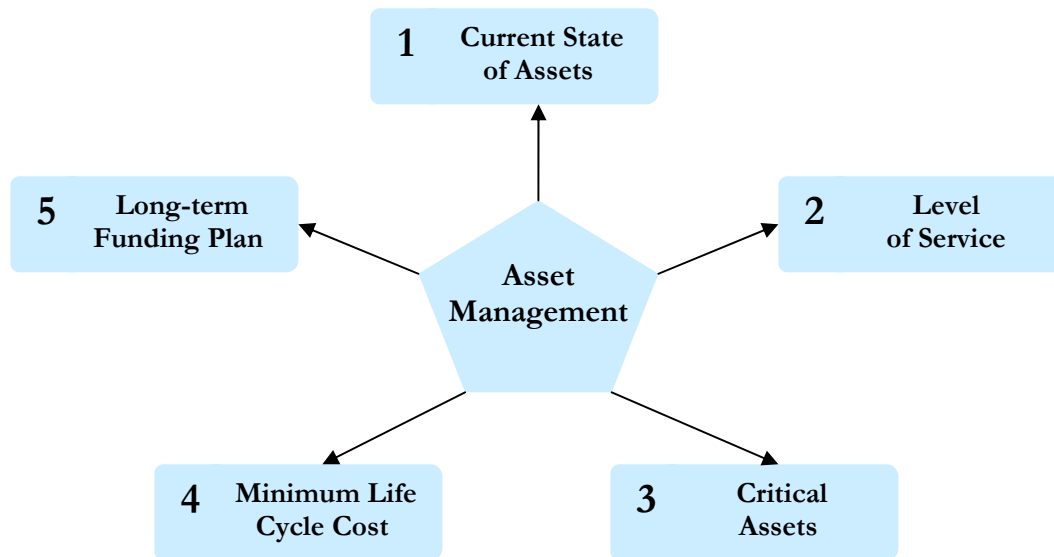
Benefits of Asset Management

- Prolonging asset life and aiding in rehabilitate/repair/replacement decisions through efficient and focused operations and maintenance.
- Meeting consumer demands with a focus on system sustainability.
- Setting rates based on sound operational and financial planning.
- Budgeting focused on activities critical to sustained performance.
- Meeting service expectations and regulatory requirements.
- Improving response to emergencies.
- Improving security and safety of assets.

Implementing Asset Management: Five Core Questions Framework

A good starting point for any size water system is the five core questions framework for asset management. This framework walks you through all of the major activities associated with asset management and can be implemented at the level of sophistication reasonable for a given system. These five core framework questions provide the foundation for many asset management best practices. Several asset management best practices are listed for each core question on the following pages. Keep in mind that these best practices are constantly being improved upon.

Flow Chart: The Five Core Questions of Asset Management Framework



This flow chart shows the relationships and dependencies between each core framework question.

1. What is the current state of my system's assets?

The first step in managing your assets is knowing their current state. Because some of this information may be difficult to find, you should use estimates when necessary. Over time, as assets are rehabilitated, repaired or replaced, your inventory will become more accurate.

You should ask:

- What do I own?
- Where is it?
- What is its condition?
- What is its useful life?
- What is its value?

Best practices include:

- Preparing an asset inventory and system map.
- Developing a condition assessment and rating system.
- Assessing remaining useful life by consulting projected-useful-life tables or decay curves.
- Determining asset values and replacement costs.

2. What is my required “sustainable” level of service?

Knowing your required “sustainable” level of service will help you implement an asset management program and communicate to stakeholders what you are doing. Quality, quantity, reliability, and environmental standards are elements that can define level of service and associated system performance goals, both short- and long-term. You can use information about customer demand, data from utility commissions or boards, and information from other stakeholders to develop your level of service requirements. Your level of service requirements can be updated to account for changes due to growth, regulatory requirements, and technology improvements.

You should ask:

- What level of service do my stakeholders and customers demand?
- What do the regulators require?
- What is my actual performance?
- What are the physical capabilities of my assets?

Best practices include:

- Analyzing current and anticipated customer demand and satisfaction with the system.
- Understanding current and anticipated regulatory requirements.
- Writing and communicating to the public a level of service “agreement” that describes your system’s performance targets.
- Using level of service standards to track system performance over time.

3. Which assets are critical to sustained performance?

Because assets fail, how you manage the consequences of failure is vital. Not every asset presents the same failure risk, or is equally critical to your water system’s operations. Therefore, it is important to know which assets are required to sustain your water system’s performance. Critical assets are those you decide have a high risk of failing (old, poor condition, etc.) and major consequences if they do fail (major expense, system failure, safety concerns, etc.). You can decide how critical each asset is and rank them accordingly. Many water systems may have already accomplished this type of analysis in vulnerability assessments.

You should ask:

- How can assets fail?
- How do assets fail?
- What are the likelihoods (probabilities) and consequences of asset failure?
- What does it cost to repair the asset?
- What are the other costs (social, environmental, etc.) that are associated with asset failure?

Best practices include:

- Listing assets according to how critical they are to system operations.
- Conducting a failure analysis (root cause analysis, failure mode analysis).
- Determining the probability of failure and listing assets by failure type.
- Analyzing failure risk and consequences.
- Using asset decay curves.
- Reviewing and updating your system’s vulnerability assessment (if your system has one).

4. What are my minimum life cycle costs?

Operations and maintenance (O&M), personnel, and the capital budget account for an estimated 85 percent of a typical water system's expenses. Asset management enables a system to determine the lowest cost options for providing the highest level of service over time. You want to optimize the work O&M crews are doing, where they are doing it, and why. An asset management program helps make risk-based decisions by choosing the right project, at the right time, for the right reason.

You should ask:

- What alternative strategies exist for managing O&M, personnel, and capital budget accounts?
- What strategies are the most feasible for my organization?
- What are the costs of rehabilitation, repair, and replacement for critical assets?

Best practices include:

- Moving from reactive maintenance to predictive maintenance.
- Knowing the costs and benefits of rehabilitation versus replacement.
- Looking at lifecycle costs, especially for critical assets.
- Deploying resources based on asset conditions.
- Analyzing the causes of asset failure to develop specific response plans.

5. What is my best long-term funding strategy?

Sound financial decisions and developing an effective long-term funding strategy are critical to the implementation of an asset management program. Knowing the full economic costs and revenues generated by your water system will enable you to determine your system's financial forecast. Your system's financial forecast can then help you decide what changes need to be made to your system's long-term funding strategy.

You should ask:

- Do we have enough funding to maintain our assets for our required level of service?
- Is our rate structure sustainable for our system's long-term needs?

Some strategies to consider:

- Revising the rate structure.
- Funding a dedicated reserve from current revenues (i.e., creating an asset annuity).
- Financing asset rehabilitation, repair, and replacement through borrowing or other financial assistance.

Implementing Asset Management: Follow-up and Continuing Steps

The five core questions framework for asset management is the starting point for asset management. Beyond planning, asset management should be implemented to achieve continual improvements through a series of "plan, do, check, act" steps.

- Plan: Five core questions framework (short-term), revise asset management plan (long-term).
- Do: Implement asset management program.
- Check: Evaluate progress, changing factors and new best practices.
- Act: Take action based on review results.

For additional information: Call the Safe Drinking Water Hotline at 1-800-426-4791, visit the EPA Web site at <http://www.epa.gov/safewater/smallsystems> or contact your state drinking water representative.

Building an Asset Management Team

This fact sheet will help you understand:

- How forming and having a team can help your water system successfully implement an asset management program.
- The components of a successful asset management team.

This fact sheet is intended for local officials, owners and operators of water systems, technical assistance providers, and state personnel.

Making the Commitment

Asset management requires an investment in time and resources. Asset management is not a 1-year project, or even a 5-year project. It is a continual, fundamental change in the way infrastructure assets are managed. Successful asset management programs are characterized by a commitment to:

- Spending time and money to implement the program.
- Focusing on making cost-effective asset decisions.
- Providing a sustainable level of customer service for the community.

To achieve this level of commitment, asset management is implemented by a team that is:

- Supported by political leaders who have the authority and willingness to commit public resources and personnel.
- Made up of key decision makers who represent the departments involved with asset management.

Creating and Maintaining an Asset Management Culture

Thinking about your assets differently can be the first step towards having a sustainable water system. With the limited resources of most systems, shifting away from reacting to events and towards making strategic plans can lead to real savings. Asset management focuses on the long-term life cycle of an asset and its sustained performance, not on the day-to-day aspects of the asset. It involves a shift in a water system's philosophy characterized by:

- Changing the management culture.
- Understanding that all asset decisions are investment decisions.
- Focusing on continual improvement driven by results (sustainability).

Changing the culture requires champions who use a team approach to promote and articulate the benefits of asset management. The champions are the motivating force behind the team that can consist of operators, managers, elected officials, and stakeholders. Each team member fulfills a role and function in implementing an asset management program.

Components of a Successful Asset Management Team

The team should have the authority and resources to answer the core questions that lead to asset investment decisions. An asset management team:

- Is flexible and encourages critical thinking.
- Creates opportunities for sharing ideas and information through open and transparent debate.
- Works through problems and shares the success, not the blame.
- Fosters an atmosphere that builds trust and develops partnerships.
- Uses existing elements of asset management as a basis for the program.
- Starts implementation during planning to achieve early gains.

The following section describes the personnel, departments, and organizations that are good candidates for an asset management team; however, highly effective teams can consist of as few as two members. In the case of a very small system, there may be only one person who will implement an asset management program. **Do not let the size of your team prevent you from getting started.** The team approach works because it brings together the right people to coordinate and drive asset management activities.

Key Team Members	Role and Knowledge Base
Water system operators and engineers (including upper management)	• Knowledge of the current state of water system assets. • Ability to describe the costs and benefits of changes to infrastructure assets. • Experience with the current capital improvement plan and the operations and maintenance strategy.
Local and elected officials (e.g., mayor, council, town manager)	• Authority to commit resources. • Knowledge of the political landscape. • Ability to create new financing mechanisms.
Accountants	• Ability to help estimate the replacement cost of assets. • Knowledge of the existing financing strategy, potential financial resources and challenges, and the need for rate changes.
IT Specialist	• Ability to determine the most practical way to collect, store, and present the information needed to make strategic decisions.
Treasurer	• Ability to implement new financing mechanisms (e.g., bonds, loans, and other debt instruments) and create dedicated reserve accounts.
Other Relevant Departments and Stakeholders	
Other infrastructure managers and utilities (e.g., roads, sewers, and electric)	• Ability to coordinate activities that affect multiple infrastructure sectors and help establish new opportunities for collaboration.
Neighboring water districts	• Share lessons learned, exchange best practices, and enter into new collaborative efforts. Regional and national experts can share innovative ways on how other water systems have overcome their challenges.
Community members	• Knowledge of current and future service expectations. • Ability to reinvest in shared assets. • Desire to preserve the community's assets as the ultimate beneficiaries of a sustainable water service.

For additional information: Call the Safe Drinking Water Hotline at 1-800-426-4791, visit the EPA Web site at <http://www.epa.gov/safewater/smallsystems> or contact your state drinking water representative.

**City of Alpine
Wastewater System
Alpine, Texas**

FINAL

Wastewater System Compliance Manual

**Effective Date: 09-17-2025
Revision 1**

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PREFACE

REVISION LOG

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DISTRIBUTION LOG

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Compliance Manual Plan

Introduction

This Operation and Maintenance Manual and Preventative Maintenance Program Plan (Manual) for the City of Alpine Wastewater Treatment Facilities is intended to satisfy the requirements set forth in the TCEQ issued permit of WQ0014349001 issued October 11, 2024 and expires on October 11, 2029.

I. National Pollutant Discharge Elimination System (NPDES) Permit Overview

City of Alpine is authorized to discharge into the waters of the State of Texas under the National Pollutant Discharge Elimination System (NPDES) Permit No. (Permit). The State of Texas is authorized by the United States Environmental Protection Agency (USEPA) to administer the NPDES program. The Texas Commission on Environmental Quality (TCEQ) is the state agency responsible for administering and enforcing City of Alpine's NPDES permit. NPDES permits are issued for a 5-year period but can generally be administratively extended as long as the application for renewal was submitted complete and on time. The Permit is a legal document and all requirements, limits and conditions must be adhered to while the Permit is in effect. Any violation of Permit conditions could result in civil or criminal action.

This section of the Manual contains a summary of Permit requirements. This is only a summary and is not intended to substitute for the actual language of the Permit. The actual Permit language should be consulted for compliance (see Appendix I).

Generally speaking, the Permit consists of four parts, as described below in Parts I.A through Part I.D of this Manual.

I.A. NPDES Part I: Limits, Monitoring and Reporting Requirements

Part I of the NPDES permit contains the following subsections that pertain to the limits, monitoring and reporting requirements that apply to the City of Alpine:

- Part I.A – Effluent Limitations and Monitoring Requirements – This subsection contains the numerical limits for the constituents to be monitored at each outfall.
- Part I.B – Narrative Water Quality Standards – This subsection details the narrative water quality standards such as oil sheens, odor, color, etc. that must be monitored.
- Part I.C – Monitoring and Reporting - This subsection further describes the discharge monitoring and reporting requirements within the Permit. The City of Alpine Facility uses a certified third-party laboratory to collect, analyze and report all required samples. Data is summarized on Daily Monitoring Reports (DMR) as well as Monthly Monitoring Reports (MMR), which are required to be submitted electronically each month. The DMR and MMR are signed by City of Alpine prior to submittal to TCEQ and USEPA through the CDX program.

Refer to Appendix I.A. for NPDES Permit Section Part I – Effluent Limits, Monitoring, & Conditions.

I.B. NPDES Part II: Standard Conditions

Part II contains the following standard conditions that apply to all NPDES permits, including the Facility's Permit:

- Part II.A – General Conditions – This subsection includes descriptions of the duties to comply, mitigate adverse effects on the environmental and reapply for the Permit. It also covers civil penalties, causes for modifying, revoking or terminating a permit, toxic pollutant obligations, wastewater treatment plant operator certification requirements, and Facility inspections by TCEQ.
- Part II.B – Operational Requirements – This subsection pertains to the

requirements for operating and maintaining treatment systems and also the procedures and conditions under which bypasses and upsets,

- Part II.C – Reporting Requirements – This subsection pertains to reporting requirements associated with planned changes to the Facility or its discharges, as well as other requirements regarding compliance/noncompliance reporting, signatory requirements and changes in the discharge of toxic substances.
- 1C. Sludge Provisions – Requirements applying to all sewage sludge or biosolids land application.

Refer to Appendix I.B. for NPDES Permit Section Part II – Standard Permit Conditions.

I.C. NPDES Part III: Other Requirements

Part III of the Permit contains requirements regarding the licensed operators, legal restrictions, floods and contributing industries.

Refer to Appendix I.C. for NPDES Permit Section Part III – Other Requirements.

II. Description of Wastewater Treatment and Associated Process Equipment

II.A. Total Treatment Overview

The City of Alpine wastewater treatment facilities are designed to handle the wastewater streams generated by the city. These lines include:

- University
- Municipal

As shown on Figure A, The City of Alpine owns and operates a wastewater treatment facility located Northeast of the City approximately 3 miles from downtown. The WWTP is an activated sludge process plant operated in an extended aeration mode, which includes a bar screen, aeration basin, two clarifiers, sludge pumping units, mobile sludge dewatering station, six sludge drying beds and a chlorine contact basin.

The City of Alpine WWTP consists of a bar screen, lift station, aeration basin (original aeration basin now permitted as emergency storage), two secondary clarifiers, sludge pumping units, a mobile dewatering unit along with sludge drying beds and a chlorine contact chamber. While the construction date of the WWTP is unknown, the WWTP has had several improvement projects since 1980. In 1997 a new oxidation ditch and the second - secondary clarifier was constructed. In addition, six sludge drying beds were constructed. In 2016 the City purchased a used mobile belt dewatering unit, originally manufactured in 2002, to help manage sludge within the plant. The latest project at the plant is currently in progress and consists of a new mechanical bar screen at the front of the plant along with the new aeration rotors for the existing oxidation ditch.

1. Process Flow Diagrams
Refer to Appendix II for Process Flow Diagrams:
 - Process Flow Diagram
2. Compliance Requirements
 - Effluent Limitations and Monitoring Requirements

The daily average flow of effluent shall not exceed 0.9 million gallons per day (MGD), nor shall the average discharge during any two-hour period (2-hour peak) exceed 2.499 gallons per minute.

Effluent Characteristic Requirements

Discharge Limitations

Min. Self-Monitoring

	Daily Avg	7-day Avg	Daily Max	Single Grab	Report Daily Avg. & Daily Max.
	mg/l (lbs/day)	mg/l	mg/l	mg/l	Measurement Frequency/ Sample Type
Flow, MGD	Report	N/A	Report	N/A	Continuous Totalizing Meter
BOD 5-day	20 (150)	30	45	65	One/week Composite
TSS	20 (150)	30	45	65	One/week Composite
E. coli	126	N/A	399	N/A	Two/month Grab

2. The effluent shall contain a total chlorine residual of at least 1.0 mg/l and shall not exceed a total chlorine residual of 4.0 mg/l after a detention time of at least 20 minutes (based on peak flow) and shall be monitored daily by grab sample. An equivalent method of disinfection may be substituted only with prior approval of the Executive Director.

3. The pH shall not be less than 6.0 standard units nor greater than 9.0 standard units and shall be monitored twice per month by grab sample.

4. There shall be no discharge of floating solids or visible foam in other than trace amounts and no discharge of visible oil.

5. Effluent monitoring samples shall be taken at the following location(s): Following the final treatment unit.

6. The effluent shall contain a minimum dissolved oxygen of 4.0 mg/l and shall be monitored once per week by grab sample.

MONITORING AND REPORTING REQUIREMENTS

Self-Reporting

Monitoring results shall be provided at the intervals specified in the permit. Unless otherwise specified in this permit or otherwise ordered by the Commission, the permittee shall conduct effluent sampling and reporting in accordance with 30 TAC §§ 319.4 - 319.12. Unless otherwise specified, effluent monitoring data shall be submitted each month, to the Compliance Monitoring Team of the Enforcement Division (MC 224), by the 20th day of the following month for each discharge which is described by this permit whether or not a discharge is made for that month. **Monitoring results must be submitted online using the NetDMR reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver. Monitoring results must be signed and certified as required by Monitoring and Reporting Requirements No. 10.**

Records of monitoring activities shall include the following:

- i. date, time and place of sample or measurement;
- ii. identity of individual who collected the sample or made the measurement.
- iii. date and time of analysis;
- iv. identity of the individual and laboratory who performed the analysis;
- v. the technique or method of analysis; and
- vi. the results of the analysis or measurement and quality assurance/quality control records

All automatic flow measuring or recording devices and all totalizing meters for measuring flows shall be accurately calibrated by a trained person at plant start-up and as often

thereafter as necessary to ensure accuracy, but not less often than annually unless authorized by the Executive Director for a longer period. Such person shall verify in writing that the device is operating properly and giving accurate results. Copies of the verification shall be retained at the facility site and/or shall be readily available for review by a TCEQ representative for a period of three years.

Noncompliance Notification

In accordance with 30 TAC § 305.125(9) any noncompliance which may endanger human health or safety, or the environment shall be reported by the permittee to the TCEQ. Except as allowed by 30 TAC § 305.132, report of such information shall be provided orally or by facsimile transmission (FAX) to the Regional Office within 24 hours of becoming aware of the noncompliance. A written submission of such information shall also be provided by the permittee to the Regional Office and the Compliance Monitoring Team of the Enforcement Division (MC 224) within five working days of becoming aware of the noncompliance. For Publicly Owned Treatment Works (POTWs), effective December 21, 2025, the permittee must submit the written report for unauthorized discharges and unanticipated bypasses that exceed any effluent limit in the permit using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver. The written submission shall contain a description of the noncompliance and its cause; the potential danger to human health or safety, or the environment; the period of noncompliance, including exact dates and times; if the noncompliance has not been corrected, the time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance, and to mitigate its adverse effects

- i. Unauthorized discharges as defined in Permit Condition 2(g).
 - ii. Any unanticipated bypass that exceeds any effluent limitation in the permit.
 - iii. Violation of a permitted maximum daily discharge limitation for pollutants listed specifically in the Other Requirements section of an Industrial TPDES permit.
- In addition to the above, any effluent violation which deviates from the permitted effluent limitation by more than 40% shall be reported by the permittee in writing to the Regional Office and the Compliance Monitoring Team of the Enforcement Division (MC 224) within 5 working days of becoming aware of the noncompliance.
- d. Any noncompliance other than that specified in this section, or any required information not submitted or submitted incorrectly, shall be reported to the Compliance Monitoring Team of the Enforcement Division (MC 224) as promptly as possible. For effluent limitation violations, non-compliances shall be reported on the approved self-report form.

75 90 Rule

Whenever flow measurements for any domestic sewage treatment facility reach 75% of the permitted daily average or annual average flow for three consecutive months, the permittee must initiate engineering and financial planning for expansion and/or upgrading of the domestic wastewater treatment and/or collection facilities. Whenever the flow reaches 90% of the permitted daily average or annual average flow for three consecutive months, the permittee shall obtain necessary authorization from the Commission to commence construction of the necessary additional treatment and/or collection facilities. In the case of a domestic wastewater treatment facility which reaches 75% of the permitted daily average or annual average flow for three consecutive months, and the planned population to be served or the quantity of waste produced is not expected to exceed the design limitations of the treatment facility, the permittee shall submit an engineering report supporting this claim to the Executive Director of the Commission.

If in the judgment of the Executive Director the population to be served will not cause permit noncompliance, then the requirement of this section may be waived. To be effective, any waiver must be in writing and signed by the Director of the Enforcement Division (MC 219) of the Commission, and such waiver of these requirements will be reviewed upon expiration of the existing permit; however, any such waiver shall not be interpreted as condoning or excusing any violation of any permit parameter.

SEWAGE SLUDGE TO BE LANDFILLED

Sewage sludge or biosolids shall be tested once during the term of this permit in accordance with the method specified in both 40 CFR Part 261, Appendix II and 40 CFR Part 268, Appendix I (Toxicity Characteristic Leaching Procedure) or other method, which receives the prior approval of the TCEQ for contaminants listed in Table 1 of 40 CFR § 261.24. Sewage sludge or biosolids failing this test shall be managed according to RCRA standards for generators of hazardous waste, and the waste's disposition must be in accordance with all applicable requirements for hazardous waste processing, storage, or disposal. Following failure of any TCLP test, the management or disposal of sewage sludge or biosolids at a facility other than an authorized hazardous waste processing, storage, or disposal facility shall be prohibited until such time as the permittee can demonstrate the sewage sludge or biosolids no longer exhibits the hazardous waste toxicity characteristics (as demonstrated by the results of the TCLP tests). A written report shall be provided to both the TCEQ Registration and Reporting Section (MC 129) of the Permitting and Registration Support Division and the Regional Director (MC Region 6) of the appropriate TCEQ field office within 7 days after failing the TCLP Test.

The report shall contain test results, certification that unauthorized waste management has stopped, and a summary of alternative disposal plans that comply with RCRA standards for the management of hazardous waste. The report shall be addressed to: Director, Permitting and Registration Support Division (MC 129), Texas Commission on Environmental Quality, P. O. Box 13087, Austin, Texas 78711-3087. In addition, the permittee shall prepare an annual report on the results of all sludge toxicity testing. This annual report shall be submitted to the TCEQ Regional Office (MC Region 6) and the Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30 of each year.

Reporting Requirements

The permittee shall report annually to the TCEQ Regional Office (MC Region 6) and Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30th of each year the following information. The permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

1. Identify in the following categories (as applicable) the sewage sludge or biosolids treatment process or processes at the facility: preliminary operations (e.g., sludge or biosolids grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.
2. Toxicity Characteristic Leaching Procedure (TCLP) results.
3. Annual sludge or biosolids production in dry tons/year.
4. Amount of sludge or biosolids disposed in a municipal solid waste landfill in dry tons/year.
5. Amount of sludge or biosolids transported interstate in dry tons/year.
6. A certification that the sewage sludge or biosolids meets the requirements of 30 TAC § 330 concerning the quality of the sludge disposed in a municipal solid waste landfill.
7. Identity of hauler(s) and transporter registration number.
8. Owner of disposal site(s).
9. Location of disposal site(s).
10. Date(s) of disposal.

The above records shall be maintained on-site on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request

OTHER REQUIREMENTS

1. The permittee shall employ or contract with one or more licensed wastewater treatment facility operators or wastewater system operations companies holding a valid license or registration according to the requirements of 30 TAC Chapter 30, Occupational Licenses and Registrations, and in particular 30 TAC Chapter 30, Subchapter J, Wastewater Operators and Operations Companies.

This Category C facility must be operated by a chief operator or an operator holding a Class C license or higher. The facility must be operated a minimum of five days per week by the licensed chief operator or an operator holding the required level of license or higher. The licensed chief operator or operator holding the required level of license or higher must be available by telephone or pager seven days per week. Where shift operation of the wastewater treatment facility is necessary, each shift that does not have the on-site supervision of the licensed chief operator must be supervised by an operator in charge who is licensed not less than one level below the category for the facility.

2. The facility is not located in the Coastal Management Program boundary.
3. The permittee has submitted sufficient evidence of legal restrictions prohibiting residential structures within the part of the buffer zone not owned by the permittee according to 30 TAC § 309.13(e)(3). The evidence of legal restrictions shall be submitted to the Executive Director in care of the TCEQ Wastewater Permitting Section (MC 148). The permittee shall comply with the requirements of 30 TAC § 309.13(a) through (d). See Attachment A
4. The permittee shall provide facilities for the protection of its wastewater treatment facility from a 100-year flood.
5. In accordance with 30 TAC § 319.9, a permittee that has at least twelve months of uninterrupted compliance with its bacteria limit may notify the commission in writing of its compliance and request a less frequent measurement schedule. To request a less frequent schedule, the permittee shall submit a written request to the TCEQ Wastewater Permitting Section (MC 148) for each phase that includes a different monitoring frequency. The request must contain all of the reported bacteria values (Daily Avg. and Daily Max/Single Grab) for the twelve consecutive months immediately prior to the request. If the Executive Director finds that a less frequent measurement schedule is protective of human health and the environment, the permittee may be given a less frequent measurement schedule. For this permit, two/month may be reduced to one/month. A violation of any bacteria limit by a facility that has been granted a less frequent measurement schedule will require the permittee to return to the standard frequency schedule and submit written notice to the TCEQ Wastewater Permitting Section (MC 148). The permittee may not apply for another reduction in measurement frequency for at least 24 months from the date of the last violation. The Executive Director may establish a more frequent measurement schedule if necessary to protect human health or the environment

II.B. Job Descriptions - WWTP Assigned Personnel General Duties
See Appendix V for all City of Alpine Official Job Descriptions

1. Utility Technician III

This operator has primary responsibility for the treatment of process wastewaters from the plant operations and the effluent discharged through permitted Outfall 1. This operator is familiar with the treatment process at the Treatment Plant and all associated instrumentation including; flow control, chemical additions, starting, operating and stopping equipment as required for air addition, mixing, sludge separation, collection and transfer, and final discharge. The operator shall work safely with an environmental awareness of their industrial work environment. The operator is responsible to complete and report rounds and operate and maintain the facility by review of operating information, as well as make proper decisions based on this information, operational knowledge and experience. This operator must understand the legal responsibilities and obligations of this position.

2. Utility Technician II

This operator has primary responsibility for the treatment and dewatering of underflow sludge from the Final Treatment Plant. This operator is familiar with the thickening, pumping, filter pressing and disposal of the underflow sludge created through the

wastewater treatment process. The operator shall work safely with an environmental awareness of their industrial work environment. The operator is responsible for completing and recording rounds according to procedure. They must operate and maintain the facility by the review of operating information, as well as make proper decisions based on this information, operational knowledge and experience. The operator must understand the legal responsibilities and obligations of this position.

3. Utilities Technician I

This position has primary responsibility for the aerators and assists other treatment operations as assigned. This operator is familiar with the all processes at the Treatment Plant including process flows and chemical additions.

This operator understands the legal responsibilities and obligations of the position. The operator shall work safely with an environmental awareness of their industrial work environment. The operator is responsible to completing and recording rounds according to procedure. They must operate and maintain the facility by the review of operating information, as well as make proper decisions based on this information, operational knowledge and experience.

4. Instrument Repair

The City utilizes in-house trained personnel and contractor to facilitate instrumentation requirements and contractors. These employees and contractors maintain instruments for the Utilities Department including wastewater treatment facilities. These employees are responsible for low voltages up to 480 V. They diagnose, repair, calibrate and test instrumentation, including: pneumatic and electrical control devices, burner management systems, HVAC and programmable logic controllers. Instrument technicians are trained to read and understand electrical drawings and ladder logic to facilitate any required maintenance.

5. Mechanical Repair

The City utilizes in-house and contractor trained personnel to facilitate mechanical maintenance. These employees and contractors are specifically assigned to the utilities areas, including wastewater treatment facilities. They are responsible for the diagnoses, testing and repairs to rotating and mechanical equipment, piping and utility systems. They are proficient in burning and welding techniques, as well as rigging and operation of mobile equipment.

6. Electrical Repair

The City utilizes in-house trained personnel and contractors to facilitate electrical maintenance. These employees and/or contractors are specifically assigned to maintain the utilities areas, including the wastewater treatment facilities. They have responsibility for multiple voltage equipment from 24V to 480

They maintain and repair equipment including transformers, motors, controls and electrical panels. They are trained to troubleshoot and test electrical equipment, pull and terminate wiring, and make repairs in accordance with national electrical code standards. Electrical maintenance personnel assume the lead position in any cross-functional maintenance projects.

7. Chemical Supplier

This Chemical Supplier recommends water treatment products and is responsible for the ordering and delivery of wastewater treatment chemicals. They monitor chemical consumption and chemical tank levels, provide field testing as needed, and communicate and document treatment results. This vendor provides an account manager and trained, qualified personnel who have technical water treatment backgrounds and experience in

steel operations, specifically at the City of Alpine Facility. Further, all vendor employees are trained in City of Alpine requirements including immediate notification to City of Alpine personnel of any issues, and maintaining an understanding of the legal responsibilities and obligations of spill control, operational issues and other potential impacts to the environment.

8. Sample Collection and Analysis

The City of Alpine may use employees or contractors as assigned for the primary responsibility for NPDES field services and analysis. If a contractor is used this vendor provides all NPDES and groundwater sampling, operation and maintenance of required monitoring, sampling and flow monitoring equipment, sample transport to the laboratory per required procedures and all field analysis and report preparation as required by the NPDES permit. This vendor provides a project manager and trained, qualified personnel who are familiar with all sampling protocols for permits, orders and agency requirements associated with the City of Alpine Facility. Further, all vendor employees are trained in City of Alpine requirements, including immediate notification to City of Alpine personnel of any issues. The vendor employees must understand the legal responsibilities and obligations of spill control, operational issues and other potential impacts to the environment.

III. Laboratory Requirements

The City of Alpine has assigned primary responsibility for NPDES sampling and analytical testing to an EPA certified third-party laboratory. This testing includes analysis of all NPDES required testing as well as operation and maintenance of all NPDES lab and field instruments. The third-party is responsible for proper operation and calibration of all instruments. The laboratory NELAP certifications are included in Appendix III.

The contracted laboratory is directly associated with the field services group that collects the samples for analysis. City of Alpine requires that the laboratory meet all the regulatory requirements. All analytical methods are approved by standard methods and undergo validation prior to their approval for use in the laboratory. The approval methods contain criteria for quality control and performance throughout all stages of analysis including sample preparation. The laboratory also performs internal audits of all systems by a quality assurance manager at each facility. Accreditation, certification and licensing bodies also perform audits to ensure laboratory conformance to all standards and regulations. The vendor has achieved accreditation from NELAC and various other industry programs including:

- EPA and OECD Good Laboratory Practices
- National Environmental Laboratory Accreditation Program
- U.S. Environmental Protection Agency
- North American Proficiency Testing Program
- National Voluntary Laboratory Accreditation Program

The vendor has been instructed to immediately notify City of Alpine personnel when any analysis exceeds NPDES permit or City of Alpine internal limits. The vendor must understand the legal responsibilities of the permits, orders and impacts to the environment.

The City of Alpine has the responsibility of proper operation and maintenance of the following flow meters used in NPDES compliance: influent flow meter and the Final Treatment effluent flow meter. Each flow meter is maintained and calibrated per manufacture guidelines. Owner's manuals are kept on site for reference purposes. See table below for calibration schedule for the flow meters.

Instrument Description	Instrument Type	Calibration Schedule
Inflow flow Meter	Grate	Annually
Final Treatment Effluent Flow Meter	Parshall Flume	Annually

IV. Recordkeeping Requirements

The City complies with the recordkeeping requirements of this Operating and Maintenance Manual / Preventative Maintenance Program and the Permit by maintaining the appropriate data and records for a minimum of five years.

**Appendix I.A.
NPDES Permit Part I
Effluent Limits, Monitoring, & Conditions**

Jon Niermann, *Chairman*
Bobby Janecka, *Commissioner*
Catarina R. Gonzales, *Commissioner*
Kelly Keel, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Protecting Texas by Reducing and Preventing Pollution

October 18, 2024

Keith Segar, Director of Public Utilities
City of Alpine
100 North 13th Street
Abilene, Texas 79830

RE: City of Alpine
Permit No. WQ0014349001

This letter is your notice that the Texas Commission on Environmental Quality (TCEQ) executive director (ED) has acted on the above-named application. According to 30 Texas Administrative Code (TAC) Section 50.135 the ED's action became effective on the date the ED signed the permit or other action. A copy of the final action is enclosed and cites the effective date.

For certain matters, a **motion to overturn**, which is a request that the commission review the ED's action on an application, may be filed with the chief clerk. Whether a motion to overturn is procedurally available for a specific matter is determined by Title 30 of the Texas Administrative Code Chapter 50. According to 30 TAC Section 50.139, an action by the ED is not affected by a motion to overturn filed under this section unless expressly ordered by the commission.

If a motion to overturn is filed, the motion must be received by the chief clerk within 23 days after the date of this letter. An original and 7 copies of a motion must be filed with the chief clerk in person or by mail. The Chief Clerk's mailing address is Office of the Chief Clerk (MC 105), TCEQ, P.O. Box 13087, Austin, Texas 78711-3087. On the same day the motion is transmitted to the chief clerk, please provide copies to the Environmental Law Deputy Director (MC 173), and the Public Interest Counsel (MC 103), both at the same TCEQ address listed above. If a motion is not acted on by the commission within 45 days after the date of this letter, then the motion shall be deemed overruled.

You may also request **judicial review** of the ED's action. The procedure and timelines for seeking judicial review of a commission or ED action are governed by Texas Water Code Section 5.351.

Individual members of the public may seek further information by calling the TCEQ Public Education Program, toll free, at 1-800-687-4040.

Sincerely,

A handwritten signature in cursive script that reads "Laurie Gharis".

Laurie Gharis
Chief Clerk

LG/mb

cc: Garrett T. Arthur, TCEQ Public Interest Counsel (MC 103)



TPDES PERMIT NO.
WQ0014349001
*[For TCEQ office use only - EPA I.D.
No. TX0022985]*

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
P.O. Box 13087
Austin, Texas 78711-3087

This is a renewal that replaces TPDES
Permit No. WQ0014349001 issued on
June 25, 2021.

PERMIT TO DISCHARGE WASTES
under provisions of
Section 402 of the Clean Water Act
and Chapter 26 of the Texas Water Code

City of Alpine

whose mailing address is

100 North 13th Street
Alpine, Texas 79830

is authorized to treat and discharge wastes from the City of Alpine Wastewater Treatment Facility, SIC
Code 4952

located at 2418 North State Highway 118, in Brewster County, Texas 79830

to unnamed tributary, thence to Alpine Creek, thence to Musquiz Creek, thence to Coyanosa Draw,
thence to Hackberry Draw, thence to Upper Pecos River in Segment No. 2311 of the Rio Grande Basin

only according to effluent limitations, monitoring requirements, and other conditions set forth in this
permit, as well as the rules of the Texas Commission on Environmental Quality (TCEQ), the laws of the
State of Texas, and other orders of the TCEQ. The issuance of this permit does not grant to the
permittee the right to use private or public property for conveyance of wastewater along the discharge
route described in this permit. This includes, but is not limited to, property belonging to any individual,
partnership, corporation or other entity. Neither does this permit authorize any invasion of personal
rights nor any violation of federal, state, or local laws or regulations. It is the responsibility of the
permittee to acquire property rights as may be necessary to use the discharge route.

This permit shall expire at midnight, **five years from the date of issuance.**

ISSUED DATE: October 11, 2024



For the Commission

EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTSOutfall Number 001

1. During the period beginning upon the date of issuance and lasting through the date of expiration, the permittee is authorized to discharge subject to the following effluent limitations:

The daily average flow of effluent shall not exceed 0.9 million gallons per day (MGD), nor shall the average discharge during any two-hour period (2-hour peak) exceed 2.499 gallons per minute.

<u>Effluent Characteristic</u>	<u>Discharge Limitations</u>				<u>Min. Self-Monitoring Requirements</u>	
	Daily Avg mg/l (lbs/day)	7-day Avg mg/l	Daily Max mg/l	Single Grab mg/l	Report Daily Avg. & Daily Max. Measurement Frequency	Sample Type
Flow, MGD	Report	N/A	Report	N/A	Continuous	Totalizing Meter
Biochemical Oxygen Demand (5-day)	20 (150)	30	45	65	One/week	Composite
Total Suspended Solids	20 (150)	30	45	65	One/week	Composite
<i>E. coli</i> , colony-forming units or most probable number per 100 ml	126	N/A	399	N/A	Two/month	Grab

2. The effluent shall contain a total chlorine residual of at least 1.0 mg/l and shall not exceed a total chlorine residual of 4.0 mg/l after a detention time of at least 20 minutes (based on peak flow), and shall be monitored daily by grab sample. An equivalent method of disinfection may be substituted only with prior approval of the Executive Director.
3. The pH shall not be less than 6.0 standard units nor greater than 9.0 standard units and shall be monitored twice per month by grab sample.
4. There shall be no discharge of floating solids or visible foam in other than trace amounts and no discharge of visible oil.
5. Effluent monitoring samples shall be taken at the following location(s): Following the final treatment unit.
6. The effluent shall contain a minimum dissolved oxygen of 4.0 mg/l and shall be monitored once per week by grab sample.

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DEFINITIONS AND STANDARD PERMIT CONDITIONS

As required by Title 30 Texas Administrative Code (TAC) Chapter 305, certain regulations appear as standard conditions in waste discharge permits. 30 TAC § 305.121 - 305.129 (relating to Permit Characteristics and Conditions) as promulgated under the Texas Water Code (TWC) §§ 5.103 and 5.105, and the Texas Health and Safety Code (THSC) §§ 361.017 and 361.024(a), establish the characteristics and standards for waste discharge permits, including sewage sludge, and those sections of 40 Code of Federal Regulations (CFR) Part 122 adopted by reference by the Commission. The following text includes these conditions and incorporates them into this permit. All definitions in TWC § 26.001 and 30 TAC Chapter 305 shall apply to this permit and are incorporated by reference. Some specific definitions of words or phrases used in this permit are as follows:

1. Flow Measurements

- a. Annual average flow - the arithmetic average of all daily flow determinations taken within the preceding 12 consecutive calendar months. The annual average flow determination shall consist of daily flow volume determinations made by a totalizing meter, charted on a chart recorder and limited to major domestic wastewater discharge facilities with one million gallons per day or greater permitted flow.
- b. Daily average flow - the arithmetic average of all determinations of the daily flow within a period of one calendar month. The daily average flow determination shall consist of determinations made on at least four separate days. If instantaneous measurements are used to determine the daily flow, the determination shall be the arithmetic average of all instantaneous measurements taken during that month. Daily average flow determination for intermittent discharges shall consist of a minimum of three flow determinations on days of discharge.
- c. Daily maximum flow - the highest total flow for any 24-hour period in a calendar month.
- d. Instantaneous flow - the measured flow during the minimum time required to interpret the flow measuring device.
- e. 2-hour peak flow (domestic wastewater treatment plants) - the maximum flow sustained for a two-hour period during the period of daily discharge. The average of multiple measurements of instantaneous maximum flow within a two-hour period may be used to calculate the 2-hour peak flow.
- f. Maximum 2-hour peak flow (domestic wastewater treatment plants) - the highest 2-hour peak flow for any 24-hour period in a calendar month.

2. Concentration Measurements

- a. Daily average concentration - the arithmetic average of all effluent samples, composite or grab as required by this permit, within a period of one calendar month, consisting of at least four separate representative measurements.
 - i. For domestic wastewater treatment plants - When four samples are not available in a calendar month, the arithmetic average (weighted by flow) of all values in the previous four consecutive month period consisting of at least four measurements shall be utilized as the daily average concentration.

- ii. For all other wastewater treatment plants - When four samples are not available in a calendar month, the arithmetic average (weighted by flow) of all values taken during the month shall be utilized as the daily average concentration.
- b. 7-day average concentration - the arithmetic average of all effluent samples, composite or grab as required by this permit, within a period of one calendar week, Sunday through Saturday.
- c. Daily maximum concentration - the maximum concentration measured on a single day, by the sample type specified in the permit, within a period of one calendar month.
- d. Daily discharge - the discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in terms of mass, the daily discharge is calculated as the total mass of the pollutant discharged over the sampling day. For pollutants with limitations expressed in other units of measurement, the daily discharge is calculated as the average measurement of the pollutant over the sampling day.

The daily discharge determination of concentration made using a composite sample shall be the concentration of the composite sample. When grab samples are used, the daily discharge determination of concentration shall be the arithmetic average (weighted by flow value) of all samples collected during that day.

- e. Bacteria concentration (*E. coli* or Enterococci) - Colony Forming Units (CFU) or Most Probable Number (MPN) of bacteria per 100 milliliters effluent. The daily average bacteria concentration is a geometric mean of the values for the effluent samples collected in a calendar month. The geometric mean shall be determined by calculating the n th root of the product of all measurements made in a calendar month, where n equals the number of measurements made; or, computed as the antilogarithm of the arithmetic mean of the logarithms of all measurements made in a calendar month. For any measurement of bacteria equaling zero, a substituted value of one shall be made for input into either computation method. If specified, the 7-day average for bacteria is the geometric mean of the values for all effluent samples collected during a calendar week.
 - f. Daily average loading (lbs/day) - the arithmetic average of all daily discharge loading calculations during a period of one calendar month. These calculations must be made for each day of the month that a parameter is analyzed. The daily discharge, in terms of mass (lbs/day), is calculated as (Flow, MGD x Concentration, mg/l x 8.34).
 - g. Daily maximum loading (lbs/day) - the highest daily discharge, in terms of mass (lbs/day), within a period of one calendar month.
3. Sample Type
- a. Composite sample - For domestic wastewater, a composite sample is a sample made up of a minimum of three effluent portions collected in a continuous 24-hour period or during the period of daily discharge if less than 24 hours, and combined in volumes proportional to flow, and collected at the intervals required by 30 TAC § 319.9 (a). For industrial wastewater, a composite sample is a sample made up of a minimum of three effluent portions collected in a continuous 24-hour period or during the period of daily discharge if less than 24 hours, and combined in volumes proportional to flow, and collected at the intervals required by 30 TAC § 319.9 (b).

- b. Grab sample - an individual sample collected in less than 15 minutes.
- 4. Treatment Facility (facility) - wastewater facilities used in the conveyance, storage, treatment, recycling, reclamation and/or disposal of domestic sewage, industrial wastes, agricultural wastes, recreational wastes, or other wastes including sludge handling or disposal facilities under the jurisdiction of the Commission.
- 5. The term "sewage sludge" is defined as solid, semi-solid, or liquid residue generated during the treatment of domestic sewage in 30 TAC Chapter 312. This includes the solids that have not been classified as hazardous waste separated from wastewater by unit processes.
- 6. The term "biosolids" is defined as sewage sludge that has been tested or processed to meet Class A, Class AB, or Class B pathogen standards in 30 TAC Chapter 312 for beneficial use.
- 7. Bypass - the intentional diversion of a waste stream from any portion of a treatment facility.

MONITORING AND REPORTING REQUIREMENTS

1. Self-Reporting

Monitoring results shall be provided at the intervals specified in the permit. Unless otherwise specified in this permit or otherwise ordered by the Commission, the permittee shall conduct effluent sampling and reporting in accordance with 30 TAC §§ 319.4 - 319.12. Unless otherwise specified, effluent monitoring data shall be submitted each month, to the Compliance Monitoring Team of the Enforcement Division (MC 224), by the 20th day of the following month for each discharge which is described by this permit whether or not a discharge is made for that month. Monitoring results must be submitted online using the NetDMR reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver. Monitoring results must be signed and certified as required by Monitoring and Reporting Requirements No. 10.

As provided by state law, the permittee is subject to administrative, civil and criminal penalties, as applicable, for negligently or knowingly violating the Clean Water Act (CWA); TWC §§ 26, 27, and 28; and THSC § 361, including but not limited to knowingly making any false statement, representation, or certification on any report, record, or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or noncompliance, or falsifying, tampering with or knowingly rendering inaccurate any monitoring device or method required by this permit or violating any other requirement imposed by state or federal regulations.

2. Test Procedures

- a. Unless otherwise specified in this permit, test procedures for the analysis of pollutants shall comply with procedures specified in 30 TAC §§ 319.11 - 319.12. Measurements, tests, and calculations shall be accurately accomplished in a representative manner.
- b. All laboratory tests submitted to demonstrate compliance with this permit must meet the requirements of 30 TAC § 25, Environmental Testing Laboratory Accreditation and Certification.

3. Records of Results

- a. Monitoring samples and measurements shall be taken at times and in a manner so as to be representative of the monitored activity.

- b. Except for records of monitoring information required by this permit related to the permittee's sewage sludge or biosolids use and disposal activities, which shall be retained for a period of at least five years (or longer as required by 40 CFR Part 503), monitoring and reporting records, including strip charts and records of calibration and maintenance, copies of all records required by this permit, records of all data used to complete the application for this permit, and the certification required by 40 CFR § 264.73(b)(9) shall be retained at the facility site, or shall be readily available for review by a TCEQ representative for a period of three years from the date of the record or sample, measurement, report, application or certification. This period shall be extended at the request of the Executive Director.
- c. Records of monitoring activities shall include the following:
 - i. date, time and place of sample or measurement;
 - ii. identity of individual who collected the sample or made the measurement.
 - iii. date and time of analysis;
 - iv. identity of the individual and laboratory who performed the analysis;
 - v. the technique or method of analysis; and
 - vi. the results of the analysis or measurement and quality assurance/quality control records.

The period during which records are required to be kept shall be automatically extended to the date of the final disposition of any administrative or judicial enforcement action that may be instituted against the permittee.

4. Additional Monitoring by Permittee

If the permittee monitors any pollutant at the location(s) designated herein more frequently than required by this permit using approved analytical methods as specified above, all results of such monitoring shall be included in the calculation and reporting of the values submitted on the approved self-report form. Increased frequency of sampling shall be indicated on the self-report form.

5. Calibration of Instruments

All automatic flow measuring or recording devices and all totalizing meters for measuring flows shall be accurately calibrated by a trained person at plant start-up and as often thereafter as necessary to ensure accuracy, but not less often than annually unless authorized by the Executive Director for a longer period. Such person shall verify in writing that the device is operating properly and giving accurate results. Copies of the verification shall be retained at the facility site and/or shall be readily available for review by a TCEQ representative for a period of three years.

6. Compliance Schedule Reports

Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of the permit shall be submitted no later than 14 days following each schedule date to the Regional Office and the Compliance

Monitoring Team of the Enforcement Division (MC 224).

7. Noncompliance Notification

- a. In accordance with 30 TAC § 305.125(9) any noncompliance which may endanger human health or safety, or the environment shall be reported by the permittee to the TCEQ. Except as allowed by 30 TAC § 305.132, report of such information shall be provided orally or by facsimile transmission (FAX) to the Regional Office within 24 hours of becoming aware of the noncompliance. A written submission of such information shall also be provided by the permittee to the Regional Office and the Compliance Monitoring Team of the Enforcement Division (MC 224) within five working days of becoming aware of the noncompliance. For Publicly Owned Treatment Works (POTWs), effective December 21, 2025, the permittee must submit the written report for unauthorized discharges and unanticipated bypasses that exceed any effluent limit in the permit using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver. The written submission shall contain a description of the noncompliance and its cause; the potential danger to human health or safety, or the environment; the period of noncompliance, including exact dates and times; if the noncompliance has not been corrected, the time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance, and to mitigate its adverse effects.
 - b. The following violations shall be reported under Monitoring and Reporting Requirement 7.a.:
 - i. Unauthorized discharges as defined in Permit Condition 2(g).
 - ii. Any unanticipated bypass that exceeds any effluent limitation in the permit.
 - iii. Violation of a permitted maximum daily discharge limitation for pollutants listed specifically in the Other Requirements section of an Industrial TPDES permit.
 - c. In addition to the above, any effluent violation which deviates from the permitted effluent limitation by more than 40% shall be reported by the permittee in writing to the Regional Office and the Compliance Monitoring Team of the Enforcement Division (MC 224) within 5 working days of becoming aware of the noncompliance.
 - d. Any noncompliance other than that specified in this section, or any required information not submitted or submitted incorrectly, shall be reported to the Compliance Monitoring Team of the Enforcement Division (MC 224) as promptly as possible. For effluent limitation violations, noncompliances shall be reported on the approved self-report form.
8. In accordance with the procedures described in 30 TAC §§ 35.301 - 35.303 (relating to Water Quality Emergency and Temporary Orders) if the permittee knows in advance of the need for a bypass, it shall submit prior notice by applying for such authorization.

9. Changes in Discharges of Toxic Substances

All existing manufacturing, commercial, mining, and silvicultural permittees shall notify the Regional Office, orally or by facsimile transmission within 24 hours, and both the Regional Office and the Compliance Monitoring Team of the Enforcement Division (MC 224) in writing within five (5) working days, after becoming aware of or having reason to believe:

- a. That any activity has occurred or will occur which would result in the discharge, on a routine or frequent basis, of any toxic pollutant listed at 40 CFR Part 122, Appendix D, Tables II and III (excluding Total Phenols) which is not limited in the permit, if that discharge will exceed the highest of the following “notification levels”:
 - i. One hundred micrograms per liter (100 µg/L);
 - ii. Two hundred micrograms per liter (200 µg/L) for acrolein and acrylonitrile; five hundred micrograms per liter (500 µg/L) for 2,4-dinitrophenol and for 2-methyl-4,6-dinitrophenol; and one milligram per liter (1 mg/L) for antimony;
 - iii. Five (5) times the maximum concentration value reported for that pollutant in the permit application; or
 - iv. The level established by the TCEQ.
 - b. That any activity has occurred or will occur which would result in any discharge, on a nonroutine or infrequent basis, of a toxic pollutant which is not limited in the permit, if that discharge will exceed the highest of the following “notification levels”:
 - i. Five hundred micrograms per liter (500 µg/L);
 - ii. One milligram per liter (1 mg/L) for antimony;
 - iii. Ten (10) times the maximum concentration value reported for that pollutant in the permit application; or
 - iv. The level established by the TCEQ.
10. Signatories to Reports
- All reports and other information requested by the Executive Director shall be signed by the person and in the manner required by 30 TAC § 305.128 (relating to Signatories to Reports).
11. All POTWs must provide adequate notice to the Executive Director of the following:
- a. Any new introduction of pollutants into the POTW from an indirect discharger which would be subject to CWA § 301 or § 306 if it were directly discharging those pollutants;
 - b. Any substantial change in the volume or character of pollutants being introduced into that POTW by a source introducing pollutants into the POTW at the time of issuance of the permit; and
 - c. For the purpose of this paragraph, adequate notice shall include information on:
 - i. The quality and quantity of effluent introduced into the POTW; and
 - ii. Any anticipated impact of the change on the quantity or quality of effluent to be discharged from the POTW.

PERMIT CONDITIONS**1. General**

- a. When the permittee becomes aware that it failed to submit any relevant facts in a permit application, or submitted incorrect information in an application or in any report to the Executive Director, it shall promptly submit such facts or information.
- b. This permit is granted on the basis of the information supplied and representations made by the permittee during action on an application, and relying upon the accuracy and completeness of that information and those representations. After notice and opportunity for a hearing, this permit may be modified, suspended, or revoked, in whole or in part, in accordance with 30 TAC Chapter 305, Subchapter D, during its term for good cause including, but not limited to, the following:
 - i. Violation of any terms or conditions of this permit;
 - ii. Obtaining this permit by misrepresentation or failure to disclose fully all relevant facts; or
 - iii. A change in any condition that requires either a temporary or permanent reduction or elimination of the authorized discharge.
- c. The permittee shall furnish to the Executive Director, upon request and within a reasonable time, any information to determine whether cause exists for amending, revoking, suspending or terminating the permit. The permittee shall also furnish to the Executive Director, upon request, copies of records required to be kept by the permit.

2. Compliance

- a. Acceptance of the permit by the person to whom it is issued constitutes acknowledgment and agreement that such person will comply with all the terms and conditions embodied in the permit, and the rules and other orders of the Commission.
- b. The permittee has a duty to comply with all conditions of the permit. Failure to comply with any permit condition constitutes a violation of the permit and the Texas Water Code or the Texas Health and Safety Code, and is grounds for enforcement action, for permit amendment, revocation, or suspension, or for denial of a permit renewal application or an application for a permit for another facility.
- c. It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of the permit.
- d. The permittee shall take all reasonable steps to minimize or prevent any discharge or sludge use or disposal or other permit violation that has a reasonable likelihood of adversely affecting human health or the environment.
- e. Authorization from the Commission is required before beginning any change in the permitted facility or activity that may result in noncompliance with any permit requirements.
- f. A permit may be amended, suspended and reissued, or revoked for cause in accordance

with 30 TAC §§ 305.62 and 305.66 and TWC§ 7.302. The filing of a request by the permittee for a permit amendment, suspension and reissuance, or termination, or a notification of planned changes or anticipated noncompliance, does not stay any permit condition.

- g. There shall be no unauthorized discharge of wastewater or any other waste. For the purpose of this permit, an unauthorized discharge is considered to be any discharge of wastewater into or adjacent to water in the state at any location not permitted as an outfall or otherwise defined in the Other Requirements section of this permit.
- h. In accordance with 30 TAC § 305.535(a), the permittee may allow any bypass to occur from a TPDES permitted facility which does not cause permitted effluent limitations to be exceeded or an unauthorized discharge to occur, but only if the bypass is also for essential maintenance to assure efficient operation.
- i. The permittee is subject to administrative, civil, and criminal penalties, as applicable, under TWC §§ 7.051 - 7.075 (relating to Administrative Penalties), 7.101 - 7.111 (relating to Civil Penalties), and 7.141 - 7.202 (relating to Criminal Offenses and Penalties) for violations including, but not limited to, negligently or knowingly violating the federal CWA §§ 301, 302, 306, 307, 308, 318, or 405, or any condition or limitation implementing any sections in a permit issued under the CWA § 402, or any requirement imposed in a pretreatment program approved under the CWA §§ 402 (a)(3) or 402 (b)(8).

3. Inspections and Entry

- a. Inspection and entry shall be allowed as prescribed in the TWC Chapters 26, 27, and 28, and THSC § 361.
- b. The members of the Commission and employees and agents of the Commission are entitled to enter any public or private property at any reasonable time for the purpose of inspecting and investigating conditions relating to the quality of water in the state or the compliance with any rule, regulation, permit or other order of the Commission. Members, employees, or agents of the Commission and Commission contractors are entitled to enter public or private property at any reasonable time to investigate or monitor or, if the responsible party is not responsive or there is an immediate danger to public health or the environment, to remove or remediate a condition related to the quality of water in the state. Members, employees, Commission contractors, or agents acting under this authority who enter private property shall observe the establishment's rules and regulations concerning safety, internal security, and fire protection, and if the property has management in residence, shall notify management or the person then in charge of his presence and shall exhibit proper credentials. If any member, employee, Commission contractor, or agent is refused the right to enter in or on public or private property under this authority, the Executive Director may invoke the remedies authorized in TWC § 7.002. The statement above, that Commission entry shall occur in accordance with an establishment's rules and regulations concerning safety, internal security, and fire protection, is not grounds for denial or restriction of entry to any part of the facility, but merely describes the Commission's duty to observe appropriate rules and regulations during an inspection.

4. Permit Amendment and/or Renewal

- a. The permittee shall give notice to the Executive Director as soon as possible of any planned physical alterations or additions to the permitted facility if such alterations or additions would require a permit amendment or result in a violation of permit requirements. Notice shall also be required under this paragraph when:
 - i. The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source in accordance with 30 TAC § 305.534 (relating to New Sources and New Dischargers); or
 - ii. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants that are subject neither to effluent limitations in the permit, nor to notification requirements in Monitoring and Reporting Requirements No. 9; or
 - iii. The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit application process or not reported pursuant to an approved land application plan.
- b. Prior to any facility modifications, additions, or expansions that will increase the plant capacity beyond the permitted flow, the permittee must apply for and obtain proper authorization from the Commission before commencing construction.
- c. The permittee must apply for an amendment or renewal at least 180 days prior to expiration of the existing permit in order to continue a permitted activity after the expiration date of the permit. If an application is submitted prior to the expiration date of the permit, the existing permit shall remain in effect until the application is approved, denied, or returned. If the application is returned or denied, authorization to continue such activity shall terminate upon the effective date of the action. If an application is not submitted prior to the expiration date of the permit, the permit shall expire and authorization to continue such activity shall terminate.
- d. Prior to accepting or generating wastes which are not described in the permit application or which would result in a significant change in the quantity or quality of the existing discharge, the permittee must report the proposed changes to the Commission. The permittee must apply for a permit amendment reflecting any necessary changes in permit conditions, including effluent limitations for pollutants not identified and limited by this permit.
- e. In accordance with the TWC § 26.029(b), after a public hearing, notice of which shall be given to the permittee, the Commission may require the permittee, from time to time, for good cause, in accordance with applicable laws, to conform to new or additional conditions.
- f. If any toxic effluent standard or prohibition (including any schedule of compliance specified in such effluent standard or prohibition) is promulgated under CWA § 307(a) for a toxic pollutant which is present in the discharge and that standard or prohibition is more stringent than any limitation on the pollutant in this permit, this permit shall be modified or revoked and reissued to conform to the toxic effluent standard or prohibition. The permittee shall comply with effluent standards or prohibitions established under CWA § 307(a) for toxic pollutants within the time provided in the

regulations that established those standards or prohibitions, even if the permit has not yet been modified to incorporate the requirement.

5. Permit Transfer

- a. Prior to any transfer of this permit, Commission approval must be obtained. The Commission shall be notified in writing of any change in control or ownership of facilities authorized by this permit. Such notification should be sent to the Applications Review and Processing Team (MC 148) of the Water Quality Division.
- b. A permit may be transferred only according to the provisions of 30 TAC § 305.64 (relating to Transfer of Permits) and 30 TAC § 50.133 (relating to Executive Director Action on Application or WQMP update).

6. Relationship to Hazardous Waste Activities

This permit does not authorize any activity of hazardous waste storage, processing, or disposal that requires a permit or other authorization pursuant to the Texas Health and Safety Code.

7. Relationship to Water Rights

Disposal of treated effluent by any means other than discharge directly to water in the state must be specifically authorized in this permit and may require a permit pursuant to TWC Chapter 11.

8. Property Rights

A permit does not convey any property rights of any sort, or any exclusive privilege.

9. Permit Enforceability

The conditions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstances, is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

10. Relationship to Permit Application

The application pursuant to which the permit has been issued is incorporated herein; provided, however, that in the event of a conflict between the provisions of this permit and the application, the provisions of the permit shall control.

11. Notice of Bankruptcy

- a. Each permittee shall notify the Executive Director, in writing, immediately following the filing of a voluntary or involuntary petition for bankruptcy under any chapter of Title 11 (Bankruptcy) of the United States Code (11 USC) by or against:
 - i. the permittee;
 - ii. an entity (as that term is defined in 11 USC, § 101(14)) controlling the permittee or listing the permit or permittee as property of the estate; or
 - iii. an affiliate (as that term is defined in 11 USC, § 101(2)) of the permittee.

- b. This notification must indicate:
 - i. the name of the permittee;
 - ii. the permit number(s);
 - iii. the bankruptcy court in which the petition for bankruptcy was filed; and
 - iv. the date of filing of the petition.

OPERATIONAL REQUIREMENTS

1. The permittee shall at all times ensure that the facility and all of its systems of collection, treatment, and disposal are properly operated and maintained. This includes, but is not limited to, the regular, periodic examination of wastewater solids within the treatment plant by the operator in order to maintain an appropriate quantity and quality of solids inventory as described in the various operator training manuals and according to accepted industry standards for process control. Process control, maintenance, and operations records shall be retained at the facility site, or shall be readily available for review by a TCEQ representative, for a period of three years.
2. Upon request by the Executive Director, the permittee shall take appropriate samples and provide proper analysis in order to demonstrate compliance with Commission rules. Unless otherwise specified in this permit or otherwise ordered by the Commission, the permittee shall comply with all applicable provisions of 30 TAC Chapter 312 concerning sewage sludge or biosolids use and disposal and 30 TAC §§ 319.21 - 319.29 concerning the discharge of certain hazardous metals.
3. Domestic wastewater treatment facilities shall comply with the following provisions:
 - a. The permittee shall notify the Municipal Permits Team, Wastewater Permitting Section (MC 148) of the Water Quality Division, in writing, of any facility expansion at least 90 days prior to conducting such activity.
 - b. The permittee shall submit a closure plan for review and approval to the Municipal Permits Team, Wastewater Permitting Section (MC 148) of the Water Quality Division, for any closure activity at least 90 days prior to conducting such activity. Closure is the act of permanently taking a waste management unit or treatment facility out of service and includes the permanent removal from service of any pit, tank, pond, lagoon, surface impoundment and/or other treatment unit regulated by this permit.
4. The permittee is responsible for installing prior to plant start-up, and subsequently maintaining, adequate safeguards to prevent the discharge of untreated or inadequately treated wastes during electrical power failures by means of alternate power sources, standby generators, and/or retention of inadequately treated wastewater.
5. Unless otherwise specified, the permittee shall provide a readily accessible sampling point and, where applicable, an effluent flow measuring device or other acceptable means by which effluent flow may be determined.
6. The permittee shall remit an annual water quality fee to the Commission as required by 30

**Appendix I.B.
NPDES Permit Part II
Standard Permit Conditions**

- b. This notification must indicate:
 - i. the name of the permittee;
 - ii. the permit number(s);
 - iii. the bankruptcy court in which the petition for bankruptcy was filed; and
 - iv. the date of filing of the petition.

OPERATIONAL REQUIREMENTS

1. The permittee shall at all times ensure that the facility and all of its systems of collection, treatment, and disposal are properly operated and maintained. This includes, but is not limited to, the regular, periodic examination of wastewater solids within the treatment plant by the operator in order to maintain an appropriate quantity and quality of solids inventory as described in the various operator training manuals and according to accepted industry standards for process control. Process control, maintenance, and operations records shall be retained at the facility site, or shall be readily available for review by a TCEQ representative, for a period of three years.
2. Upon request by the Executive Director, the permittee shall take appropriate samples and provide proper analysis in order to demonstrate compliance with Commission rules. Unless otherwise specified in this permit or otherwise ordered by the Commission, the permittee shall comply with all applicable provisions of 30 TAC Chapter 312 concerning sewage sludge or biosolids use and disposal and 30 TAC §§ 319.21 - 319.29 concerning the discharge of certain hazardous metals.
3. Domestic wastewater treatment facilities shall comply with the following provisions:
 - a. The permittee shall notify the Municipal Permits Team, Wastewater Permitting Section (MC 148) of the Water Quality Division, in writing, of any facility expansion at least 90 days prior to conducting such activity.
 - b. The permittee shall submit a closure plan for review and approval to the Municipal Permits Team, Wastewater Permitting Section (MC 148) of the Water Quality Division, for any closure activity at least 90 days prior to conducting such activity. Closure is the act of permanently taking a waste management unit or treatment facility out of service and includes the permanent removal from service of any pit, tank, pond, lagoon, surface impoundment and/or other treatment unit regulated by this permit.
4. The permittee is responsible for installing prior to plant start-up, and subsequently maintaining, adequate safeguards to prevent the discharge of untreated or inadequately treated wastes during electrical power failures by means of alternate power sources, standby generators, and/or retention of inadequately treated wastewater.
5. Unless otherwise specified, the permittee shall provide a readily accessible sampling point and, where applicable, an effluent flow measuring device or other acceptable means by which effluent flow may be determined.
6. The permittee shall remit an annual water quality fee to the Commission as required by 30

TAC Chapter 21. Failure to pay the fee may result in revocation of this permit under TWC § 7.302(b)(6).

7. Documentation

For all written notifications to the Commission required of the permittee by this permit, the permittee shall keep and make available a copy of each such notification under the same conditions as self-monitoring data are required to be kept and made available. Except for information required for TPDES permit applications, effluent data, including effluent data in permits, draft permits and permit applications, and other information specified as not confidential in 30 TAC §§ 1.5(d), any information submitted pursuant to this permit may be claimed as confidential by the submitter. Any such claim must be asserted in the manner prescribed in the application form or by stamping the words confidential business information on each page containing such information. If no claim is made at the time of submission, information may be made available to the public without further notice. If the Commission or Executive Director agrees with the designation of confidentiality, the TCEQ will not provide the information for public inspection unless required by the Texas Attorney General or a court pursuant to an open records request. If the Executive Director does not agree with the designation of confidentiality, the person submitting the information will be notified.

8. Facilities that generate domestic wastewater shall comply with the following provisions; domestic wastewater treatment facilities at permitted industrial sites are excluded.

- a. Whenever flow measurements for any domestic sewage treatment facility reach 75% of the permitted daily average or annual average flow for three consecutive months, the permittee must initiate engineering and financial planning for expansion and/or upgrading of the domestic wastewater treatment and/or collection facilities. Whenever the flow reaches 90% of the permitted daily average or annual average flow for three consecutive months, the permittee shall obtain necessary authorization from the Commission to commence construction of the necessary additional treatment and/or collection facilities. In the case of a domestic wastewater treatment facility which reaches 75% of the permitted daily average or annual average flow for three consecutive months, and the planned population to be served or the quantity of waste produced is not expected to exceed the design limitations of the treatment facility, the permittee shall submit an engineering report supporting this claim to the Executive Director of the Commission.

If in the judgment of the Executive Director the population to be served will not cause permit noncompliance, then the requirement of this section may be waived. To be effective, any waiver must be in writing and signed by the Director of the Enforcement Division (MC 219) of the Commission, and such waiver of these requirements will be reviewed upon expiration of the existing permit; however, any such waiver shall not be interpreted as condoning or excusing any violation of any permit parameter.

- b. The plans and specifications for domestic sewage collection and treatment works associated with any domestic permit must be approved by the Commission and failure to secure approval before commencing construction of such works or making a discharge is a violation of this permit and each day is an additional violation until approval has been secured.

- c. Permits for domestic wastewater treatment plants are granted subject to the policy of the Commission to encourage the development of area-wide waste collection, treatment, and disposal systems. The Commission reserves the right to amend any domestic wastewater permit in accordance with applicable procedural requirements to require the system covered by this permit to be integrated into an area-wide system, should such be developed; to require the delivery of the wastes authorized to be collected in, treated by or discharged from said system, to such area-wide system; or to amend this permit in any other particular to effectuate the Commission's policy. Such amendments may be made when the changes required are advisable for water quality control purposes and are feasible on the basis of waste treatment technology, engineering, financial, and related considerations existing at the time the changes are required, exclusive of the loss of investment in or revenues from any then existing or proposed waste collection, treatment or disposal system.
- 9. Domestic wastewater treatment plants shall be operated and maintained by sewage plant operators holding a valid certificate of competency at the required level as defined in 30 TAC Chapter 30.
- 10. For Publicly Owned Treatment Works (POTWs), the 30-day average (or monthly average) percent removal for BOD and TSS shall not be less than 85%, unless otherwise authorized by this permit.
- 11. Facilities that generate industrial solid waste as defined in 30 TAC § 335.1 shall comply with these provisions:
 - a. Any solid waste, as defined in 30 TAC § 335.1 (including but not limited to such wastes as garbage, refuse, sludge from a waste treatment, water supply treatment plant or air pollution control facility, discarded materials, discarded materials to be recycled, whether the waste is solid, liquid, or semisolid), generated by the permittee during the management and treatment of wastewater, must be managed in accordance with all applicable provisions of 30 TAC Chapter 335, relating to Industrial Solid Waste Management.
 - b. Industrial wastewater that is being collected, accumulated, stored, or processed before discharge through any final discharge outfall, specified by this permit, is considered to be industrial solid waste until the wastewater passes through the actual point source discharge and must be managed in accordance with all applicable provisions of 30 TAC Chapter 335.
 - c. The permittee shall provide written notification, pursuant to the requirements of 30 TAC § 335.8(b)(1), to the Corrective Action Section (MC 127) of the Remediation Division informing the Commission of any closure activity involving an Industrial Solid Waste Management Unit, at least 90 days prior to conducting such an activity.
 - d. Construction of any industrial solid waste management unit requires the prior written notification of the proposed activity to the Registration and Reporting Section (MC 129) of the Permitting and Registration Support Division. No person shall dispose of industrial solid waste, including sludge or other solids from wastewater treatment processes, prior to fulfilling the deed recordation requirements of 30 TAC § 335.5.
 - e. The term "industrial solid waste management unit" means a landfill, surface impoundment, waste-pile, industrial furnace, incinerator, cement kiln, injection well,

container, drum, salt dome waste containment cavern, or any other structure vessel, appurtenance, or other improvement on land used to manage industrial solid waste.

- f. The permittee shall keep management records for all sludge (or other waste) removed from any wastewater treatment process. These records shall fulfill all applicable requirements of 30 TAC § 335 and must include the following, as it pertains to wastewater treatment and discharge:
 - i. Volume of waste and date(s) generated from treatment process;
 - ii. Volume of waste disposed of on-site or shipped off-site;
 - iii. Date(s) of disposal;
 - iv. Identity of hauler or transporter;
 - v. Location of disposal site; and
 - vi. Method of final disposal.

The above records shall be maintained on a monthly basis. The records shall be retained at the facility site, or shall be readily available for review by authorized representatives of the TCEQ for at least five years.

- 12. For industrial facilities to which the requirements of 30 TAC § 335 do not apply, sludge and solid wastes, including tank cleaning and contaminated solids for disposal, shall be disposed of in accordance with THSC § 361.

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SLUDGE PROVISIONS

The permittee is authorized to dispose of sludge or biosolids only at a Texas Commission on Environmental Quality (TCEQ) authorized land application site, co-disposal landfill, wastewater treatment facility, or facility that further processes sludge. **The disposal of sludge or biosolids by land application on property owned, leased or under the direct control of the permittee is a violation of the permit unless the site is authorized with the TCEQ. This provision does not authorize Distribution and Marketing of Class A or Class AB Biosolids. This provision does not authorize the permittee to land apply biosolids on property owned, leased or under the direct control of the permittee.**

SECTION I. REQUIREMENTS APPLYING TO ALL SEWAGE SLUDGE OR BIOSOLIDS LAND APPLICATION

A. General Requirements

1. The permittee shall handle and dispose of sewage sludge or biosolids in accordance with 30 TAC § 312 and all other applicable state and federal regulations in a manner that protects public health and the environment from any reasonably anticipated adverse effects due to any toxic pollutants that may be present in the sludge or biosolids.
2. In all cases, if the person (permit holder) who prepares the sewage sludge supplies the sewage sludge to another person for land application use or to the owner or lease holder of the land, the permit holder shall provide necessary information to the parties who receive the sludge to assure compliance with these regulations.
3. The land application of processed or unprocessed chemical toilet waste, grease trap waste, grit trap waste, milk solids, or similar non-hazardous municipal or industrial solid wastes, or any of the wastes listed in this provision combined with biosolids, WTP residuals or domestic septage is prohibited unless the grease trap waste is added at a fats, oil and grease (FOG) receiving facility as part of an anaerobic digestion process.

B. Testing Requirements

1. Sewage sludge or biosolids shall be tested once during the term of this permit in accordance with the method specified in both 40 CFR Part 261, Appendix II and 40 CFR Part 268, Appendix I [Toxicity Characteristic Leaching Procedure (TCLP)] or other method that receives the prior approval of the TCEQ for the contaminants listed in 40 CFR Part 261.24, Table 1. Sewage sludge or biosolids failing this test shall be managed according to RCRA standards for generators of hazardous waste, and the waste's disposition must be in accordance with all applicable requirements for hazardous waste processing, storage, or disposal. Following failure of any TCLP test, the management or disposal of sewage sludge or biosolids at a facility other than an authorized hazardous waste processing, storage, or disposal facility shall be prohibited until such time as the permittee can demonstrate the sewage sludge or biosolids no longer exhibits the hazardous waste toxicity characteristics (as demonstrated by the results of the TCLP tests). A written report shall be provided to both the TCEQ Registration and Reporting Section (MC 129) of the Permitting and Registration Support Division and the Regional Director (MC Region 6) within seven (7) days after failing the TCLP Test.

The report shall contain test results, certification that unauthorized waste management has stopped, and a summary of alternative disposal plans that comply with RCRA standards for the management of hazardous waste. The report shall be addressed to: Director, Permitting and Registration Support Division (MC 129), Texas Commission on Environmental Quality, P.O. Box 13087, Austin, Texas 78711-3087. In addition, the permittee shall prepare an annual report on the results of all sludge toxicity testing. This annual report shall be submitted to the TCEQ Regional Office (MC Region 6) and the Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30th of each year. The permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

2. Biosolids shall not be applied to the land if the concentration of the pollutants exceeds the pollutant concentration criteria in Table 1. The frequency of testing for pollutants in Table 1 is found in Section I.C. of this permit.

TABLE 1

<u>Pollutant</u>	<u>Ceiling Concentration</u> <u>(Milligrams per kilogram)*</u>
Arsenic	75
Cadmium	85
Chromium	3000
Copper	4300
Lead	840
Mercury	57
Molybdenum	75
Nickel	420
PCBs	49
Selenium	100
Zinc	7500

* Dry weight basis

3. Pathogen Control

All sewage sludge that is applied to agricultural land, forest, a public contact site, or a reclamation site must be treated by one of the following methods to ensure that the sludge meets either the Class A, Class AB or Class B biosolids pathogen requirements.

- a. For sewage sludge to be classified as Class A biosolids with respect to pathogens, the density of fecal coliform in the sewage sludge must be less than 1,000 most probable number (MPN) per gram of total solids (dry weight basis), or the density of *Salmonella* sp. bacteria in the sewage sludge must be less than three MPN per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed. In addition, one of the alternatives listed below must be met:

Alternative 1 - The temperature of the sewage sludge that is used or disposed shall be maintained at or above a specific value for a period of time. See 30 TAC § 312.82(a)(2)(A) for specific information;

Alternative 5 (PFRP) - Sewage sludge that is used or disposed of must be treated in one of the Processes to Further Reduce Pathogens (PFRP) described in 40 CFR Part 503, Appendix B. PFRP include composting, heat drying, heat treatment, and thermophilic aerobic digestion; or

Alternative 6 (PFRP Equivalent) - Sewage sludge that is used or disposed of must be treated in a process that has been approved by the U. S. Environmental Protection Agency as being equivalent to those in Alternative 5.

- b. For sewage sludge to be classified as Class AB biosolids with respect to pathogens, the density of fecal coliform in the sewage sludge must be less than 1,000 MPN per gram of total solids (dry weight basis), or the density of *Salmonella* sp. bacteria in the sewage sludge be less than three MPN per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed. In addition, one of the alternatives listed below must be met:

Alternative 2 - The pH of the sewage sludge that is used or disposed shall be raised to above 12 std. units and shall remain above 12 std. units for 72 hours.

The temperature of the sewage sludge shall be above 52° Celsius for 12 hours or longer during the period that the pH of the sewage sludge is above 12 std. units.

At the end of the 72-hour period during which the pH of the sewage sludge is above 12 std. units, the sewage sludge shall be air dried to achieve a percent solids in the sewage sludge greater than 50%; or

Alternative 3 - The sewage sludge shall be analyzed for enteric viruses prior to pathogen treatment. The limit for enteric viruses is less than one Plaque-forming Unit per four grams of total solids (dry weight basis) either before or following pathogen treatment. See 30 TAC § 312.82(a)(2)(C)(i-iii) for specific information. The sewage sludge shall be analyzed for viable helminth ova prior to pathogen treatment. The limit for viable helminth ova is less than one per four grams of total solids (dry weight basis) either before or following pathogen treatment. See 30 TAC § 312.82(a)(2)(C)(iv-vi) for specific information; or

Alternative 4 - The density of enteric viruses in the sewage sludge shall be less than one Plaque-forming Unit per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed. The density of viable helminth ova in the sewage sludge shall be less than one per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed.

- c. Sewage sludge that meets the requirements of Class AB biosolids may be classified a Class A biosolids if a variance request is submitted in writing that is supported by substantial documentation demonstrating equivalent methods for reducing odors and written approval is granted by the executive director. The executive director may deny the variance request or revoke that approved variance if it is determined that the variance may potentially endanger human health or the environment, or create nuisance odor conditions.
- d. Three alternatives are available to demonstrate compliance with Class B biosolids

criteria.

Alternative 1

- i. A minimum of seven random samples of the sewage sludge shall be collected within 48 hours of the time the sewage sludge is used or disposed of during each monitoring episode for the sewage sludge.
- ii. The geometric mean of the density of fecal coliform in the samples collected shall be less than either 2,000,000 MPN per gram of total solids (dry weight basis) or 2,000,000 Colony Forming Units per gram of total solids (dry weight basis).

Alternative 2 - Sewage sludge that is used or disposed of shall be treated in one of the Processes to Significantly Reduce Pathogens (PSRP) described in 40 CFR Part 503, Appendix B, so long as all of the following requirements are met by the generator of the sewage sludge.

- i. Prior to use or disposal, all the sewage sludge must have been generated from a single location, except as provided in paragraph v. below;
- ii. An independent Texas Licensed Professional Engineer must make a certification to the generator of a sewage sludge that the wastewater treatment facility generating the sewage sludge is designed to achieve one of the PSRP at the permitted design loading of the facility. The certification need only be repeated if the design loading of the facility is increased. The certification shall include a statement indicating the design meets all the applicable standards specified in Appendix B of 40 CFR Part 503;
- iii. Prior to any off-site transportation or on-site use or disposal of any sewage sludge generated at a wastewater treatment facility, the chief certified operator of the wastewater treatment facility or other responsible official who manages the processes to significantly reduce pathogens at the wastewater treatment facility for the permittee, shall certify that the sewage sludge underwent at least the minimum operational requirements necessary in order to meet one of the PSRP. The acceptable processes and the minimum operational and record keeping requirements shall be in accordance with established U.S. Environmental Protection Agency final guidance;
- iv. All certification records and operational records describing how the requirements of this paragraph were met shall be kept by the generator for a minimum of three years and be available for inspection by commission staff for review; and
- v. If the sewage sludge is generated from a mixture of sources, resulting from a person who prepares sewage sludge from more than one wastewater treatment facility, the resulting derived product shall meet one of the PSRP, and shall meet the certification, operation, and record keeping requirements of this paragraph.

Alternative 3 - Sewage sludge shall be treated in an equivalent process that has been approved by the U.S. Environmental Protection Agency, so long as all of the following requirements are met by the generator of the sewage sludge.

- i. Prior to use or disposal, all the sewage sludge must have been generated from a

single location, except as provided in paragraph v. below;

- ii. Prior to any off-site transportation or on-site use or disposal of any sewage sludge generated at a wastewater treatment facility, the chief certified operator of the wastewater treatment facility or other responsible official who manages the processes to significantly reduce pathogens at the wastewater treatment facility for the permittee, shall certify that the sewage sludge underwent at least the minimum operational requirements necessary in order to meet one of the PSRP. The acceptable processes and the minimum operational and record keeping requirements shall be in accordance with established U.S. Environmental Protection Agency final guidance;
- iii. All certification records and operational records describing how the requirements of this paragraph were met shall be kept by the generator for a minimum of three years and be available for inspection by commission staff for review;
- iv. The Executive Director will accept from the U.S. Environmental Protection Agency a finding of equivalency to the defined PSRP; and
- v. If the sewage sludge is generated from a mixture of sources resulting from a person who prepares sewage sludge from more than one wastewater treatment facility, the resulting derived product shall meet one of the Processes to Significantly Reduce Pathogens, and shall meet the certification, operation, and record keeping requirements of this paragraph.

In addition to the Alternatives 1 – 3, the following site restrictions must be met if Class B biosolids are land applied:

- i. Food crops with harvested parts that touch the biosolids/soil mixture and are totally above the land surface shall not be harvested for 14 months after application of biosolids.
- ii. Food crops with harvested parts below the surface of the land shall not be harvested for 20 months after application of biosolids when the biosolids remain on the land surface for 4 months or longer prior to incorporation into the soil.
- iii. Food crops with harvested parts below the surface of the land shall not be harvested for 38 months after application of biosolids when the biosolids remain on the land surface for less than 4 months prior to incorporation into the soil.
- iv. Food crops, feed crops, and fiber crops shall not be harvested for 30 days after application of biosolids.
- v. Domestic livestock shall not be allowed to graze on the land for 30 days after application of biosolids.
- vi. Turf grown on land where biosolids are applied shall not be harvested for 1 year after application of the biosolids when the harvested turf is placed on either land with a high potential for public exposure or a lawn.
- vii. Public access to land with a high potential for public exposure shall be restricted for 1 year after application of biosolids.

viii. Public access to land with a low potential for public exposure shall be restricted for 30 days after application of biosolids.

ix. Land application of biosolids shall be in accordance with the buffer zone requirements found in 30 TAC § 312.44.

4. Vector Attraction Reduction Requirements

All bulk sewage sludge that is applied to agricultural land, forest, a public contact site, or a reclamation site shall be treated by one of the following Alternatives 1 through 10 for vector attraction reduction.

Alternative 1 - The mass of volatile solids in the sewage sludge shall be reduced by a minimum of 38%.

Alternative 2 - If Alternative 1 cannot be met for an anaerobically digested sludge, demonstration can be made by digesting a portion of the previously digested sludge anaerobically in the laboratory in a bench-scale unit for 40 additional days at a temperature between 30° and 37° Celsius. Volatile solids must be reduced by less than 17% to demonstrate compliance.

Alternative 3 - If Alternative 1 cannot be met for an aerobically digested sludge, demonstration can be made by digesting a portion of the previously digested sludge with percent solids of two percent or less aerobically in the laboratory in a bench-scale unit for 30 additional days at 20° Celsius. Volatile solids must be reduced by less than 15% to demonstrate compliance.

Alternative 4 - The specific oxygen uptake rate (SOUR) for sewage sludge treated in an aerobic process shall be equal to or less than 1.5 milligrams of oxygen per hour per gram of total solids (dry weight basis) at a temperature of 20° Celsius.

Alternative 5 - Sewage sludge shall be treated in an aerobic process for 14 days or longer. During that time, the temperature of the sewage sludge shall be higher than 40° Celsius and the average temperature of the sewage sludge shall be higher than 45° Celsius.

Alternative 6 - The pH of sewage sludge shall be raised to 12 or higher by alkali addition and, without the addition of more alkali shall remain at 12 or higher for two hours and then remain at a pH of 11.5 or higher for an additional 22 hours at the time the sewage sludge is prepared for sale or given away in a bag or other container.

Alternative 7 - The percent solids of sewage sludge that does not contain unstabilized solids generated in a primary wastewater treatment process shall be equal to or greater than 75% based on the moisture content and total solids prior to mixing with other materials. Unstabilized solids are defined as organic materials in sewage sludge that have not been treated in either an aerobic or anaerobic treatment process.

- Alternative 8 - The percent solids of sewage sludge that contains unstabilized solids generated in a primary wastewater treatment process shall be equal to or greater than 90% based on the moisture content and total solids prior to mixing with other materials at the time the sludge is used. Unstabilized solids are defined as organic materials in sewage sludge that have not been treated in either an aerobic or anaerobic treatment process.
- Alternative 9 -
- i. Biosolids shall be injected below the surface of the land.
 - ii. No significant amount of the biosolids shall be present on the land surface within one hour after biosolids are injected.
 - iii. When sewage sludge that is injected below the surface of the land is Class A or Class AB with respect to pathogens, the biosolids shall be injected below the land surface within eight hours after being discharged from the pathogen treatment process.
- Alternative 10 -
- i. Biosolids applied to the land surface or placed on a surface disposal site shall be incorporated into the soil within six hours after application to or placement on the land.
 - ii. When biosolids that are incorporated into the soil is Class A or Class AB with respect to pathogens, the biosolids shall be applied to or placed on the land within eight hours after being discharged from the pathogen treatment process.

C. Monitoring Requirements

Toxicity Characteristic Leaching Procedure (TCLP) Test	- once during the term of this permit
PCBs	- once during the term of this permit

All metal constituents and fecal coliform or *Salmonella* sp. bacteria shall be monitored at the appropriate frequency shown below, pursuant to 30 TAC § 312.46(a)(1):

<u>Amount of biosolids (*) metric tons per 365-day period</u>	<u>Monitoring Frequency</u>
0 to less than 290	Once/Year
290 to less than 1,500	Once/Quarter
1,500 to less than 15,000	Once/Two Months
15,000 or greater	Once/Month

(*) *The amount of bulk biosolids applied to the land (dry wt. basis).*

Representative samples of sewage sludge shall be collected and analyzed in accordance with the methods referenced in 30 TAC § 312.7

Identify each of the analytic methods used by the facility to analyze enteric viruses, fecal coliforms, helminth ova, *Salmonella* sp., and other regulated parameters.

Identify in the following categories (as applicable) the sewage sludge or biosolids treatment process or processes at the facility: preliminary operations (e.g., sludge or biosolids grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.

Identify the nature of material generated by the facility (such as a biosolid for beneficial use or land-farming, or sewage sludge or biosolids for disposal at a landfill) and whether the material is ultimately conveyed off-site in bulk or in bags.

SECTION II. REQUIREMENTS SPECIFIC TO BULK SEWAGE SLUDGE FOR APPLICATION TO THE LAND MEETING CLASS A, CLASS AB or B BIOSOLIDS PATHOGEN REDUCTION AND THE CUMULATIVE LOADING RATES IN TABLE 2, OR CLASS B PATHOGEN REDUCTION AND THE POLLUTANT CONCENTRATIONS IN TABLE 3

For those permittees meeting Class A, Class AB or B pathogen reduction requirements and that meet the cumulative loading rates in Table 2 below, or the Class B pathogen reduction requirements and contain concentrations of pollutants below listed in Table 3, the following conditions apply:

A. Pollutant Limits

Table 2

<u>Pollutant</u>	Cumulative Pollutant Loading Rate (pounds per acre)*
Arsenic	36
Cadmium	35
Chromium	2677
Copper	1339
Lead	268
Mercury	15
Molybdenum	Report Only
Nickel	375
Selenium	89
Zinc	2500

Table 3

<u>Pollutant</u>	Monthly Average Concentration (milligrams per kilogram)*
Arsenic	41
Cadmium	39
Chromium	1200
Copper	1500
Lead	300
Mercury	17
Molybdenum	Report Only
Nickel	420
Selenium	36
Zinc	2800

*Dry weight basis

B. Pathogen Control

All bulk sewage sludge that is applied to agricultural land, forest, a public contact site, a reclamation site, shall be treated by either Class A, Class AB or Class B biosolids pathogen reduction requirements as defined above in Section I.B.3.

C. Management Practices

1. Bulk biosolids shall not be applied to agricultural land, forest, a public contact site, or a reclamation site that is flooded, frozen, or snow-covered so that the bulk biosolids enters a wetland or other waters in the State.
2. Bulk biosolids not meeting Class A biosolids requirements shall be land applied in a manner which complies with Applicability in accordance with 30 TAC §312.41 and the Management Requirements in accordance with 30 TAC § 312.44.
3. Bulk biosolids shall be applied at or below the agronomic rate of the cover crop.
4. An information sheet shall be provided to the person who receives bulk Class A or AB biosolids sold or given away. The information sheet shall contain the following information:
 - a. The name and address of the person who prepared the Class A or AB biosolids that are sold or given away in a bag or other container for application to the land.
 - b. A statement that application of the biosolids to the land is prohibited except in accordance with the instruction on the label or information sheet.
 - c. The annual whole sludge application rate for the biosolids application rate for the biosolids that does not cause any of the cumulative pollutant loading rates in Table 2 above to be exceeded, unless the pollutant concentrations in Table 3 found in Section II above are met.

D. Notification Requirements

1. If bulk biosolids are applied to land in a State other than Texas, written notice shall be provided prior to the initial land application to the permitting authority for the State in which the bulk biosolids are proposed to be applied. The notice shall include:
 - a. The location, by street address, and specific latitude and longitude, of each land application site.
 - b. The approximate time period bulk biosolids will be applied to the site.
 - c. The name, address, telephone number, and National Pollutant Discharge Elimination System permit number (if appropriate) for the person who will apply the bulk biosolids.
2. The permittee shall give 180 days prior notice to the Executive Director in care of the Wastewater Permitting Section (MC 148) of the Water Quality Division of any change planned in the biosolids disposal practice.

E. Record Keeping Requirements

The documents will be retained at the facility site and/or shall be readily available for review by a TCEQ representative. The person who prepares bulk sewage sludge or a biosolids material shall develop the following information and shall retain the information at the facility site and/or shall be readily available for review by a TCEQ representative for a period

of five years. If the permittee supplies the sludge to another person who land applies the sludge, the permittee shall notify the land applier of the requirements for record keeping found in 30 TAC § 312.47 for persons who land apply.

1. The concentration (mg/kg) in the sludge of each pollutant listed in Table 3 above and the applicable pollutant concentration criteria (mg/kg), or the applicable cumulative pollutant loading rate and the applicable cumulative pollutant loading rate limit (lbs/ac) listed in Table 2 above.
2. A description of how the pathogen reduction requirements are met (including site restrictions for Class AB and Class B biosolids, if applicable).
3. A description of how the vector attraction reduction requirements are met.
4. A description of how the management practices listed above in Section II.C are being met.
5. The following certification statement:

“I certify, under penalty of law, that the applicable pathogen requirements in 30 TAC § 312.82(a) or (b) and the vector attraction reduction requirements in 30 TAC § 312.83(b) have been met for each site on which bulk biosolids are applied. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that the management practices have been met. I am aware that there are significant penalties for false certification including fine and imprisonment.”

6. The recommended agronomic loading rate from the references listed in Section II.C.3. above, as well as the actual agronomic loading rate shall be retained. The person who applies bulk biosolids shall develop the following information and shall retain the information at the facility site and/or shall be readily available for review by a TCEQ representative indefinitely. If the permittee supplies the sludge to another person who land applies the sludge, the permittee shall notify the land applier of the requirements for record keeping found in 30 TAC § 312.47 for persons who land apply:
 - a. A certification statement that all applicable requirements (specifically listed) have been met, and that the permittee understands that there are significant penalties for false certification including fine and imprisonment. See 30 TAC § 312.47(a)(4)(A)(ii) or 30 TAC § 312.47(a)(5)(A)(ii), as applicable, and to the permittee’s specific sludge treatment activities.
 - b. The location, by street address, and specific latitude and longitude, of each site on which biosolids are applied.
 - c. The number of acres in each site on which bulk biosolids are applied.
 - d. The date and time biosolids are applied to each site.

- e. The cumulative amount of each pollutant in pounds/acre listed in Table 2 applied to each site.
- f. The total amount of biosolids applied to each site in dry tons.

The above records shall be maintained on-site on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

F. Reporting Requirements

The permittee shall report annually to the TCEQ Regional Office (MC Region 6) and Compliance Monitoring Team (MC 224) of the Enforcement Division, by September 30th of each year the following information. The permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

1. Identify in the following categories (as applicable) the sewage sludge or biosolids treatment process or processes at the facility: preliminary operations (e.g., sludge or biosolids grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.
2. Identify the nature of material generated by the facility (such as a biosolid for beneficial use or land-farming, or sewage sludge for disposal at a monofill) and whether the material is ultimately conveyed off-site in bulk or in bags.
3. Results of tests performed for pollutants found in either Table 2 or 3 as appropriate for the permittee's land application practices.
4. The frequency of monitoring listed in Section I.C. that applies to the permittee.
5. Toxicity Characteristic Leaching Procedure (TCLP) results.
6. PCB concentration in sludge or biosolids in mg/kg.
7. Identity of hauler(s) and TCEQ transporter number.
8. Date(s) of transport.
9. Texas Commission on Environmental Quality registration number, if applicable.
10. Amount of sludge or biosolids disposal dry weight (lbs/acre) at each disposal site.
11. The concentration (mg/kg) in the sludge of each pollutant listed in Table 1 (defined as a monthly average) as well as the applicable pollutant concentration criteria (mg/kg) listed in Table 3 above, or the applicable pollutant loading rate limit (lbs/acre) listed in Table 2 above if it exceeds 90% of the limit.
12. Level of pathogen reduction achieved (Class A, Class AB or Class B).
13. Alternative used as listed in Section I.B.3.(a. or b.). Alternatives describe how the pathogen reduction requirements are met. If Class B biosolids, include information on how site restrictions were met.

14. Identify each of the analytic methods used by the facility to analyze enteric viruses, fecal coliforms, helminth ova, *Salmonella* sp., and other regulated parameters.
15. Vector attraction reduction alternative used as listed in Section I.B.4.
16. Amount of sludge or biosolids transported in dry tons/year.
17. The certification statement listed in either 30 TAC § 312.47(a)(4)(A)(ii) or 30 TAC § 312.47(a)(5)(A)(ii) as applicable to the permittee's sludge or biosolids treatment activities, shall be attached to the annual reporting form.
18. When the amount of any pollutant applied to the land exceeds 90% of the cumulative pollutant loading rate for that pollutant, as described in Table 2, the permittee shall report the following information as an attachment to the annual reporting form.
 - a. The location, by street address, and specific latitude and longitude.
 - b. The number of acres in each site on which bulk biosolids are applied.
 - c. The date and time bulk biosolids are applied to each site.
 - d. The cumulative amount of each pollutant (i.e., pounds/acre) listed in Table 2 in the bulk biosolids applied to each site.
 - e. The amount of biosolids (i.e., dry tons) applied to each site.

The above records shall be maintained on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

SECTION III. REQUIREMENTS APPLYING TO ALL SEWAGE SLUDGE OR BIOSOLIDS DISPOSED IN A MUNICIPAL SOLID WASTE LANDFILL

- A. The permittee shall handle and dispose of sewage sludge or biosolids in accordance with 30 TAC § 330 and all other applicable state and federal regulations to protect public health and the environment from any reasonably anticipated adverse effects due to any toxic pollutants that may be present. The permittee shall ensure that the sewage sludge or biosolids meets the requirements in 30 TAC § 330 concerning the quality of the sludge disposed in a municipal solid waste landfill.
- B. If the permittee generates sewage sludge or biosolids and supplies that sewage sludge or biosolids to the owner or operator of a municipal solid waste landfill (MSWLF) for disposal, the permittee shall provide to the owner or operator of the MSWLF appropriate information needed to be in compliance with the provisions of this permit.
- C. The permittee shall give 180 days prior notice to the Executive Director in care of the Wastewater Permitting Section (MC 148) of the Water Quality Division of any change planned in the sewage sludge or biosolids disposal practice.
- D. Sewage sludge or biosolids shall be tested once during the term of this permit in accordance with the method specified in both 40 CFR Part 261, Appendix II and 40 CFR Part 268, Appendix I (Toxicity Characteristic Leaching Procedure) or other method, which receives the prior approval of the TCEQ for contaminants listed in Table 1 of 40 CFR § 261.24. Sewage sludge or biosolids failing this test shall be managed according to RCRA standards for generators of hazardous waste, and the waste's disposition must be in accordance with all applicable requirements for hazardous waste processing, storage, or disposal.

Following failure of any TCLP test, the management or disposal of sewage sludge or biosolids at a facility other than an authorized hazardous waste processing, storage, or disposal facility shall be prohibited until such time as the permittee can demonstrate the sewage sludge or biosolids no longer exhibits the hazardous waste toxicity characteristics (as demonstrated by the results of the TCLP tests). A written report shall be provided to both the TCEQ Registration and Reporting Section (MC 129) of the Permitting and Registration Support Division and the Regional Director (MC Region 6) of the appropriate TCEQ field office within 7 days after failing the TCLP Test.

The report shall contain test results, certification that unauthorized waste management has stopped, and a summary of alternative disposal plans that comply with RCRA standards for the management of hazardous waste. The report shall be addressed to: Director, Permitting and Registration Support Division (MC 129), Texas Commission on Environmental Quality, P. O. Box 13087, Austin, Texas 78711-3087. In addition, the permittee shall prepare an annual report on the results of all sludge toxicity testing. This annual report shall be submitted to the TCEQ Regional Office (MC Region 6) and the Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30 of each year.

- E. Sewage sludge or biosolids shall be tested as needed, in accordance with the requirements of 30 TAC Chapter 330.
- F. Record Keeping Requirements

The permittee shall develop the following information and shall retain the information for five years.

1. The description (including procedures followed and the results) of all liquid Paint Filter Tests performed.
2. The description (including procedures followed and results) of all TCLP tests performed.

The above records shall be maintained on-site on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

G. Reporting Requirements

The permittee shall report annually to the TCEQ Regional Office (MC Region 6) and Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30th of each year the following information. The permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

1. Identify in the following categories (as applicable) the sewage sludge or biosolids treatment process or processes at the facility: preliminary operations (e.g., sludge or biosolids grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.
2. Toxicity Characteristic Leaching Procedure (TCLP) results.
3. Annual sludge or biosolids production in dry tons/year.
4. Amount of sludge or biosolids disposed in a municipal solid waste landfill in dry tons/year.
5. Amount of sludge or biosolids transported interstate in dry tons/year.
6. A certification that the sewage sludge or biosolids meets the requirements of 30 TAC § 330 concerning the quality of the sludge disposed in a municipal solid waste landfill.
7. Identity of hauler(s) and transporter registration number.
8. Owner of disposal site(s).
9. Location of disposal site(s).
10. Date(s) of disposal.

The above records shall be maintained on-site on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

SECTION IV. REQUIREMENTS APPLYING TO SLUDGE OR BIOSOLIDS TRANSPORTED TO ANOTHER FACILITY FOR FURTHER PROCESSING

These provisions apply to sludge or biosolids that is transported to another wastewater treatment facility or facility that further processes sludge or biosolids. These provisions are intended to allow transport of sludge or biosolids to facilities that have been authorized to accept sludge or biosolids. These provisions do not limit the ability of the receiving facility to determine whether to accept the sludge or biosolids, nor do they limit the ability of the receiving facility to request additional testing or documentation.

A. General Requirements

1. The permittee shall handle and dispose of sewage sludge or biosolids in accordance with 30 TAC Chapter 312 and all other applicable state and federal regulations in a manner that protects public health and the environment from any reasonably anticipated adverse effects due to any toxic pollutants that may be present in the sludge.
2. Sludge or biosolids may only be transported using a registered transporter or using an approved pipeline.

B. Record Keeping Requirements

1. For sludge or biosolids transported by an approved pipeline, the permittee must maintain records of the following:
 - a. the amount of sludge or biosolids transported;
 - b. the date of transport;
 - c. the name and TCEQ permit number of the receiving facility or facilities;
 - d. the location of the receiving facility or facilities;
 - e. the name and TCEQ permit number of the facility that generated the waste; and
 - f. copy of the written agreement between the permittee and the receiving facility to accept sludge or biosolids.
2. For sludge or biosolids transported by a registered transporter, the permittee must maintain records of the completed trip tickets in accordance with 30 TAC § 312.145(a)(1)-(7) and amount of sludge or biosolids transported.
3. The above records shall be maintained on-site on a monthly basis and shall be made available to the TCEQ upon request. These records shall be retained for at least five years.

C. Reporting Requirements

The permittee shall report the following information annually to the TCEQ Regional Office (MC Region 6) and Compliance Monitoring Team (MC 224) of the Enforcement Division, by September 30th of each year. The permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

1. Identify in the following categories (as applicable) the sewage sludge or biosolids treatment process or processes at the facility: preliminary operations (e.g., sludge or biosolids grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.
2. the annual sludge or biosolids production;
3. the amount of sludge or biosolids transported;
4. the owner of each receiving facility;
5. the location of each receiving facility; and
6. the date(s) of disposal at each receiving facility.

TCEQ Revision 06/2020

**Appendix I.C.
NPDES Permit Part III
Other Requirements**

OTHER REQUIREMENTS

1. The permittee shall employ or contract with one or more licensed wastewater treatment facility operators or wastewater system operations companies holding a valid license or registration according to the requirements of 30 TAC Chapter 30, Occupational Licenses and Registrations, and in particular 30 TAC Chapter 30, Subchapter J, Wastewater Operators and Operations Companies.

This Category C facility must be operated by a chief operator or an operator holding a Class C license or higher. The facility must be operated a minimum of five days per week by the licensed chief operator or an operator holding the required level of license or higher. The licensed chief operator or operator holding the required level of license or higher must be available by telephone or pager seven days per week. Where shift operation of the wastewater treatment facility is necessary, each shift that does not have the on-site supervision of the licensed chief operator must be supervised by an operator in charge who is licensed not less than one level below the category for the facility.

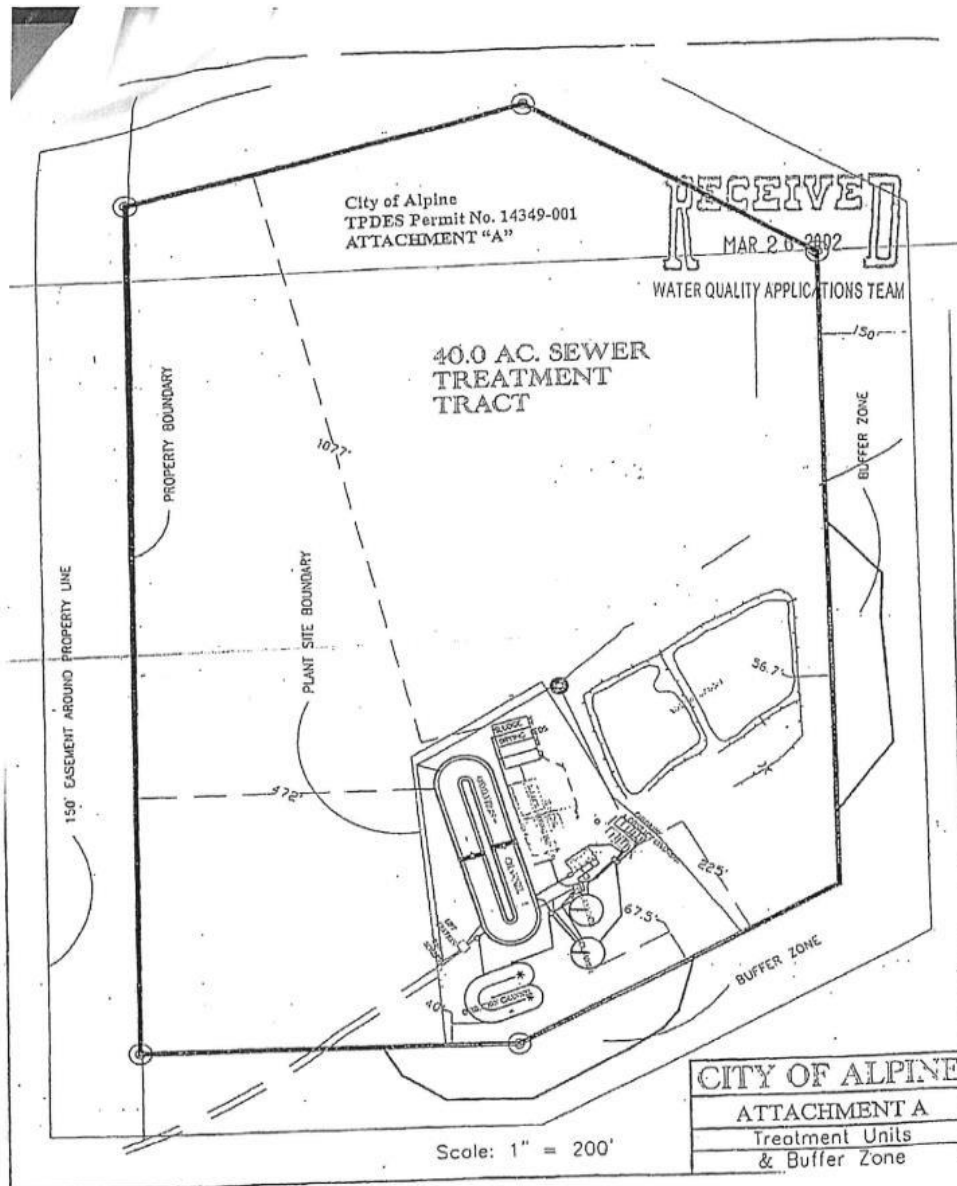
2. The facility is not located in the Coastal Management Program boundary.
3. The permittee has submitted sufficient evidence of legal restrictions prohibiting residential structures within the part of the buffer zone not owned by the permittee according to 30 TAC § 309.13(e)(3). The evidence of legal restrictions shall be submitted to the Executive Director in care of the TCEQ Wastewater Permitting Section (MC 148). The permittee shall comply with the requirements of 30 TAC § 309.13(a) through (d). See Attachment A.
4. The permittee shall provide facilities for the protection of its wastewater treatment facility from a 100-year flood.
5. In accordance with 30 TAC § 319.9, a permittee that has at least twelve months of uninterrupted compliance with its bacteria limit may notify the commission in writing of its compliance and request a less frequent measurement schedule. To request a less frequent schedule, the permittee shall submit a written request to the TCEQ Wastewater Permitting Section (MC 148) for each phase that includes a different monitoring frequency. The request must contain all of the reported bacteria values (Daily Avg. and Daily Max/Single Grab) for the twelve consecutive months immediately prior to the request. If the Executive Director finds that a less frequent measurement schedule is protective of human health and the environment, the permittee may be given a less frequent measurement schedule. For this permit, two/month may be reduced to one/month. **A violation of any bacteria limit by a facility that has been granted a less frequent measurement schedule will require the permittee to return to the standard frequency schedule and submit written notice to the TCEQ Wastewater Permitting Section (MC 148).** The permittee may not apply for another reduction in measurement frequency for at least 24 months from the date of the last violation. The Executive Director may establish a more frequent measurement schedule if necessary to protect human health or the environment.

CONTRIBUTING INDUSTRIES AND PRETREATMENT REQUIREMENTS

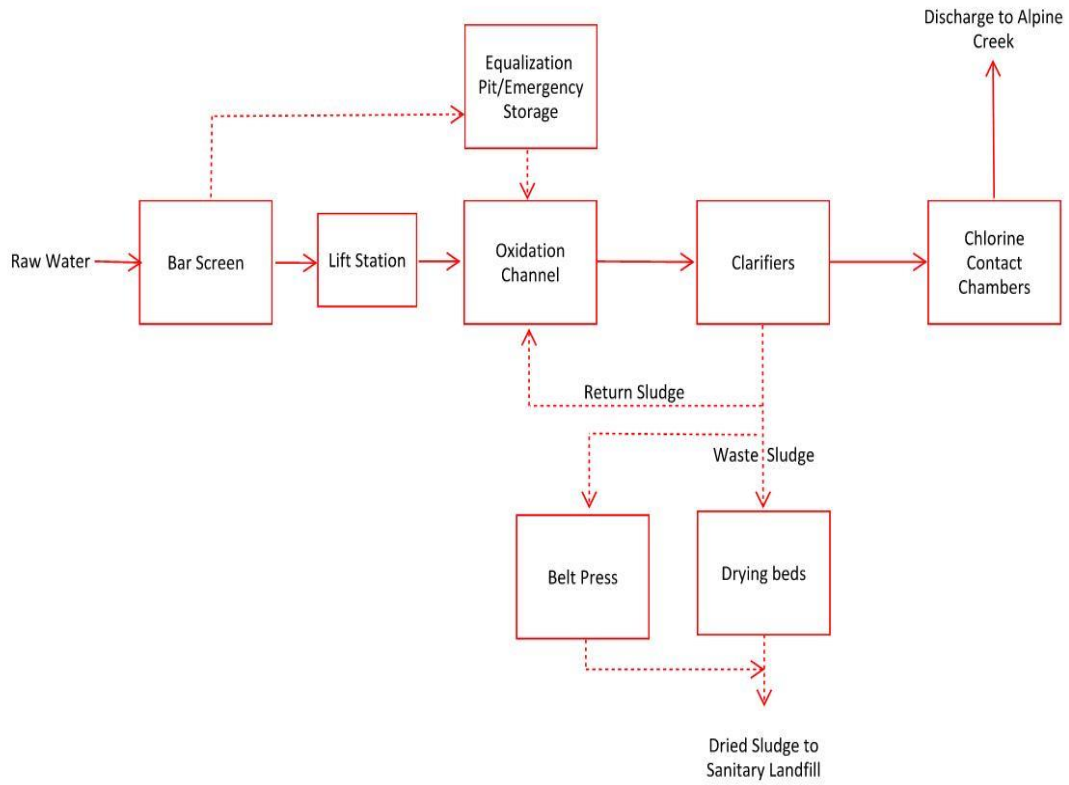
1. The following pollutants may not be introduced into the treatment facility:
 - a. Pollutants which create a fire or explosion hazard in the publicly owned treatment works (POTW), including, but not limited to, waste streams with a closed-cup flash point of less than 140° Fahrenheit (60° Celsius) using the test methods specified in 40 CFR § 261.21;
 - b. Pollutants which will cause corrosive structural damage to the POTW, but in no case shall there be discharges with a pH lower than 5.0 standard units, unless the works are specifically designed to accommodate such discharges;
 - c. Solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW, resulting in Interference;
 - d. Any pollutant, including oxygen-demanding pollutants (e.g., biochemical oxygen demand or BOD), released in a discharge at a flow rate and/or pollutant concentration which will cause Interference with the POTW;
 - e. Heat in amounts which will inhibit biological activity in the POTW, resulting in Interference, but in no case shall there be heat in such quantities that the temperature at the POTW treatment plant exceeds 104° Fahrenheit (40° Celsius) unless the Executive Director, upon request of the POTW, approves alternate temperature limits;
 - f. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin in amounts that will cause Interference or Pass Through;
 - g. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems; and
 - h. Any trucked or hauled pollutants except at discharge points designated by the POTW.
2. The permittee shall require any indirect discharger to the treatment works to comply with the reporting requirements of Sections 204(b), 307, and 308 of the Clean Water Act, including any requirements established under 40 CFR Part 403 [rev. *Federal Register/ Vol. 70/ No. 198/ Friday, October 14, 2005/ Rules and Regulations, pages 60134-60798*].
3. The permittee shall provide adequate notification to the Executive Director, care of the Wastewater Permitting Section (MC 148) of the Water Quality Division, within 30 days subsequent to the permittee's knowledge of either of the following:
 - a. Any new introduction of pollutants into the treatment works from an indirect discharger which would be subject to Sections 301 and 306 of the Clean Water Act if it were directly discharging those pollutants; and
 - b. Any substantial change in the volume or character of pollutants being introduced into the treatment works by a source introducing pollutants into the treatment works at the time of issuance of the permit.

Any notice shall include information on the quality and quantity of effluent to be introduced into the treatment works and any anticipated impact of the change on the quality or quantity of effluent to be discharged from the POTW.

Revised July 2007



Appendix II Process Flow Diagrams



Appendix III Investigations and Enforcement

MWD_WQ0014349001_CP_20180129_Compliance
Texas Commission on Environmental Quality
Investigation Report

The TCEQ is committed to accessibility. If you need assistance in accessing this document, please contact oce@tceq.texas.gov

Customer: City of Alpine
Customer Number: CN600624290

Regulated Entity Name: ALPINE WWTP
Regulated Entity Number: RN103114690

Investigation # 1466591

Incident Numbers

277430

Investigator: JESUS CHAVEZ

Site Classification

Conducted: 01/29/2018 -- 01/29/2018

SIC Code: 4952

NAIC Code: 221320

Program(s): EMERGENCY RESPONSE

Investigation Type: Compliance Invest File Review

Location: LOCATED APPROX 2.5 MILES
NORTHEAST OF THE CITY OF ALPINE ON THE
WEST BANK OF ALPINE CREEK IN BREWSTER
COUNTY, TEXAS.

Additional ID(s): TX0022985
WQ0014349001

Address: 100 N 13TH ST,
ALPINE, TX , 79830

Local Unit: REGION 06 - EL PASO

Activity Type(s): ER RR - ER record review

Principal(s):

Role	Name
RESPONDENT	CITY OF ALPINE

Contact(s):

Role	Title	Name	Phone
REGULATED ENTITY CONTACT		MR J R HORRY	Work (432) 837-3281 Cell (432) 294-1187
REGULATED ENTITY CONTACT	MAYOR	DR AVINASH RANGRA	Work (432) 837-3281

Other Staff Member(s):

Role	Name
Supervisor	KENT WAGGONER

Associated Check List

<u>Checklist Name</u>	<u>Unit Name</u>
EMERGENCY RESPONSE INVESTIGATION	one

Investigation Comments:

INTRODUCTION

On January 29, 2018, Mr. Jesus Chavez, Environmental Investigator, Texas Commission on Environmental Quality (TCEQ) El Paso Region, conducted an Emergency Response (ER) Spill File Review investigation for a reported Sanitary Sewer Overflow (SSO) event that occurred on January 28, 2018, at the intersection of Brown Ave. and Phelps St., Alpine (Brewster County), Texas. The SSO occurred within the collection system/service area of the Alpine WWTP (WQ0014349001).

The focus of the ER Spill File Review investigation was to confirm the reported SSO incident, identify all responsible party(s), ensure proper remediation, and ensure entity compliance with applicable state rules pertaining to SSOs and Spill Prevention and Control Requirements; specifically, Texas Water Code (TWC) Section 26. 121, Unauthorized Discharges Prohibited and Title 30, Texas Administrative Code (30 TAC) §327.

Daily Narrative

On January 29, 2018, the TCEQ El Paso Region Office received a received a phone notification from ChemTel Inc. stating that Mr. J. Horry, Assistant City Manager, City of Alpine, had reported an SSO which had occurred at the referenced location. Based on the information provided by Mr. Horry, the SSO occurred due to sewage line stoppage resulting from an abundance of paper at a manhole structure located at the intersection of Brown Ave. and Phelps St. (within the Alpine WWTP). The affected area was raked, shoveled, and washed down with HTH. (see Attachment No. 1). The reported SSO was documented as Incident No. 277430, and closed out with associated Investigation No. 1466591.

On March 8, 2018, Mr. Horry submitted (originally submitted on January 29, 2018) a "Water Quality Noncompliance Notification" to the regional office. The notification consisted of an incident summary, cause of the noncompliance, and actions taken to correct the problem and prevent recurrence (see Attachment No. 2).

Exit Interview

Not applicable.

GENERAL FACILITY AND PROCESS INFORMATION

The Alpine WWTP is located approximately 2.5 miles northeast of the City of Alpine, on the west bank of Alpine Creek in Brewster County, Texas.

The Alpine WWTP is an activated sludge process plant that is authorized to treat and discharge wastes to an unnamed tributary, then to Alpine Creek, then to Musquiz Creek, then to Cayanosa Draw, then to Hackberry Draw, then to the Upper Pecos River in Segment 2311 of the Rio Grande basin.

The annual average flow of effluent for this facility may not exceed 1.48 or exceed an average discharge of 3,083 gallons per minute (gpm) during any two-hour period (2-hour peak).

ADDITIONAL INFORMATION

Conclusions & Recommendations

Based on the information submitted, the SSO site is considered remediated and no further action will be required of the responsible party concerning this event. A Final ER Letter dated March 9, 2018, will be issued to the City of Alpine.

No Violations Associated to this Investigation

Signed Jesus Chavez
Environmental Investigator

Date 3-8-2018

Signed Kent Waggoner
Supervisor

Date 3/8/18

Attachments: (in order of final report submittal)

☒ Enforcement Action Request (EAR)
☒ Letter to Facility (specify type): F-1 ER

Investigation Report

☐ Sample Analysis Results

☐ Manifests

☐ Notice of Registration

☐ Maps, Plans, Sketches

☐ Photographs

☒ Correspondence from the facility

☒ Other (specify):

Attachments 1-2

Spill Report

Bryan W. Shaw, Ph.D., P.E., *Chairman*
Toby Baker, *Commissioner*
Jon Niermann, *Commissioner*
Richard A. Hyde, P.E., *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

March 9, 2018

Mr. J. Horry, Assistant City Manager
City of Alpine
309 W. Sul Ross Ave.
Alpine, TX 79830

Re: Emergency Response Record Review Investigation (Sanitary Sewer Overflow):
Alpine WWTP Collection System, Alpine (Brewster County), Texas
Investigation No. 1466591, Incident No. 277430

Dear Mr. Horry,

This letter is to inform you that Texas Commission on Environmental Quality (TCEQ) El Paso Region Office received adequate documentation on March 8, 2018, to evaluate compliance with applicable requirements for emergency response procedures and subsequent corrective actions for the investigation of the above-referenced incident which occurred on January 28, 2018 at the intersection of Brown Ave. and Phelps St. Based on the information submitted, no further action is required concerning this investigation.

The TCEQ appreciates your assistance in this matter and your compliance efforts to ensure protection of the State's environment. If you or members of your staff have any questions regarding these matters, please feel free to contact Mr. Jesus Chavez in the El Paso Region Office at (915) 834-4973.

Sincerely,

A handwritten signature in black ink that reads "Kent Waggoner".

Kent Waggoner, P.G.
Section Manager
El Paso Region Office

KW/jc

TCEQ Oil or Hazardous Substances Spill or Bypass Report

Regulated Entity Number: RN103114690

Discharge or Spill:

Incident No: 277430

Start Date: 01/28/2018 Start Time: 12:00:00

End Date: 01/28/2018 Start Time: 12:00:00

Reported By: MR J HORRY

Representing: CITY OF ALPINE

Phone: Work Phone (432) 837-3281

TCEQ Notification:

REGION 06 - EL PASO

Coordinator: JESUS CHAVEZ

Material Spilled:

Wastewater discharge, municipal

Amount Spilled:

200.00 GALLONS

Estimated?

No

Classification:

Classification: 006_OTHER

Location:

Lat. 0.00 Long. 0.00

BREWSTER County

Code: 22

Media Affected: LAND

Receiving Water:

Receiving Water:

Segment No: 0

Amount in water:

Alleged Source: ALPINE WWTP

Responsible Party:

Additional ID(s): TX0022985

WQ0014349001

Resp. Party: CITY OF ALPINE

Address: 100 N 13TH ST

City/State/Zip: ALPINE, TX 79830

Phone: Work Phone (432) 837-3281

Origin:

Wastewater

Cause:Line Blockage
(Non-Grease)**Initial Problem:**

On January 29, 2018, an emergency response call was received by the TCEQ El Paso Region Office for a spill of wastewater which occurred within Zip Code 79830.

Additional Comments:

More information will be available upon approval of the investigation report.

Closure Comments:

This incident has been assigned and will be further investigated by an Environmental Investigator.

Others Notified:**Date:**

01/29/2018

Agency/Organization:

CITY OF ALPINE

Person Notified:

HORRY

Attachment No. 1



RN103114690
Alpine WWTP
January 29, 2018
CCEDS Inv. No. 1466591

Texas Oil or Hazardous Substances Discharge or Spill Report

Report Number: 20180396

Is this a Drill? **NO**

Report Taken By: LWECKERLE

Date: 01/29/2018

Time: 1758

Agency(s) to be Notified: N/A

Reporting Party Information:

Reported By's Name
J HORRY

Reporting Party Affiliation
CITY OF ALPINE

Incident Date
01/28/2018

Incident Time
1900

Contact Number
(432) 837-3281

Other Phone Number(s)
(432) 294-1187

Material(s) Discharged or Spilled:

Material(s)	CAS/UN Number	Amt Spilled	Unit
OTHER-SEWAGE		200.00	gal
		0.00	
		0.00	
		0.00	
		0.00	

Discharge or Spill Location:

NON COASTAL:

- ☒ Land Release Only?
- ☐ Threatens or Entered Water
- ☐ COASTAL: Threatens or Entered Water
- ☐ Air Release: no impact to water

County:
Brewster

Origin:
Fixed Non E&P Facility

Receiving Water: N/A

Amount In Water: 0.00

Units:

Incident Location / Driving Directions:

INTERSECTION OF BROWN AVENUE AND PHELPS STREET,
ALPINE, TX 79830

RRC Lease Number: N/A

RRC Lease Name: N/A

RRC Field Name: N/A

RRC Land Owner: N/A

Description of Incident, Cause, Impact, and Response:

THE AMOUNT OF MATERIAL SPILLED IS BETWEEN 150-200 GALLONS. CAUSE IS DUE TO A SEWAGE LINE STOPPAGE. THE STOPPAGE WAS DUE TO AN ABUNDANCE OF PAPER. IMPACT IS LAND. RESPONSE IS THE AREA WAS RAKED, SHOVELED AND WASHED DOWN WITH HTH.

Others Reporting Party Notified:

NRC Number: N/A

Agency	Who	Where	Date	Time
TCEQ	JOSE PINEDA	REG 6	01/29/2018	1700
N/A				0000
N/A				0000

*Party Responsible for Discharge / Spill:

Firm or Municipality: CITY OF ALPINE

Street or P.O. Box: 100 NORTH 13TH STREET

City: ALPINE

State: TX

Zip Code: 79830-0000

Contact Person: J HORRY

Phone: (432) 837-3281

Emergency Hotline Phone Notifications:

Agency	Who	Where	Date	Time
TCEQ	JESUS CHAVEZ	REG 6	01/29/2018	1804
N/A				0000
N/A				0000

Comments for late notification ONLY:

Attachment No. 2



RN103114690
Alpine WWTP
January 29, 2018
CCEDS Inv. No. 1466591

Water Quality Noncompliance Notification

See back of Form for Guidance for Completion

☒ Unauthorized Discharge

☐ Reportable Effluent Violation

☐ Other

General Information

Entity Name: City of Alpine

Telephone No: (482) 837 - 3281

☒ Permittee

☐ Subscriber

TCEQ Region: 6

County: Brewster

*Permit Number: TX 22965

Noncompliance Summary

Description of Noncompliance (Include location, discharge route, and estimated volume of unauthorized discharge):

BROWN & Phelps Manhole overflowed 150-200 Gals, Spill Run N W

Cause of Noncompliance: Line Plugged of Rags

Duration:

Start Date and Time: 1/28/2018 6:30 PM

End Date and Time: 1/28/2018 7:30 PM or Date Expected to be Corrected:

Potential Danger to Human Health and Safety or the Environment:

NONE

Actions Taken

Monitoring Data: Data should be attached or submitted to TCEQ when available.

☐ Yes
☐ Yes
☐ Yes

☐ No
☐ No
☐ No

Field Measurements

Laboratory Samples

Fish Kill If yes, estimated number killed:

Actions Taken to Mitigate Adverse Effects:

Actions Taken to Correct the Problem and Prevent Recurrence:

Flushed Sewer line. Cleaned Manholes.

Verification Information

Information Reported By (Name/Title): J. Horry Assistant City Manager

Date Reported: 1/29/2018

Signature: [Signature]

Note: If this form is being used for a 5-day written report, a copy of the form should be sent to the TCEQ Region Office, and the original to: TCEQ, Compliance Monitoring Team (MC224), Enforcement Division, P.O. Box 13087, Austin, TX 78711-3087.

* If the noncompliance is an unauthorized discharge from a wastewater collection system, use the permit number of the treatment plant to which the collection system is tied. If you are uncertain of this permit number, you may call the TCEQ Regional Office for assistance.

MWD_WQ0014349001_CP_20200515_REPORTS
Texas Commission on Environmental Quality
Investigation Report

The TCEQ is committed to accessibility. If you need assistance in accessing this document, please contact oce@tceq.texas.gov

Customer: City of Alpine
Customer Number: CN600624290

Regulated Entity Name: ALPINE WWTP

Regulated Entity Number: RN103114690

Investigation # 1650807

Investigator: MARIE GOMEZ

Conducted: 05/15/2020 -- 05/15/2020

Program(s): WASTEWATER

Investigation Type: Compliance Investigation

Incident Numbers

Site Classification DOMESTIC MAJOR

NAIC Code: 221320

SIC Code: 4952

Location: LOCATED APPROX 2.5 MILES
NORTHEAST OF THE CITY OF ALPINE ON THE
WEST BANK OF ALPINE CREEK IN BREWSTER
COUNTY, TEXAS.

Additional ID(s): TX0022985
WQ0014349001
R14349001
WQ0010117001

Address: 100 N 13TH ST,
ALPINE, TX , 79830

Local Unit: REGION 06 - EL PASO

Activity Type(s): WWFRR - WW NOV File Record
Review

Principal(s):

Role	Name
RESPONDENT	CITY OF ALPINE

Contact(s):

Role	Title	Name	Phone
REGULATED ENTITY MAIL CONTACT	MAYOR	HON ANDRES RAMOS	
REGULATED ENTITY CONTACT	CITY OF ALPINE DIRECTOR OF PUBLIC UTILITIES	MR Scott Perry	Cell (432) 294-1187

Other Staff Member(s):

Role	Name
Supervisor	KENT WAGGONER
QA Reviewer	JOSE PINEDA

Associated Check List

Checklist Name
WQ FILE/RECORD REVIEW

Unit Name
WQ000014349001

Investigation Comments:**INTRODUCTION**

On May 15, 2020, Ms. Marie Gomez, Environmental Investigator with the Texas Commission on Environmental Quality (TCEQ) El Paso Region Office, conducted a Wastewater File Record Investigation (WW FRR) for Alpine Wastewater Treatment Plant (AWWTP).

The purpose of the WW FRR was to determine the regulated entity's compliance with five (5) unresolved alleged violations (AVs) which were cited during the on-site PWS Comprehensive Compliance Investigation (CCI) conducted at the AWWTP on January 22, 2020 (Investigation No. 1624655).

The WW FRR was entered in the agency's Consolidated Compliance and Enforcement Data System (CCEDS) database as Investigation No. 1650877.

CONTACT AND GENERAL FACILITY INFORMATION

Type of System: Domestic Wastewater Treatment Operation, SIC 4952

Responsible Official: The Honorable Andres Ramos, Mayor

Mailing Address: 100 North 13th Street, Alpine, Texas 79830

Facility Chief Operator: Mr. Scott R Perry, Wastewater C (WW0038975)

Phone Number: (432) 837-3281

GENERAL FACILITY AND PROCESS INFORMATION

The Alpine WWTP, permitted under TCEQ Water Quality Permit No. WQ0014349001, is an activated sludge process plant that is authorized to treat and discharge wastes to an unnamed tributary, then to Alpine Creek, then to Musquiz Creek, then to Coynosa Draw, then to Hackberry Draw, then to the Upper Pecos River in Segment No. 2311 of the Rio Grande Basin. The facility's permit shall expire on September 1, 2020.

The Alpine WWTP is operated in the extended aeration mode. Treatment units include a bar screen, two oxidation ditches, two final clarifiers, twelve sludge drying beds, two chlorine contact chambers, and a dichlorination chamber.

EFFLUENT LIMITATIONS**Outfall 001**

The annual average flow of the effluent shall not exceed 1.48 million gallons per day (MGD)*; nor shall the average discharge during any two-hour period (2-hour peak) exceed 3,083 gallons per minute (gpm).

Parameters Effluent Concentrations

	Daily Avg mg/L (lbs/day)	7-day Avg mg/L	Daily Max mg/L	Single Grab mg/L
Flow, MGD	Report	N/A	Report	N/A
BOD (5-day)	20 (247)	30	45	65
TSS	20 (247)	30	45	65
E. Coli (CFU or MPN/100 mL)	126	N/A	399	N/A

The pH shall not be less than 6.0 standard units nor greater than 9.0 standard units. The effluent shall contain a chlorine (Cl) residual of at least 1.0 mg/L after a detention time of at least 20 minutes. After de-chlorination the effluent shall contain a chlorine residual of less than 0.1 mg/L. The effluent shall contain a minimum dissolved oxygen (DO) of 4.0 mg/L.

MONITORING REQUIREMENTS

Outfall 001

Parameter	Monitoring Frequency	Sample Type
Flow	Continuous	Totalizing meter
BOD ₅	Two/week	Composite
TSS	Two/week	Composite
E. Coli	One/week	Grab
DO	Two/week	Grab
pH	One/week	Grab
Cl Residual	Daily	Grab

BACKGROUND (refer to Investigation No. 1624655)

On January 22, 2020, Ms. Gomez and Mr. Jose Pineda, Environmental Investigator with the TCEQ El Paso Region Office, conducted an on-site WW CCI for the AWWTP. The purpose of the WW CCI was to assess the entity's compliance with the requirements of Texas Pollution Discharge Elimination System (TPDES) permit: WQ0014349001.

The day of the investigation, the investigators arrived at the facility and met with Mr. Scott Perry, Director of Utilities with The City of Alpine. An entrance interview was conducted at that time. During the entrance interview, the purpose and objectives of the investigation were explained. Mr. Perry was informed that the investigation was being conducted to verify compliance with applicable PWS regulations.

A review of the facility's operating records was first conducted. After reviewing the facility's operating records, the investigator requested to conduct a physical assessment of the infrastructure associated with the PWS.

During the onsite WW CCI conducted on January 22, 2020, seven (7) alleged violations (AVs) were identified that required compliance documentation. The entity was informed of the following:

1. Violation Track No. 741162: Failure to properly maintain proper operational records as per 30 TAC §305.125 (1). At the time of the investigation the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Corrective Action: Facility shall maintain process control, maintenance and operations records as required by per 30 TAC §305.125 (1).

Actions Taken: No action was taken by the facility.

2. Violation Track No. 741164; Failure to maintain all monitoring and reporting records at the facility as per 30 TAC §319.7(c). Specifically, the DO meter calibration records were not being maintained. The DO meter must be calibrated each day of use and records must be maintained for a minimum of three years.

Corrective Action: Facility shall maintain DO meter calibration records as per 30 TAC §319.7(c).

Actions Taken: Facility was sent to Enforcement due to reaching three consecutive B violations.

3. Violation Track No. 741165; Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last calibration was in 2016.

Corrective Action: The facility shall calibrate all flow meters on an annual basis as per 30 TAC §305.125(1).

Actions Taken: Facility was sent to Enforcement due to reaching three consecutive B violations.

4. Violation Track No. 741169; Failure to maintain proper respiratory and protective equipment as per 30 TAC §217.278(D)(2)(A). At the time of the investigation, the facility had a Self-Contained Breathing Apparatus (SCBA), however the SCBA had not been inspected since 2007.

Corrective Action: The facility shall maintain a proper SCBA as per 30 TAC §217.278(D)(2)(A).

Actions Taken: On January 23, 2020, the investigator received via e-mail from Mr. Perry an invoice for the purchase of a new SCBA.

5. Violation Track No. 741171; Failure to maintain a rain gauge and maintain rainfall records as per 30 TAC §305.125(1). At the time of the investigation, the facility did not have a rain gauge and was not maintain rainfall records.

Corrective Action: The facility shall maintain a rain gauge and record daily rainfall as per 30 TAC §305.125(1).

Actions Taken: On January 23, 2020, the investigator received via e-mail an invoice for the purchase of a rain gauge along with the photograph demonstrating the mounting of the rain gauge.

6. Violation Track No. 741172; Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Corrective Action: The facility shall submit documentation demonstrating the employment of an operator holding a Category B license of higher as per 30 TAC 305.125(1).

Corrective Actions: No action was taken by the facility.

7. Violation Track No. 741174; Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Corrective Actions: The facility shall maintain the annual average flow and 2-hr peak flow to ensure effluent limitations are maintained as per 30 TAC 305.125(1).

Corrective Actions: No action was taken by the facility.

The regulated entity was issued a Notice of Enforcement (NOE) letter dated February 20, 2020.

POST INVESTIGATION

On March 16, 2020, the investigator received via in-house TCEQ mail correspondence from the TCEQ Enforcement Section. The NOE for AWWTP was returned because Track No. Violations 741164 and 741165 were covered under Docket No. 2018-0277-MLM-E. The subsequent discovery of the same B violation is considered the first occurrence per the Enforcement Initiation Criteria (EIC).

Later, this day, the investigator contacted Mr. Perry via telephone to inform Mr. Perry that the NOE had been returned. The investigator informed Mr. Perry that as protocol AWWTP had 30-days to submit corrective actions to close active violations. Mr. Perry was informed the new deadline for compliance documentation to be submitted was April 16, 2020.

On May 15, 2020, the investigator contacted Mr. Perry to inform him that compliance documentation was late and asked Mr. Perry to submit the compliance documentation. Mr. Perry informed the investigator that he had all of the documentation and would forward it to the investigator. The investigator and Mr. Perry agreed that the only violation that would remain open due to the Corona virus pandemic and Sul Ross State University Testing Center being closed would be Violation Track No. 741172; Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1).

On May 27, 2020, the investigator received via e-mail from Mr. Perry providing the DO meter calibration records from January 2020 through May 2020. In addition, within this email, Mr. Perry sent the process control records/operational records for Mixed Liquor Suspended Solids (MLSS). However, the facility failed to submit the Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS). This violation will remain open until all documentation is provided to the investigator (See Electronic Attachment: Documents Received).

On May 29, 2020, the investigator sent Mr. Perry notifying him that a Notice of Violation will be issued to AWWTP due to non-compliance of the remaining open violations (See Electronic Attachments: Correspondence 052920).

CONCLUSION

Upon completion of the May 15, 2020, WW FRR, the investigator determined that four (4) AV associated with the NOE letter dated February 10, 2020, have not been properly resolved by the regulated entity. The following four (4) violations are as follows:

1. Violation Track No. 741162: Failure to properly maintain proper operational records as per 30 TAC §305.125 (1). At the time of the investigation, the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Corrective Action: Facility shall maintain process control, maintenance and operations records as required by per 30 TAC §305.125 (1).

2. Violation Track No. 741165; Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last flow meter calibration was done in 2016.

Corrective Action: The facility shall calibrate all flow meters on an annual basis as per 30 TAC §305.125(1). In addition, the facility shall provide TCEQ Region 6 compliance documentation that demonstrate all flow meters have been calibrated.

3. Violation Track No. 741172; Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Corrective Action: The facility shall submit documentation demonstrating the employment of an operator holding a Category B license of higher as per 30 TAC 305.125(1).

4. Violation Track No. 741174; Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr. peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Corrective Actions: The facility shall maintain the annual average flow and 2-hr peak flow to ensure effluent limitations are maintained as per 30 TAC 305.125(1).

The facility will be issued a Notice of Violation (NOV) letter dated June 4, 2020. Further documentation/action from the facility is required to achieve compliance with the four (4) remaining unresolved AVs that was cited during the on-site WW CCI conducted on January 22, 2020.

ELECTRONIC ATTACHMENTS

1. Correspondence 052920

2. Documents Received

NOV Date 06/04/2020 **Method** WRITTEN

OUTSTANDING ALLEGED VIOLATION(S) ASSOCIATED TO A NOTICE OF VIOLATION

Track Number: 741162

Compliance Due Date: 07/06/2020

Violation Start Date: 1/22/2020

30 TAC Chapter 319.7(c)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to properly maintain proper operational records as per 30 TAC §305.125 (1). At the time of the investigation the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Investigation: 1650807

Comment Date: 05/29/2020

Failure to properly maintain proper operational records as per 30 TAC §305.125 (1). At the time of the investigation the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Recommended Corrective Action: Facility shall maintain process control, maintenance and operations records as required by per 30 TAC §319.7(c).

Track Number: 741165

Compliance Due Date: 03/10/2020

Violation Start Date: 1/22/2020

30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last calibration was in 2016.

Investigation: 1650807

Comment Date: 06/01/2020

Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last calibration was in 2016.

Recommended Corrective Action: The facility shall calibrate all flow meters on an annual basis as per 30 TAC §305.125(1).

Track Number: 741172

Compliance Due Date: 03/10/2020

Violation Start Date: 1/22/2020

30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Investigation: 1650807

Comment Date: 06/01/2020

Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Recommended Corrective Action: The facility shall submit documentation demonstrating the employment of an operator holding a Category B license of higher as per 30 TAC 305.125(1).

Track Number: 741174

Compliance Due Date: 03/22/2020

Violation Start Date: 1/22/2020

30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the

investigation, the facility was using a spreadsheet to calculate flow and 2 hr peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Investigation: 1650807

Comment Date: 06/01/2020

Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Recommended Corrective Action: The facility shall maintain the annual average flow and 2-hr peak flow to ensure effluent limitations are maintained as per 30 TAC 305.125(1).

ALLEGED VIOLATION(S) NOTED AND RESOLVED**ASSOCIATED TO A NOTICE OF VIOLATION**

Track Number: 741164

Resolution Status Date: 5/29/2020

Violation Start Date: 1/22/2020

Violation End Date: 5/27/2020

30 TAC Chapter 305.125(1)

Alleged Violation:**Investigation: 1624655**

Comment Date: 02/06/2020

Failure to maintain all monitoring and reporting records at the facility as per 30 TAC §319.7(c). Specifically, the DO meter calibration records were not being maintained. The DO meter must be calibrated each day of use and records must be maintained for a minimum of three years.

Investigation: 1650807

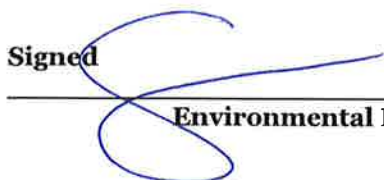
Comment Date: 05/29/2020

Failure to maintain all monitoring and reporting records at the facility as per 30 TAC §319.7(c). Specifically, the DO meter calibration records were not being maintained. The DO meter must be calibrated each day of use and records must be maintained for a minimum of three years.

Recommended Corrective Action: Failure to maintain all monitoring and reporting records at the facility as per 30 TAC §319.7(c). Specifically, the DO meter calibration records were not being maintained. The DO meter must be calibrated each day of use and records must be maintained for a minimum of three years.

Resolution: On May 27, 2020, the investigator received via e-mail from Mr. Perry, the DO meter calibration records from January 2020 through May 2020.

Signed


Environmental Investigator

Date

6/3/20

Signed


Supervisor

Date

6/3/20

Attachments: (in order of final report submittal)

___ Enforcement Action Request (EAR)

☒ Letter to Facility (specify type) : NOV

___ Investigation Report

___ Sample Analysis Results

___ Manifests

___ Notice of Registration

___ Maps, Plans, Sketches

___ Photographs

___ Correspondence from the facility

☒ Other (specify) :

See Electronic Attachments

List of Attached files

Correspondence 052920.pdf

Documents Received.pdf

Jon Niermann, *Chairman*
Emily Lindley, *Commissioner*
Bobby Janecka, *Commissioner*
Toby Baker, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

June 4, 2019

CERTIFIED MAIL Certified#7018 0360 0001 4772 5290
RETURN RECEIPT REQUESTED

The Honorable Andres Ramos
Mayor of Alpine
100 North 13th Street
Alpine, Texas, 79830

Re: Notice of Violation for Compliance Investigation at:
Alpine Wastewater Treatment Plant, City of Alpine (Brewster County), Texas
Regulated Entity No.: 103114690, TCEQ ID No.: WQ001434901, Investigation No.
16508047

Dear Honorable Andres Ramos,

On January 22, 2020, Ms. Marie Gomez of the Texas Commission on Environmental Quality (TCEQ) El Paso Region Office conducted an investigation of the above-referenced regulated entity to evaluate compliance with applicable requirements for water quality regulations. Enclosed is a summary which lists the investigation findings. During the investigation, certain outstanding alleged violations were identified for which compliance documentation is required. Please submit to this office by July 6, 2020, a written description of corrective action taken and the required documentation demonstrating that compliance has been achieved for the outstanding alleged violation.

In the listing of the alleged violations, we have cited applicable requirements, including TCEQ rules. Please note that both the rules themselves and the agency brochure entitled *Obtaining TCEQ Rules* (GI 032) are located on our agency website at <http://www.tceq.state.tx.us> for your reference. If you would like a hard copy of this brochure mailed to you, you may call and request one from either the El Paso Region Office at (915) 834-4949 or the Central Office Publications Ordering Team at 512-239-0028.

The TCEQ appreciates your assistance in this matter. Please note that the Legislature has granted TCEQ enforcement powers which we may exercise to ensure compliance with environmental regulatory requirements. We anticipate that you will resolve the alleged violations as required in order to protect the State's environment. If you have additional information that we are unaware of, you have the opportunity to contest the violations documented in this notice. Should you choose to do so, you must notify the El Paso Region Office within 10 days from the date of this letter. At that time, I will schedule a violation review meeting to be conducted within 21 days from the date of this letter. However, please be advised that if you decide to participate in the violation review process, the TCEQ may still require you to adhere to the compliance schedule included in the attached Summary of Investigation Findings until an official decision is made regarding the status of any or all of the contested violations.

If you or members of your staff have any questions, please feel free to contact Ms. Gomez in the El Paso Region Office at (915) 834-4952.

Sincerely,

A handwritten signature in cursive script that reads "Kent Waggoner".

Kent Waggoner, P.G.
Section Manager
El Paso Region Office
Texas Commission on Environmental Quality

KW/mg

Enclosure: Summary of Investigation Findings

cc: Mr. Scott Perry, City of Alpine Utilities Director
P.O. Box N 13 Street
Alpine Texas, 79830

Summary of Investigation Findings

ALPINE WWTP

100 N 13TH ST

ALPINE, BREWSTER COUNTY, TX 79830

Investigation #

1650807

Investigation Date: 05/15/2020

Additional ID(s): TX0022985
WQ0014349001
R14349001
WQ0010117001

OUTSTANDING ALLEGED VIOLATION(S) ASSOCIATED TO A NOTICE OF VIOLATION

Track No: 741162 Compliance Due Date: 07/06/2020
30 TAC Chapter 319.7(c)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to properly maintain proper operational records asp per 30 TAC §305.125 (1). At the time of the investigation the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Investigation: 1650807

Comment Date: 05/29/2020

Failure to properly maintain proper operational records asp per 30 TAC §305.125 (1). At the time of the investigation the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Recommended Corrective Action: Facility shall maintain process control, maintenance and operations records as required by per 30 TAC §319.7(c).

Track No: 741165 Compliance Due Date: 03/10/2020
30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last calibration was in 2016.

Investigation: 1650807

Comment Date: 06/01/2020

Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last calibration was in 2016.

Recommended Corrective Action: The facility shall calibrate all flow meters on an annual basis as per 30 TAC §305.125(1).

Track No: 741172 Compliance Due Date: 03/10/2020
30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Recommended Corrective Action: The facility shall submit documentation demonstrating the employment of an operator holding a Category B license of higher as per 30 TAC 305.125(1).

Track No: 741174 Compliance Due Date: 03/22/2020

30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Investigation: 1650807

Comment Date: 06/01/2020

Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Recommended Corrective Action: The facility shall maintain the annual average flow and 2-hr peak flow to ensure effluent limitations are maintained as per 30 TAC 305.125(1).

See note: Who Fills out the EAR? u

Enforcement Action Referral Rev. 3/18/2002	Inv. #	1691765	Initiated by: Region, LP, Central:	Region
	Enf Case		Name of Initiating Office:	REGION 06 - EL PASO
	Media Code:	WQ		

Section 1: Respondent

ID	CN600624290		Role	RESP PARTY
Name	CITY OF ALPINE			
Mailing Address	Street/PO Box	309 W SUL ROSS AVE		
	City/State/Zip	ALPINE, TX 79830		
	Phone	(432) 837-3281	Fax	

Primary Contact (NOE Contact)			
Name	ANDRES RAMOS	Organization	CITY OF ALPINE
Title	Mayor	Phone	Fax

Section 2: Respondent's Facility/Operation (F/O)

F/O ID	RN103114690		
F/O Name	ALPINE WWTP		
F/O Physical Address	100 N 13TH ST		
Location City	ALPINE	Location Zip	79830
Location County	BREWSTER	Operational Status	Active
Primary Business Activity	Wastewater Treatment Plant	Type of Small Entity	City
SNC or HPV?	N/A	SIC Code	4952
Potentially Affected Area	Upper Pecos River in Segment No 2311 and the Rio Grande Basin	Complaints Closed	0
List any NOV's? Orders for same or similar violations at this F/O in the past 5 years.	2		
Additional IDs	R14349001 TX0022985 WQ0010117001 WQ0014349001		

Section 3: Summary of Violations

See note: Inclusion of Resolved or Verbal Violations u

Viol Num	Requirements Cited Violation Description	Violation Dates		Investigation/ File Review	Date of...		CAT
		Start	End		NOV	NOE	
741162	30 TAC Chapter 319.7(c) Failure to properly maintain proper operational records asp per 30 TAC §305.125 (1). At the time of the investigation the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).	01/22/2020	10/23/2020	11/24/2020		12/04/2020	B
741165	30 TAC Chapter 305.125(1) Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last calibration was in 2016.	01/22/2020	10/23/2020	11/24/2020		12/04/2020	B
741172	30 TAC Chapter 305.125(1) Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.	01/22/2020	Unknown	11/24/2020		12/04/2020	B
741174	30 TAC Chapter 305.125(1) Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.	01/22/2020	10/23/2020	11/24/2020		12/04/2020	B

Section 4: Additional Discussion

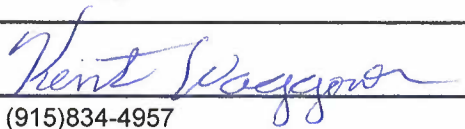
The facility failed to employ a chief operator holding or an operator holding a Category B license of higher (Violation Track No. 741172) since April of 2018 and failed to comply with permit conditions, specifically, a category B facility must be operated by a chief operator or an operator with a "B" license. The facility must be operated at a minimum of 5 days per week by a licensed chief operator or an operator holding the required license or higher.

Under Enforcement Initiation Criteria (EIC), Revision 17: A3.a Individual performing a regulated activity without a required occupational license or registration. [See A3.b and B6 for facility/operation applicability. See B7 for an individual with an inadequate level of license.]. B7. Individual performing a regulated activity with an inadequate level of occupational license, including an operator-in-training conducting his/her duties without direct supervision by a licensed operator. This category does not apply to an operator-in-training found to be performing process control duties after the expiration of his/her one year operator-in-training period [see A3.a and A3.b for individual and regulated entity violations] (TD or SS).

Section 5: Additional Issues

N/A

Section 6: Information About Initiating Office

	Name	Marie Gomez	Date	12/7/2020
	Signature		E-Mail	Marie.Gomez@tceq.texas.gov
	Phone	(915)834-4952		
	Name	Kent Waggoner	Date	12/8/20
	Signature		E-Mail	Kent.Waggoner@tceq.texas.gov
	Phone	(915)834-4957		

MWD_WQ0014349001_CP_20201129_REPORTS
Texas Commission on Environmental Quality
Investigation Report

The TCEQ is committed to accessibility. If you need assistance in accessing this document, please contact oce@tceq.texas.gov

Customer: City of Alpine
Customer Number: CN600624290

Regulated Entity Name: ALPINE WWTP

Regulated Entity Number: RN103114690

Investigation # 1691765

Investigator: MARIE GOMEZ

Conducted: 11/24/2020 -- 11/24/2020

Program(s): WASTEWATER

Investigation Type: Compliance Invest File Review

Additional ID(s): TX0022985
WQ0014349001
R14349001
WQ0010117001

Address: 100 N 13TH ST,
ALPINE, TX , 79830

Principal(s):

Role

RESPONDENT

Name

CITY OF ALPINE

Contact(s):

Incident Numbers

Site Classification DOMESTIC MAJOR

SIC Code: 4952

NAIC Code: 221320

Location: LOCATED APPROX 2.5 MILES
NORTHEAST OF THE CITY OF ALPINE ON THE
WEST BANK OF ALPINE CREEK IN BREWSTER
COUNTY, TEXAS.

Local Unit: REGION 06 - EL PASO

Activity Type(s): WWFRR - WW NOV File Record
Review

ALPINE WWTP - ALPINE**11/24/2020 Inv. # - 1691765****Page 2 of 12**

Role	Title	Name	Phone	
PARTICIPATED IN	CHIEF WATER OPERATOR	MR WILLIAM L DRAKE II	Home Cell Work	(325) 660-6390 (325) 660-6390 (325) 660-6390
PARTICIPATED IN	TEAM LEADER, OCCUPATIONAL LICENSING	MRS TAMARA L CALHOUN	Work	(512) 239-2156
PARTICIPATED IN	WATER SECTION MANAGER	MR RONALD HEBERT	Office	(409) 899-8721
REGULATED ENTITY CONTACT	CITY MANAGER	MR ERIK ZIMMER	Alt Phone Phone Phone Fax Fax Work	(432) 294-3961 (432) 837-3301 (432) 837-3301 (432) 837-3301 (432) 837-2044 (432) 837-2044 (432) 837-3301
PARTICIPATED IN	DIRECTOR	MS ROCIO AGUADO	Work	(432) 837-8178
REGULATED ENTITY MAIL CONTACT	MAYOR	HON ANDRES RAMOS		
REGULATED ENTITY CONTACT	CITY OF ALPINE DIRECTOR OF PUBLIC UTILITIES	MR Scott Perry	Cell	(432) 294-1187
PARTICIPATED IN	LICENSE AND PERMIT SPECIALIST	JENNIFER GROSSMAN	Work	(512) 239-2213
REGULATED ENTITY CONTACT	ADMINISTRATIVE ASSISTANT	MS JESSICA WASHINGTON	Work	(432) 837-3281

Other Staff Member(s):

Role	Name
Supervisor	KENT WAGGONER
QA Reviewer	JOSE PINEDA

Associated Check List

<u>Checklist Name</u>	<u>Unit Name</u>
WQ FILE/RECORD REVIEW	WQ0014349001

Investigation Comments:**INTRODUCTION**

On November 24, 2020, Ms. Marie Gomez, Environmental Investigator with the Texas Commission on Environmental Quality (TCEQ) El Paso Region Office, conducted a Wastewater File Record Investigation (WW FRR) for Alpine Wastewater Treatment Plant (AWWTP) located at 100 North 13th Street, Alpine (Brewster County), Texas. The purpose of the WW RR was to assess the entity's compliance with the requirements of Texas Pollution Discharge Elimination System (TPDES) permit: WQ0014349001.

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The purpose of the WW FRR was to determine the regulated entity's compliance with five (5) unresolved alleged violations (AVs) which were cited during the on-site PWS Comprehensive Compliance Investigation (CCI) conducted at the AWWTP on January 22, 2020 (Investigation No. 1624655).

The WW FRR was entered in the agency's Consolidated Compliance and Enforcement Data System (CCEDS) database as Investigation No. 1691765.

CONTACT AND GENERAL FACILITY INFORMATION

Type of System: Domestic Wastewater Treatment Operation, SIC 4952
Responsible Official: The Honorable Andres Ramos, Mayor
Mailing Address: 100 North 13th Street, Alpine, Texas 79830
Facility Chief Operator: Mr. Scott R Perry, Wastewater C (WW0038975)
Phone Number: (432) 837-3281

GENERAL FACILITY AND PROCESS INFORMATION

The Alpine WWTP, permitted under TCEQ Water Quality Permit No. WQ0014349001, is an activated sludge process plant that is authorized to treat and discharge wastes to an unnamed tributary, then to Alpine Creek, then to Musquiz Creek, then to Coyanosa Draw, then to Hackberry Draw, then to the Upper Pecos River in Segment No. 2311 of the Rio Grande Basin. The facility's permit expired on September 1, 2020.

The Alpine WWTP is operated in the extended aeration mode. Treatment units include a bar screen, two oxidation ditches, two final clarifiers, twelve sludge drying beds, two chlorine contact chambers, and a dichlorination chamber.

EFFLUENT LIMITATIONS

Outfall 001

The annual average flow of the effluent shall not exceed 1.48 million gallons per day (MGD)*; nor shall the average discharge during any two-hour period (2-hour peak) exceed 3,083 gallons per minute (gpm).

Parameters Effluent Concentrations

	Daily Avg mg/L (lbs/day)	7-day Avg mg/L	Daily Max mg/L	Single Grab mg/L
Flow, MGD	Report	N/A	Report	N/A
BOD (5-day)	20 (247)	30	45	65
TSS	20 (247)	30	45	65
E. Coli (CFU or MPN/100 mL)	126	N/A	399	N/A

The pH shall not be less than 6.0 standard units nor greater than 9.0 standard units. The effluent shall contain a chlorine (Cl) residual of at least 1.0 mg/L after a detention time of at least 20 minutes. After de-chlorination the effluent shall contain a chlorine residual of less than 0.1 mg/L. The effluent shall contain a minimum dissolved oxygen (DO) of 4.0 mg/L.

MONITORING REQUIREMENTS

Outfall 001

Parameter Monitoring Frequency Sample Type

Flow	Continuous	Totalizing meter
BOD ₅	Two/week	Composite
TSS	Two/week	Composite

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E. Coli	One/week	Grab
DO	Two/week	Grab
pH	One/week	Grab
Cl Residual	Daily	Grab

BACKGROUND (refer to Investigation No. 1624655)

On January 22, 2020, Ms. Marie Gomez, Environmental Investigator with the Texas Commission on Environmental Quality (TCEQ) El Paso Region Office and Mr. Jose Pineda, Environmental Investigator with TCEQ, conducted a Wastewater Comprehensive Compliance Investigation (WW CCI) for Alpine Wastewater Treatment Plant (AWWTP) located at 100 North 13th Street, Alpine (Brewster County), Texas. The purpose of the WW CCI was to assess the entity's compliance with the requirements of Texas Pollution Discharge Elimination System (TPDES) permit: WQ0014349001.

The investigation of AWWTP resulted in seven (7) violations. The facility was informed of the following violations:

1. Violation Track No. 741162: Failure to properly maintain proper operational records as per 30 TAC §305.125(1). At the time of the investigation the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Corrective Action: Facility shall maintain process control, maintenance and operations records as required by per 30 TAC §319.7(c).

Actions Taken: No action was taken by the facility.

2. Violation Track No. 741164; Failure to maintain all monitoring and reporting records at the facility as per 30 TAC §319.7(c). Specifically, the DO meter calibration records were not being maintained. The DO meter must be calibrated each day of use and records must be maintained for a minimum of three years.

Corrective Action: Facility shall maintain DO meter calibration records as per 30 TAC §319.7(c).

Actions Taken: Facility was sent to Enforcement due to reaching three consecutive "B" violations.

3. Violation Track No. 741165; Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last calibration was in 2016.

Corrective Action: The facility shall calibrate all flow meters on an annual basis as per 30 TAC §305.125(1).

Actions Taken: Facility was sent to Enforcement due to reaching three consecutive "B" violations.

4. Violation Track No. 741169; Failure to maintain proper respiratory and protective equipment as per 30 TAC §217.278(D)(2)(A). At the time of the investigation, the facility had a Self-Contained Breathing Apparatus (SCBA), however the SCBA had not been inspected since 2007.

Corrective Action: The facility shall maintain a proper SCBA as per 30 TAC §217.278(D)(2)(A).

Actions Taken: On January 23, 2020, the investigator received via e-mail from Mr. Perry an invoice for the purchase of a new SCBA.

5. Violation Track No. 741171 ; Failure to maintain a rain gauge and maintain rainfall records as per 30 TAC §305.125(1). At the time of the investigation, the facility did not have a rain gauge and was not maintain rainfall records.

Corrective Action: The facility shall maintain a rain gauge and record daily rainfall as per 30 TAC §305.125(1).

Actions Taken: On January 23, 2020, the investigator received via e-mail an invoice for the purchase of a rain gauge along with the photograph demonstrating the mounting of the rain gauge.

6. Violation Track No. 741172; Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Corrective Action: The facility shall submit documentation demonstrating the employment of an operator holding a Category B license of higher as per 30 TAC 305.125(1).

Corrective Actions: No action was taken by the facility.

7. Violation Track No. 741174; Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Corrective Actions: The facility shall maintain the annual average flow and 2-hr peak flow to ensure effluent limitations are maintained as per 30 TAC 305.125(1).

Corrective Actions: No action was taken by the facility.

Under Enforcement Initiation Criteria (EIC), Revision 15: 1A) Repeat B for stationary regulated entities: A Category B violation was documented at the regulated entity during two consecutive investigations (not including the investigation to close an NOV) within the most recent 5-year period ("repeated"), unless otherwise noted (e.g., B18.a.9).

At the time of the investigation, Alpine Wastewater Treatment Plant obtained three (3) repeat B violations for the following:

1. Failure to maintain Dissolved Oxygen (DO) calibration records as per 30 TAC 319.7(c).
2. Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC 305.125(1).

A Notice of Enforcement (NOE) letter will be issued to The City of Alpine dated February 10, 2020.

On March 16, 2020, the investigator received an in-house TCEQ mail correspondence from the TCEQ Enforcement Section. The NOE for AWWTP was returned because Track No. Violations 741164 and 741165 were covered under Docket No. 2018-0277-MLM-E. The subsequent discovery of the same B violation is considered the first occurrence per the Enforcement Initiation Criteria (EIC).

Later, this day, the investigator contacted Mr. Perry via telephone to inform Mr. Perry that the NOE had been returned. The investigator informed Mr. Perry that as protocol AWWTP had 30-days to submit corrective actions to close active violations. Mr. Perry was informed the new deadline for compliance documentation to be submitted was April 16, 2020.

On May 15, 2020, Ms. Marie Gomez, Environmental Investigator with the Texas Commission on Environmental Quality (TCEQ) El Paso Region Office, conducted a Wastewater File Record Investigation (WW FRR) for Alpine Wastewater Treatment Plant (AWWTP) refer to Investigation No. 1650807.

The purpose of the WW FRR was to determine the regulated entity's compliance with five (5) unresolved alleged violations (AVs) which were cited during the on-site PWS Comprehensive Compliance Investigation (CCI) conducted at the AWWTP on January 22, 2020 (Investigation No. 1624655).

Upon completion of the May 15, 2020, WW FRR, the investigator determined that four (4) AV associated with the Notice of Violation (NOV) letter dated June 4, 2020, have not been properly resolved by the regulated entity. The following four (4) violations are as follows:

1. Violation Track No. 741162: Failure to properly maintain proper operational records as per 30 TAC §305.125

(1). At the time of the investigation, the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Corrective Action: Facility shall maintain process control, maintenance and operations records as required by per 30 TAC §305.125 (1).

2. Violation Track No. 741165; Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last flow meter calibration was done in 2016.

Corrective Action: The facility shall calibrate all flow meters on an annual basis as per 30 TAC §305.125(1). In addition, the facility shall provide TCEQ Region 6 compliance documentation that demonstrate all flow meters have been calibrated.

3. Violation Track No. 741172; Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Corrective Action: The facility shall submit documentation demonstrating the employment of an operator holding a Category B license of higher as per 30 TAC 305.125(1).

4. Violation Track No. 741174; Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr. peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Corrective Actions: The facility shall maintain the annual average flow and 2-hr peak flow to ensure effluent limitations are maintained as per 30 TAC 305.125(1).

POST INVESTIGATION

On June 18, 2020, the investigator contacted Mr. Perry via e-mail to request a status update for open violations. The investigator did not receive a response from Mr. Perry.

On June 26, 2020 the investigator contacted Mr. Perry via e-mail and by telephone to request a status update for the open violations. Mr. Perry informed the investigator that he was busy with a main break and would contact the investigator as soon as he was able to.

On July 6, 2020, the investigator received correspondence from Mr. Perry via e-mail with an update to the open violations. Mr. Perry informed the investigator that the City of Alpine had hired Mr. William Drake a double AA operator part time to meet compliance with permit conditions to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). The investigator informed Mr. Perry that a part time individual does not suffice with permit conditions as the permit clearly states category B facility must be operated by a chief operator or an operator with a "B" license. The facility must be operated at a minimum of 5 days per week by a licensed chief operator or an operator holding the required license or higher (See Electronic Attachment: WW Permit Question E-Mail Correspondence).

On July 7, 2020, the investigator contacted Mr. Perry via e-mail to inform him that the compliance due date for compliance documentation was due on June 4, 2020. The investigator informed Mr. Perry that if he needed additional time to close out the violations, he would have to send a formal request to the investigator. Later in the day, the investigator received a letter via e-mail from Mr. Perry requesting a 60-day extension. The investigator granted Mr. Perry the 60-day extension on the conditions that Mr. Perry send monthly updates. Mr. Perry was informed that all compliance documentation should be submitted to TCEQ Region 6 by September 4, 2020.

On October 1, 2020, the investigator contacted Mr. Perry via e-mail requesting a status update; the investigator did not receive a reply from Mr. Perry.

On October 21, 2020, the investigator contacted Mayor Ramos, Erik Zimmer, City Manager, City of Alpine and Mr. Perry via e-mail to inform Mayor Ramos of the open violations. The investigator informed Mayor Ramos, Mr. Zimmer and Mr. Perry that compliance documentation for the open violations shall be submitted to TCEQ Region 6 by October 26, 2020.

On October 23, 2020, the investigator received an e-mail from Ms. Jessica Washington, Administrative Assistant, City of Alpine. The e-mail contained corrective actions for the open violations (See Electronic Attachments: MLSS Meter Log, DO Calibration Log, ESS Quote-Flow Meters & Sensors, ESS E-mail confirming Meter order & lead time, ESS Invoice-Calibrate 2 Recorders and 2 Meters, MLSS Meter Pic, Flow Sensor & Recorder Pics, William Drake Employment Agreement, MLSS Test Log, MLSS Monthly Lab Result and William Drake License Information).

On October 25, 2020, the investigator received an e-mail from Mayor Ramos. Mayor Ramos informed the investigator that he would forward this message to Mr. Zimmer. The investigator informed Mayor Ramos that the investigator was already in contact with Mr. Zimmer.

On October 26, 2020, the investigator contacted via e-mail Mr. Ronald Herbert, TCEQ Water Section Manager, the investigator asked Mr. Hebert if a facility requiring a "B" operator was in compliance with their permit after hiring an "A" license operator part time (one day a week) and can be reached via telephone 24 hours. Mr. Hebert informed the investigator to review the permit and if the permit said the operator could be there one day out of the week then the facility was in compliance. However, if the permit stated otherwise this facility was not in compliance. Upon further review of the permit for this facility, the permit states that a Category B facility must be operated by a chief operator or an operator with a "B" license. The facility must be operated at a minimum of 5 days per week by a licensed chief operator or an operator holding the required license or higher. Mr. Hebert advised the investigator that this facility was not in compliance with their permit (See Electronic Attachment: WW Permit Question E-Mail Correspondence).

On October 28, 2020, the investigator met with Mr. Zimmer, Mr. Perry, Mr. Drake and Ms. Washington via Google Meet to discuss the open violations. The investigator was informed that Mr. Perry would schedule a written based exam in order to obtain the required "B" license and that the City of Alpine will do their best to hire a "B" license operator as required by Permit WQ0014349001. The investigator advised Mr. Zimmer and Mr. Perry that though they had hired a double "A" license operator (Mr. Drake), it would not suffice with The City of Alpines permit conditions. Per Mr. Drake's Employee Contract which was e-mail to the investigator on October 23, 2020; Mr. Drake is a part time employee and is at the facility only one day of the week and can be reached 24/7 via telephone. The City of Alpine permit specifically states that a Category B facility must be operated by a chief operator or an operator with a "B" license and must be operated at a minimum of 5 days per week by a licensed chief operator or an operator holding the required license or higher (See Electronic Attachment: Alpine WWTP Permit).

On November 3, 2020, the investigator contacted Mr. Zimmer and Mr. Perry via e-mail to advise them that the investigator would wait the 180 days to reassess the open violations, specifically to verify if Mr. Perry had obtained the "B" license required by the permit.

On November 4, 2020, the investigator contacted Mr. Zimmer and Mr. Perry to inform them that compliance documentation for the open violations was due by November 27, 2020. In addition, the investigator informed Mr. Zimmer and Mr. Perry that if the required "B" license was not obtained by November 27, 2020, the facility would be sent to enforcement for "Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1) as required by The City of Alpine's permit conditions.

On November 23, 2020, the investigator contacted Mr. Perry and Mr. Zimmer via e-mail to verify if Mr. Perry had scheduled to take the "B" on-line exam as per the agreement in the meeting that was held on October 23, 2020.

On November 25, 2020, the investigator received an e-mail from Mr. Perry in response to obtaining the "B" license as required by TCEQ. In the email a letter from Mr. Perry indicates that Mr. Drake had been flying his plane to Alpine and visiting the facility at least five (5) or six (6) days out of the week. Mr. Perry advised the investigator that hotel receipts could be provided if requested by the investigator. In addition, Mr. Perry indicated that he had some technical issues while taking the on-line based exam at the Odessa College and provided the investigator with the name of Jennifer Grossman, TCEQ, License and Permit Specialist (See Electronic Attachment: Odessa Letter). Furthermore, Mr. Perry states in the letter that he was scheduled to take the computer-based exam on November 16, 2020, at the Sul Ross University Campus and that administrators from SRU contacted his office early in the morning via telephone on November 16, 2020 and advised Mr. Perry that the exam slot had been cancelled due to the closure of the Testing Center (See Electronic Attachment: City of Alpine Correspondence Letter). At no time during the October 28, 2020, did Mr. Perry inform the investigator that Mr. Drake was flying his plane from Abilene to Alpine and visiting the facility at least five (5) or six (6) days out of the week.

Later during the day, Mr. Kent Waggoner, Section Manager, TCEQ Region 6, contacted Mr. Zimmer via telephone and requested that The City of Alpine provide TCEQ Regions 6 with hotel receipts and any other documentation the City of Alpine had in order to confirm Mr. Perry's statement that Mr. Drake was in Alpine and visiting the facility at least five (5) or six (6) days out of the week. As of November 30, 2020, no documentation has been provided by the City of Alpine to confirm Mr. Perry's statement.

In addition, the investigator contacted Ms. Grossman via e-mail to obtain a status update on Mr. Perry's claim that Mr. Perry had technical issues at the Odessa College in July 28, 2020, while taking the computer-based exam. Ms. Grossman informed the investigator that Mr. Perry's claim was reviewed, however, Mr. Perry's grade was not changed after review. The investigator asked Ms. Grossman for any correspondence that was sent to Mr. Perry advising Mr. Perry that TCEQ Licensing and Permitting did review Mr. Perry's claim, however, advising Mr. Perry that his grade would not be changed. Ms. Grossman advised the investigator that Ms. Grossman did not have any correspondence, however, Ms. Grossman forwarded the e-mail to Ms. Tamara Calhoun, TCEQ, Team Lead Occupational Licensing Team. Ms. Calhoun advised the investigator that she did contact Mr. Perry via telephone to inform Mr. Perry that his grade would not be changed. Ms. Calhoun advised Mr. Perry that he would have to contact TCEQ at the time Mr. Perry was having technical difficulties while taking the exam at the facility so that TCEQ could investigate Mr. Perry's claim while it is happening. In addition, Ms. Calhoun informed the investigator that The Occupational Licensing Department tested all of the attachments and all attachments within the computer-based exam were working properly (See Electronic Attachment: Grossman-Calhoun E-Mail Correspondence).

On November 25, 2020, the investigator contacted Mr. Perry via e-mail. The investigator asked Mr. Perry to send via e-mail a confirmation e-mail that Mr. Perry received from SRU confirming that he was or had registered for the computer-based exam on November 16, 2020. As of November 30, 2020, the investigator has not received confirmation from Mr. Perry that he did register for the computer-based exam that was scheduled on November 16, 2020.

On November 30, 2020, the investigator contacted Ms. Rocío Aguado, Director/Proctor, SRU Testing Center via telephone. The investigator asked Ms. Aguado if SRU was closed on November 16, 2020 and if Mr. Perry had been scheduled for this day to take the computer based on-line exam. Ms. Aguado advised the investigator that the SRU Testing Center was opened and that she had scheduled Mr. Perry for this day. Ms. Aguado informed the investigator that her assistant Ms. Jessica Jurado stated that Mr. Perry was a no-show for the exam scheduled on November 16, 2020. In addition, Ms. Aguado informed the investigator that Mr. Perry was scheduled for the computer-based exam on November 12, 2020, however, Ms. Aguado had to cancel this exam due to Covid-19. However, Ms. Aguado did reschedule Mr. Perry for the November 16, 2020 computer-based exam, which Mr. Perry was a no show.

CONCLUSION

Upon completion of the November 24, 2020, WW FRR, the investigator determined that three (3) AV associated with the NOV letter dated June 4, 2020, have been properly resolved by the regulated entity.

1. Violation Track No. 741162: Failure to properly maintain proper operational records as per 30 TAC §305.125 (1). At the time of the investigation, the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Corrective Action: Facility shall maintain process control, maintenance and operations records as required by per 30 TAC §305.125 (1).

Actions Taken: On October 23, 2020, the investigator received via e-mail from Ms. Washington documentation demonstrating compliance (See Electronic Attachments: MLSS Meter Picture and MLSS Test Log). In addition, the facility has ordered two new flow meters to be able to accurately obtain F:M, WAS and RAS readings (See Electronic Attachment: ESS Quote-Flow Meters & Sensors, ESS E-mail confirming Meter order & lead time, ESS Invoice-Calibrate 2 Recorders and 2 Meters).

2. Violation Track No. 741165; Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last flow meter calibration was done in 2016.

Corrective Action: The facility shall calibrate all flow meters on an annual basis as per 30 TAC §305.125(1). In addition, the facility shall provide TCEQ Region 6 compliance documentation that demonstrate all flow meters have been calibrated.

Actions Taken: On October 23, 2020, the investigator received via e-mail from Ms. Washington documentation demonstrating compliance. The facility had the two flow meters calibrated on July 13, 2020. In addition, on October 15, 2020, the facility ordered two new flow meters, however, as of November 24, 2020, no documentation has been submitted demonstrating that the new meters have been installed. (See Electronic Attachment: ESS Quote-Flow Meters & Sensors, ESS E-mail confirming Meter order & lead time, ESS Invoice-Calibrate 2 Recorders and 2 Meters).

3. Violation Track No. 741172; Failure to employ a chief operator or an operator holding a Category B license or higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license or higher since April of 2018.

Corrective Action: The facility shall submit documentation demonstrating the employment of an operator holding a Category B license of higher as per 30 TAC 305.125(1).

4. Violation Track No. 741174; Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr. peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Corrective Actions: The facility shall maintain the annual average flow and 2-hr peak flow to ensure effluent limitations are maintained as per 30 TAC 305.125(1).

Actions Taken: On October 23, 2020, the investigator received via e-mail from Ms. Washington documentation demonstrating compliance. The facility stated that they were unable to maintain accurate annual flow and two (2) hr. peak flow due to the flow meters not working properly. On October 15, 2020, the facility ordered two new flow meters in order to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). However, as of November 24, 2020, no documentation has been submitted demonstrating that the new meters have been installed. (See Electronic Attachment: ESS Quote-Flow Meters & Sensors, ESS E-mail confirming Meter order & lead time).

The facility failed to employ a chief operator holding or an operator holding a Category B license of higher (Violation Track No. 741172) since April of 2018 and failed to comply with permit conditions, specifically, a category B facility must be operated by a chief operator or an operator with a "B" license. The facility must be operated at a minimum of 5 days per week by a licensed chief operator or an operator holding the required license or higher.

Under Enforcement Initiation Criteria (EIC), Revision 17: A3.a Individual performing a regulated activity without a required occupational license or registration. [See A3.b and B6 for facility/operation applicability. See B7 for an individual with an inadequate level of license.]. B7. Individual performing a regulated activity with an inadequate level of occupational license, including an operator-in-training conducting his/her duties without direct supervision by a licensed operator. This category does not apply to an operator-in-training found to be performing

process control duties after the expiration of his/her one year operator-in-training period [see A3.a and A3.b for individual and regulated entity violations] (TD or SS).

A Notice of Enforcement (NOE) letter will be issued to The City of Alpine.

ELECTRONIC ATTACHMENTS

1. Alpine WWTP Permit
2. DO Calibration Records
3. City of Alpine Correspondence Letter
4. ESS Quote-Flow Meters & Sensors
5. ESS E-mail confirming Meter order & lead time
6. ESS Invoice-Calibrate 2 Recorders and 2 Meters
7. Grossman-Calhoun E-mail Correspondence
8. MLSS Meter Pic, Flow Sensor & Recorder Pics
9. MLSS Test Log
10. MLSS Monthly Lab Results
11. Odessa Letter
12. Scott Perry License Information
13. William Drake Employment Agreement
14. William Drake License Information.
15. WW Permit Question E-mail Correspondence

NOE Date: 12/4/2020

**OUTSTANDING ALLEGED VIOLATION(S)
ASSOCIATED TO A NOTICE OF ENFORCEMENT**

Track Number: 741172

Compliance Due Date: 03/10/2020

Violation Start Date: 1/22/2020

30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Investigation: 1650807

Comment Date: 06/01/2020

Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Investigation: 1691765

Comment Date: 11/30/2020

Failure to employ a chief operator or an operator holding a Category B license or higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license or higher since April of 2018.

Recommended Corrective Action: The facility shall submit documentation demonstrating the employment of an operator holding a Category B license of higher as per 30 TAC 305.125(1).

**ALLEGED VIOLATION(S) NOTED AND RESOLVED
ASSOCIATED TO A NOTICE OF ENFORCEMENT**

Track Number: 741162

Resolution Status Date: 11/30/2020

Violation Start Date: 1/22/2020

Violation End Date: 10/23/2020

30 TAC Chapter 319.7(c)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to properly maintain proper operational records as per 30 TAC §305.125 (1). At the time of the investigation the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Investigation: 1650807

Comment Date: 05/29/2020

Failure to properly maintain proper operational records as per 30 TAC §305.125 (1). At the time of the investigation the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Investigation: 1691765

Comment Date: 11/30/2020

Failure to properly maintain proper operational records as per 30 TAC §305.125 (1). At the time of the investigation, the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Recommended Corrective Action: Facility shall maintain process control, maintenance and operations records as required by per 30 TAC §319.7(c).

Resolution: On October 23, 2020, the investigator received via e-mail from Ms. Washington documentation demonstrating compliance (See Electronic Attachments: MLSS Meter Picture and MLSS Test Log). In addition, the facility has ordered two new flow meters to be able to accurately obtain F:M, WAS and RAS readings (See Electronic Attachment: ESS Quote-Flow Meters & Sensors, ESS E-mail confirming Meter order & lead time, ESS Invoice-Calibrate 2 Recorders and 2 Meters).

Track Number: 741165

Resolution Status Date: 11/30/2020

Violation Start Date: 1/22/2020

Violation End Date: 10/23/2020

30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last calibration was in 2016.

Investigation: 1650807

Comment Date: 06/01/2020

Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last calibration was in 2016.

Investigation: 1691765

Comment Date: 11/30/2020

Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of

investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last flow meter calibration was done in 2016.

Recommended Corrective Action: The facility shall calibrate all flow meters on an annual basis as per 30 TAC §305.125(1).

Resolution: On October 23, 2020, the investigator received via e-mail from Ms. Washington documentation demonstrating compliance. The facility had the two flow meters calibrated on July 13, 2020. In addition, on October 15, 2020, the facility ordered two new flow meters, however, as of November 24, 2020, no documentation has been submitted demonstrating that the new meters have been installed. (See Electronic Attachment: ESS Quote-Flow Meters & Sensors, ESS E-mail confirming Meter order & lead time, ESS Invoice-Calibrate 2 Recorders and 2 Meters).

Track Number: 741174

Resolution Status Date: 11/30/2020

Violation Start Date: 1/22/2020

Violation End Date: 10/23/2020

30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Investigation: 1650807

Comment Date: 06/01/2020

Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Investigation: 1691765

Comment Date: 11/30/2020

Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr. peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Recommended Corrective Action: The facility shall maintain the annual average flow and 2-hr peak flow to ensure effluent limitations are maintained as per 30 TAC 305.125(1).

Resolution: On October 23, 2020, the investigator received via e-mail from Ms. Washington documentation demonstrating compliance. The facility stated that they were unable to maintain accurate annual flow and two (2) hr. peak flow due to the flow meters not working properly. On October 15, 2020, the facility ordered two new flow meters in order to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). However, as of November 24, 2020, no documentation has been submitted demonstrating that the new meters have been installed. (See Electronic Attachment: ESS Quote-Flow Meters & Sensors, ESS E-mail confirming Meter order & lead time.

Signed



Environmental Investigator

Date

12/7/2020

Signed



Supervisor

Date

12/8/20

Attachments: (in order of final report submittal)

☐ Enforcement Action Request (EAR)

☒ Letter to Facility (specify type) : NOE

☐ Investigation Report

☐ Sample Analysis Results

☐ Manifests

☐ Notice of Registration

☐ Maps, Plans, Sketches

☐ Photographs

☐ Correspondence from the facility

☒ Other (specify) :

See Electronic Attachments

List of Attached files

1a-DO Calibration Log.pdf

2a-ESS Invoice-Calibrate 2 Recorders & 2 Meters 7-13-2020.pdf

2b-ESS Email confirming Meter order & lead time.pdf

2b-ESS Quote-Flow Meters & Sensors 10-15-20.pdf

3b-MLSS Meter Log.pdf

3b-MLSS Meter Pic.pdf

3c-MLSS Monthly Lab Result 9-9-20.pdf

3d-MLSS Test Log.pdf

4a-Flow Sensor & Recorder Pics.pdf

5a-William Drake Employment Agreement.pdf

5a-William Drake License Info.pdf

5c-Scott Perry License Info.pdf

Alpine WWTP Permit.pdf

City of Alpine Correspondence Letter.pdf

Jon Niemann, *Chairman*
Emily Lindley, *Commissioner*
Bobby Janecka, *Commissioner*
Toby Baker, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

December 4, 2020

CERTIFIED MAIL 7018 0360 0001 4772 5320
RETURN RECEIPT REQUESTED

The Honorable Andres Ramos
Mayor of Alpine
100 North 13th Street
Alpine, Texas, 79830

Re: Notice of Enforcement for Compliance Evaluation Investigation at:
Alpine Wastewater Treatment Plant, City of Alpine (Brewster County), Texas
Regulated Entity No.: 103114690, TCEQ ID No.: QW001434901, Investigation No.
1691765

Dear Honorable Andres Ramos:

On November 24, 2020, Ms. Marie Gomez of the Texas Commission on Environmental Quality (TCEQ) El Paso Region Office conducted an investigation of the above-referenced regulated entity to evaluate compliance with applicable requirements for wastewater treatment regulations. Enclosed is a summary which lists the investigation findings. During the investigation, certain outstanding alleged violations were documented. Enclosed is a summary which lists the investigation findings and recommended corrective actions. Additional recommended corrective actions may be provided by the Enforcement Division.

In the listing of the alleged violations, we have cited applicable requirements, including TCEQ rules. Please note that both the rules themselves and the agency brochure entitled *Obtaining TCEQ Rules* (GI 032) are located on our agency website at <http://www.tceq.state.tx.us> for your reference. If you would like a hard copy of this brochure mailed to you, you may call and request one from either the El Paso Region Office at 915 834-4949 or the Central Office Publications Ordering Team at 512-239-0028. Copies of applicable federal regulations may be obtained by calling Environmental Protection Agency's Publications at 800-490-9198.

Also, please be advised that the Legislature has granted enforcement powers to the TCEQ to carry out its mission to protect human health and the environment. Due to the apparent seriousness of the alleged violations, formal enforcement action has been initiated, and additional violations may be cited upon further review. We encourage you to immediately begin taking actions to address the outstanding alleged violations.

In responding with prompt corrective action, the administrative penalty to be assessed may be limited.

TCEQ Region 6 • 401 E. Franklin Ave., Ste. 560 • El Paso, Texas 79901-1212 • 915-834-4949 • Fax 915-834-4940

Austin Headquarters: 512-239-1000 • tceq.texas.gov • How is our customer service? tceq.texas.gov/customer survey

printed on recycled paper using vegetable based ink

Mayor Ramos
Page 2
December 4, 2020

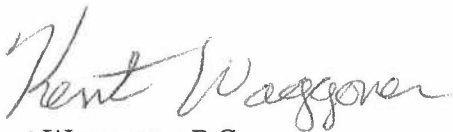
The Commission recognizes that the great majority of the regulated community wants to prevent pollution and to comply with environmental laws. We dedicate considerable resources toward making voluntary compliance achievable. But where compliance has not been met it is our duty to protect the public and the environment by enforcing the state's environmental laws, regulations, and permits.

Also, if you believe the violations documented in this notice have been cited in error, **and** you have additional information that we are unaware of, you may request a meeting to discuss this enforcement matter. To request a meeting, send a letter describing the additional information to the address shown below.

Manager, Water Section
Enforcement Division, MC 219
Re: Enforcement Meeting Request
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, Texas 78711-3087

If you or members of your staff have any questions, please feel free to contact Ms. Marie Gomez in the El Paso Region Office at (915) 834-4952.

Sincerely,



Kent Waggoner, P.G.
Section Manager
El Paso Region Office
Texas Commission on Environmental Quality

KW/mg

Enclosure: Summary of Investigation Findings

cc: Eric Zimmer, City Manager
100 N. 13th Street
Alpine, Texas, 79830

Summary of Investigation Findings

ALPINE WWTP

100 N 13TH ST

ALPINE, BREWSTER COUNTY, TX 79830

Investigation #

1691765

Investigation Date: 11/24/2020

Additional ID(s): TX0022985
WQ0014349001
R14349001
WQ0010117001

OUTSTANDING ALLEGED VIOLATION(S) ASSOCIATED TO A NOTICE OF ENFORCEMENT

Track No: 741172 Compliance Due Date: 03/10/2020

30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Investigation: 1650807

Comment Date: 06/01/2020

Failure to employ a chief operator holding or an operator holding a Category B license of higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license of higher since April of 2018.

Investigation: 1691765

Comment Date: 11/30/2020

Failure to employ a chief operator or an operator holding a Category B license or higher as per 30 TAC 305.125(1). At time of the investigation, the facility had been without a Category B license or higher since April of 2018.

Recommended Corrective Action: The facility shall submit documentation demonstrating the employment of an operator holding a Category B license of higher as per 30 TAC 305.125(1).

ALLEGED VIOLATION(S) NOTED AND RESOLVED ASSOCIATED TO A NOTICE OF ENFORCEMENT

Track No: 741162

30 TAC Chapter 319.7(c)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to properly maintain proper operational records asp per 30 TAC §305.125 (1). At the time of the investigation the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Investigation: 1650807

Comment Date: 05/29/2020

Failure to properly maintain proper operational records asp per 30 TAC §305.125 (1). At the time of the investigation the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate (WAS) and Return-Activated Sludge Rate (RAS).

Investigation: 1691765

Comment Date: 11/30/2020

Failure to properly maintain proper operational records as per 30 TAC §305.125 (1). At the time of the investigation, the facility was not maintaining operational records for Mixed Liquor Suspended Solids (MLSS), Food to Microorganism Ratio (F:M), Waste-Activated Sludge Rate

(WAS) and Return-Activated Sludge Rate (RAS).

Recommended Corrective Action: Facility shall maintain process control, maintenance and operations records as required by per 30 TAC §319.7(c).

Resolution: On October 23, 2020, the investigator received via e-mail from Ms. Washington documentation demonstrating compliance (See Electronic Attachments: MLSS Meter Picture and MLSS Test Log). In addition, the facility has ordered two new flow meters to be able to accurately obtain F:M, WAS and RAS readings (See Electronic Attachment: ESS Quote-Flow Meters & Sensors, ESS E-mail confirming Meter order & lead time, ESS Invoice-Calibrate 2 Recorders and 2 Meters).

Track No: 741165

30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last calibration was in 2016.

Investigation: 1650807

Comment Date: 06/01/2020

Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last calibration was in 2016.

Investigation: 1691765

Comment Date: 11/30/2020

Failure to calibrate the flow meters at least annually to ensure accuracy as per 30 TAC §305.125(1). At the time of investigation, the flow meters for AWWTP were not being calibrated on an annual basis. The last flow meter calibration was done in 2016.

Recommended Corrective Action: The facility shall calibrate all flow meters on an annual basis as per 30 TAC §305.125(1).

Resolution: On October 23, 2020, the investigator received via e-mail from Ms. Washington documentation demonstrating compliance. The facility had the two flow meters calibrated on July 13, 2020. In addition, on October 15, 2020, the facility ordered two new flow meters, however, as of November 24, 2020, no documentation has been submitted demonstrating that the new meters have been installed. (See Electronic Attachment: ESS Quote-Flow Meters & Sensors, ESS E-mail confirming Meter order & lead time, ESS Invoice-Calibrate 2 Recorders and 2 Meters).

Track No: 741174

30 TAC Chapter 305.125(1)

Alleged Violation:

Investigation: 1624655

Comment Date: 02/06/2020

Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Investigation: 1650807

Comment Date: 06/01/2020

Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Investigation: 1691765

Comment Date: 11/30/2020

Failure to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). At the time of the investigation, the facility was using a spreadsheet to calculate flow and 2 hr. peak flow. However, the investigator noticed the numbers to the cells to the calculation of the flow and 2 hr. peak flow on the spreadsheet were at a constant.

Recommended Corrective Action: The facility shall maintain the annual average flow and 2-hr peak flow to ensure effluent limitations are maintained as per 30 TAC 305.125(1).

Resolution: On October 23, 2020, the investigator received via e-mail from Ms. Washington documentation demonstrating compliance. The facility stated that they were unable to maintain accurate annual flow and two (2) hr. peak flow due to the flow meters not working properly. On October 15, 2020, the facility ordered two new flow meters in order to maintain accurate annual flow and two (2) hr. peak flow as per 30 TAC 305.125(1). However, as of November 24, 2020, no documentation has been submitted demonstrating that the new meters have been installed. (See Electronic Attachment: ESS Quote-Flow Meters & Sensors, ESS E-mail confirming Meter order & lead time.

MWD_14349-001_CP_20220802_Compliance
Texas Commission on Environmental Quality
Investigation Report

The TCEQ is committed to accessibility. If you need assistance in accessing this document, please contact oce@tceq.texas.gov

Customer: City of Alpine
Customer Number: CN600624290

Regulated Entity Name: ALPINE WWTP

Regulated Entity Number: RN103114690

Investigation # 1834099

Investigator: ARTURO LEYVA

Conducted: 08/02/2022 -- 08/02/2022

Program(s): WASTEWATER

Investigation Type: Compliance Invest File Review

Additional ID(s): TX0022985
WQ0014349001
R14349001

Address: 100 N 13TH ST,
ALPINE, TX , 79830

Incident Numbers

Site Classification DOMESTIC MAJOR

SIC Code: 4952

NAIC Code: 221320

Location: LOCATED APPROX 2.5 MILES
NORTHEAST OF THE CITY OF ALPINE ON THE
WEST BANK OF ALPINE CREEK IN BREWSTER
COUNTY, TEXAS.

Local Unit: REGION 06 - EL PASO

Activity Type(s): WWFRR - WW NOV File Record
Review

Principal(s):

Role

RESPONDENT

Name

CITY OF ALPINE

Contact(s):

ALPINE WWTP - ALPINE**8/2/2022 Inv. # - 1834099****Page 2 of 11**

Role	Title	Name	Phone	
REGULATED ENTITY CONTACT	INTERIM DIRECTOR/ADMINIST RATIVE ASSISTANT	MS JESSICA WASHINGTON	Work	(432) 837-3281
REGULATED ENTITY MAIL CONTACT	DIRECTOR OF PUBLIC UTILITIES	MR Keith Segar	Work	(432) 837-3281 x. 6
REGULATED ENTITY MAIL CONTACT	CITY MANAGER	MS MEGAN ANTRIM	Phone	(432) 837-3301
PARTICIPATED IN	CONSULTANT	MR DAVID HUDSON	Phone	(325) 695-1070
PARTICIPATED IN	TEAM LEADER	MR Firoj VAHORA	Work	(512) 239-4540
PARTICIPATED IN	CONSULTANT	KIRT HARLE	Phone	(325) 695-1070
PARTICIPATED IN	CONSULTANT	CHARLES KEITH	Work	(325) 695-1070

Other Staff Member(s):

Role	Name
Investigator	MARIE GOMEZ
QA Reviewer	MARIE GOMEZ
Supervisor	KENT WAGGONER

Associated Check List

<u>Checklist Name</u>	<u>Unit Name</u>
GENERIC OTHER ISSUES AND/OR VIOLATIONS	1

Investigation Comments:**INTRODUCTION**

On August 2, 2022, Mr. Arturo Leyva Jr., Environmental Investigator with the Texas Commission on Environmental Quality (TCEQ) El Paso Region Office, conducted a Wastewater File Record Review (WW FRR) for the Alpine Wastewater Treatment Plant (Alpine WWTP; TCEQ Permit No. WQ0014349001), located in Alpine (Brewster County), Texas. The purpose of the WW FRR was to assess the regulated entity's compliance with seven (7) alleged violations (AVs) which were cited during the on-site WW Comprehensive Compliance Investigation (CCI) conducted for the Alpine WWTP on December 14, 2021 (Investigation No. 1782630).

CONTACT AND GENERAL FACILITY INFORMATION

Type of System: Activated sludge process plant for domestic wastewater
Responsible Official: Mr. Keith Segar, Director of Public Utilities
Mailing Address: 309 W. Sul Ross Ave, Alpine, Texas 79830
Chief Operator: Ms. Kaitlyn Hardy, Class B WW license (WW0069830)
Phone: (432) 837-3281

GENERAL FACILITY AND PROCESS INFORMATION

The Alpine WWTP is located approximately 1.75 miles north and 1.5 miles east of the intersection of E. Hendryx

ALPINE WWTP - ALPINE

8/2/2022 Inv. # - 1834099

Page 3 of 11

Dr. and the Fort Davis Highway (TX 118), in Alpine (Brewster County), Texas. The Alpine WWTP is authorized to treat and discharge wastes to an unnamed tributary, thence to Alpine Creek, thence to Musquiz Creek, thence to Coyanosa Draw, thence to Hackberry Draw, thence to the Upper Pecos River in Segment No. 2311 of the Rio Grande Basin (Outfall 001). The annual average flow of treated effluent is not to exceed 1.48 million gallons per day (MGD).

The Alpine WWTP is operated in the extended aeration mode. Treatment units include a bar screen, two oxidation ditches, two final clarifiers, two chlorine contact chambers, a de-chlorination chamber, and drying beds.

The Alpine WWTP has 1 primary flow measuring device (6-inch parshall flume) and 1 secondary flow measuring device (totalizer) utilized for process control of influent and 1 primary flow measuring device (60-degree v-notch weir) and 1 secondary flow measuring device (totalizer) utilized for process control of effluent discharged to Outfall 001.

The Alpine WWTP does not require the use of Reduced Pressure Backflow Prevention Devices (RPZ).

Compliance with the emergency power requirements was verified and the Alpine WWTP is compliant with these requirements. The facility has 1 standby generator that is available for use at the plant (Caterpillar D150-8; 150kW diesel generator).

Sludge generated from the facility is hauled by Texas Disposal Systems, Inc., TCEQ Sludge Transporter Registration No. 22419, and disposed of at the City of Alpine Municipal Landfill, TCEQ Permit No. 2197. Analysis of sludge for Toxicity Characteristic Leaching Procedure (TCLP) is performed by Alamo Analytical Laboratories, LTD (T104704367-22-18).

The effluent samples collected by the Alpine WWTP are analyzed by the City of Odessa Laboratory Services (T104704363-21-21), for Biochemical Oxygen Demand-5 day (BOD₅) and Total Suspended Solids (TSS). The wastewater operators perform the analysis for dissolved oxygen (DO), pH, chlorine residual (Cl), and E. Coli.

Biomonitoring: 48-hour acute water flea and 48-hour acute fathead minnow testing is required once per quarter; 24-hour acute water flea and 24-hour acute fathead minnow testing is required once every six months. The samples collected are analyzed by Bio-Aquatic Testing, Inc. (T104704208-21-12).

The Alpine WWTP was re-issued TCEQ Water Quality (WQ) Permit No. WQ0014349001 on June 25, 2021, which will expire 3 years from the date of issuance.

EFFLUENT LIMITATIONS

Outfall 001

The annual average flow of the effluent shall not exceed 1.48 million gallons per day (MGD)*; nor shall the average discharge during any two-hour period (2-hour peak) exceed 3,083 gallons per minute (gpm).

Parameters	Effluent Concentrations			
	Daily Avg mg/L (lbs/day)	7-day Avg mg/L	Daily Max mg/L	Single Grab mg/L
Flow, MGD	Report	N/A	Report	N/A
BOD ₅	20 (247)	30	45	65
TSS	20 (247)	30	45	65
E. Coli (CFU or MPN/100 mL)	126	N/A	394	N/A

The pH shall not be less than 6.0 standard units nor greater than 9.0 standard units. The treated effluent shall contain a chlorine (Cl) residual of at least 1.0 mg/L after a detention time of at least 20 minutes. After de-chlorination the effluent shall contain a chlorine residual of less than 0.1 mg/L. The effluent shall contain a minimum dissolved oxygen (DO) of 4.0 mg/L.

MONITORING REQUIREMENTS

Outfall 001

Parameter	Monitoring Frequency	Sample Type
-----------	----------------------	-------------

Flow	Continuous	Totalizing meter
BOD5	Two/week	Composite
TSS	Two/week	Composite
E. Coli	One/week	Grab
DO	Two/week	Grab
pH	One/week	Grab
Cl Residual	Daily	Grab

BACKGROUND (refer to Investigation No. 1782630)

On December 14, 2021, Mr. Leyva conducted an on-site WW CCI for the Alpine WWTP. The purpose of the on-site WW CCI was to assess the status of the regulated entity's compliance with applicable state rules pertaining to wastewater treatment and the facility's permit, permitted under Texas Pollution Discharge Elimination System (TPDES) No. WQ0014349001. Ms. Jessica Washington, Interim Director/Administrative Assistant, was notified of the investigation on November 29, 2021. The investigation and verbal exit interview were conducted with Ms. Washington, Mr. Keith Segar, Director of Public Utilities, Mr. Richard Wylie, WWTP Supervisor, and Mr. Michael Maciaz, Operator.

Mr. Leyva commenced with the on-site WW CCI by conducting a review of the facility's wastewater operating records. After conducting a review of the facility's operating records Mr. Leyva continued with the on-site WW CCI by conducting a physical assessment of the infrastructure associated with the Alpine WWTP, to include a sampling event of the treated effluent representative of the discharge to Outfall 001.

Upon completion of the on-site WW CCI Mr. Leyva conducted a verbal exit interview with the representatives of the Alpine WWTP. During which Mr. Leyva communicated to the representatives that seven (7) AVs had been noted during the on-site WW CCI. Ms. Washington and Mr. Wylie were provided with an electronic copy of the TCEQ Exit Interview Form on January 6, 2022, which documented the initial findings of the investigation.

On January 4, 2022, Mr. Wylie provided Mr. Leyva with copies of records that had been reviewed during the on-site WW CCI. Records provided by Mr. Wylie included copies of discharge monthly reports (DMRs) for 2021 and calibration records for flow measuring devices.

On January 10, 2022, Mr. Wylie provided Mr. Leyva with photographs of readings for the primary/secondary flow measuring devices utilized to measure flow of the influent and effluent. Instantaneous readings were submitted by Mr. Wylie as they could not be obtained during the on-site WW CCI. Upon review it was noted by Mr. Leyva that there was a deviation of 8% noted between the primary/secondary flow measuring devices for influent and a deviation of 15% noted between the primary/secondary flow measuring devices for effluent. Calibration records provided by Mr. Wylie on January 4, 2022, indicated that the electronic flow measuring devices for influent and effluent had been recently calibrated on December 10, 2021.

During the on-site WW CCI conducted on December 14, 2021, seven (7) AVs were identified that required compliance documentation. The regulated entity was informed of the following:

1. Per Title 30, Texas Administrative Code (30 TAC) §305.125(1)/Permit-Permit Conditions (2)(g), the regulated entity failed to prevent the unauthorized discharge of untreated wastewater to land. An overspray of untreated wastewater is being continuously discharged adjacent to land directly outside of the northeast corner of the aeration basin. The overspray has also covered the entire portion of the catwalk directly above Aerator No. 2. In addition to this, the motor associated with Aerator No. 2 is leaking oil onto the catwalk and potentially into the aeration basin.
2. Per 30 TAC §305.125(1)/Permit-Effluent Limitations and Monitoring Requirements (4), the regulated entity failed to maintain the treated effluent that is discharged to Outfall 001 free of floating solids. A moderate amount of floating solids in the de-chlorination chamber was being discharged to Outfall 001. There shall be no discharge

of floating solids or visible foam in other than trace amounts.

3. Per 30 TAC §305.125(1)/Permit-Operational Requirements (1), the regulated entity failed to maintain all aerators within the aeration basin. Aerator No. 1 has been out of service since 2013 and was subsequently removed in 2014. The motor of Aerator No. 2 is leaking oil. The pontoon aerator is out of service due to a broken frame.

4. Per 30 TAC §305.125(1)/Permit-Permit Conditions (2)(e), the regulated entity failed to obtain authorization for the removal of Aerator No. 1 and the addition of the pontoon aerator. The regulated entity also failed to obtain authorization for the utilization of the historical racetrack/aeration basin to receive diverted influent for storage to manage increased flows from influent. The historical racetrack/aeration basin remains hydraulically connected at the headworks even though a closure plan has been submitted and processed for this unit to resolve an alleged violation associated to Enforcement Case No. 48535 on September 24, 2019.

5. Per 30 TAC §305.125(1)/Permit-Operational Requirements (11)(f), the regulated entity failed to maintain monthly records for all sludge removed from the wastewater treatment process.

6. Per 30 TAC §319.6/Permit-Monitoring and Reporting Requirements (3)(c)(vi), the regulated entity failed to assure the quality of all measurements for total chlorine through the use of standards. No daily records for the quality control of total chlorine samples were being maintained.

7. Per 30 TAC §319.11(b)/Monitoring and reporting Requirements (2)(a), the regulated entity failed to utilize appropriate sample containers for the analysis of E. Coli so that the samples can be analyzed according to test methods specified in 40 CFR Part 136 or more recent editions of Standard Methods for the Examination of Water and Wastewater. 1 sample container, without sodium thiosulfate preservative, was being reused to collect all samples analyzed for E. Coli.

During the on-site WW CCI conducted on December 14, 2021, the following two (2) additional issues (AIs) were also identified:

1. Per 30 TAC §305.125(1)/Permit-Monitoring and Reporting Requirements (5), All automatic flow measuring or recording devices and all totalizing meters for measuring flows shall be accurately calibrated by a trained person as often as necessary to ensure accuracy. On January 10, 2022, photographs of readings for the primary/secondary flow measuring devices utilized to measure flow of the effluent were submitted to the TCEQ El Paso Region Office. A deviation of 15% was noted between the readings from the primary and secondary flow measuring devices. The TCEQ El Paso Region Office recommends that the regulated entity implement operating procedures to verify the accuracy of all electronic flow measuring devices with the utilization of the open channel flow meters (6-inch parshall flume; 60-degree v-notch weir).

2. Per 30 TAC §305.125(1)/Permit-Other Requirements (1), the entity failed to employ or contract an operator holding a Category B license to operate the facility. This Category B facility must be operated by a chief operator or an operator holding a Class B license or higher. The facility must be operated a minimum of five days per week by the licensed chief operator or an operator holding the required level of license or higher. This violation was associated to Enforcement Case No. 60214 to address compliance.

The regulated entity was issued a Notice of Violation (NOV) letter dated February 11, 2022. Further documentation was required at that time to achieve compliance with the seven (7) AVs that were cited during the on-site PWS CCI conducted on December 14, 2021.

ADDITIONAL INFORMATION

On March 10, 2022, Mr. Segar submitted compliance documentation to the TCEQ El Paso Region Office in response to the NOV letter dated February 11, 2022. Upon review it was noted by Mr. Leyva that the following four (4) AVs had been adequately addressed by the regulated entity:

1. Per 30 TAC §305.125(1), failure to maintain the treated effluent that is discharged to Outfall 001 free of floating solids.
2. Per 30 TAC §305.125(1), failure to maintain monthly records for all sludge removed from the wastewater

treatment process.

3. Per 30 TAC §319.6, failure to assure the quality of all measurements for total chlorine through the use of standards.

4. Per 30 TAC §319.11(b), failure to utilize appropriate sample containers for the analysis of E. Coli.

On March 18, 2022, Mr. Leyva met with Mr. Segar and Ms. Washington via teleconference to discuss the compliance documentation that was provided to the TCEQ El Paso Region Office on March 10, 2022. Mr. Leyva identified the seven (7) AVs associated with the NOV letter dated February 11, 2022, and communicated to the representatives of the City of Alpine that there were three (3) unresolved AVs based on the submitted compliance documentation. Mr. Leyva then identified the following three (3) AVs and communicated to the representatives what documentation was required to address each violation:

1. Per 30 TAC §305.125(1), failure to prevent the unauthorized discharge of untreated wastewater to land.

2. Per 30 TAC §305.125(1), failure to maintain aerators within the aeration basin.

3. Per 30 TAC §305.125(1), failure to obtain authorization for removal/addition of infrastructure.

On April 6, 2022, staff from the TCEQ met with representatives for the City of Alpine via teleconference to discuss the deficiencies identified during the WW CCI conducted on December 14, 2022. In attendance from the TCEQ was Mr. Leyva, Mr. Kent Waggoner, Section Manager with the TCEQ El Paso Region Office, Ms. Marie Gomez, Environmental Investigator with the TCEQ El Paso Region Office, and Mr. Firoj Vahora, with the TCEQ Municipal Waste Discharge Permitting Team. In attendance for the City of Alpine was Mr. Segar and Ms. Washington with their consultants from Jacob Martin, LLC, Mr. David Hudson, Mr. Kirt Harle, and Mr. Charles Keith. During the meeting all unresolved AVs were identified and discussed to provide the regulated entity with the required information to move forward with the appropriate corrective actions.

On May 23, 2022, Mr. Segar provided Mr. Leyva with a copy of compliance documentation via email addressing the AV for failing to employ a Class B WW Operator (AV associated to Enforcement Case No. 60214)

On July 21, 2022, Mr. Leyva contacted Mr. Segar via telephone to discuss the three (3) unresolved AVs associated with the NOV letter dated February 11, 2022. Mr. Leyva requested an update and/or compliance documentation to address the unresolved AVs identified in the NOV letter. Mr. Leyva communicated to Mr. Segar that a response was required by August 5, 2022, or a formal enforcement action would be initiated by the regional office to address the unresolved AVs.

On August 2, 2022, Mr. Segar provided Mr. Leyva with an update via email regarding the three (3) unresolved AVs. The communication from Mr. Segar indicated that the unresolved AVs had not been adequately addressed and corrective actions were on-going.

CONCLUSION

Upon completion of the August 2, 2022, WW FRR, Mr. Leyva determined that three (3) AVs associated with the NOV letter dated February 11, 2022, had not been properly resolved by the regulated entity. The three (3) AVs will be addressed through a formal enforcement action. The regulated entity will be issued a Notice of Enforcement (NOE) letter dated August 19, 2022. Further documentation/action from the regulated entity is required to achieve compliance with the three (3) unresolved AVs that were cited during the on-site WW CCI conducted on December 14, 2021.

ALLEGED VIOLATION(S) NOTED AND RESOLVED

Track Number: 802522

Resolution Status Date: 8/2/2022

Violation Start Date: 12/14/2021

Violation End Date: 3/10/2022

30 TAC Chapter 319.11(b)

PERMIT WQ0014349001, WQ0014349001

Monitoring and reporting Requirements (2)(a)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to utilize appropriate sample containers for the analysis of E. Coli so that the samples can be analyzed according to test methods specified in 40 CFR Part 136 or more recent editions of Standard Methods for the Examination of Water and Wastewater. 1 sample container, without sodium thiosulfate preservative, was being reused to collect all samples analyzed for E. Coli.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to utilize appropriate sample containers for the analysis of E. Coli so that the samples can be analyzed according to test methods specified in 40 CFR Part 136 or more recent editions of Standard Methods for the Examination of Water and Wastewater. 1 sample container, without sodium thiosulfate preservative, was being reused to collect all samples analyzed for E. Coli.

Recommended Corrective Action: The regulated entity shall submit documentation to the TCEQ El Paso Region Office which indicates that they are no longer reusing sampling containers and that they are using appropriate containers, plastic containers made of a sterilizable material (polypropylene or other autoclavable plastic), with sodium thiosulfate preservative.

Resolution: The regulated entity has submitted documentation to the TCEQ El Paso Region Office which indicates that they are no longer reusing sampling containers and that they are using appropriate containers, plastic containers made of a sterilizable material (polypropylene or other autoclavable plastic), with sodium thiosulfate preservative.

Track Number: 802523

Resolution Status Date: 8/2/2022

Violation Start Date: 12/14/2021

Violation End Date: 3/10/2022

30 TAC Chapter 319.6

PERMIT WQ0014349001, WQ0014349001

Permit-Monitoring and Reporting Requirements (3)(c)(vi)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to assure the quality of all measurements for total chlorine through the use of standards. No daily records for the quality control of total chlorine were being maintained.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to assure the quality of all measurements for total chlorine through the use of standards. No daily records for the quality control of total chlorine were being maintained.

Recommended Corrective Action: The regulated entity shall submit documentation to the TCEQ El Paso Region Office which indicates that standards are being analyzed on a 10% basis. If one to 10 samples are analyzed on a particular day, then one standard shall be analyzed. Duplicates may be analyzed in lieu of standards for the total chlorine residual analysis.

Resolution: The regulated entity has submitted documentation to the TCEQ El Paso Region Office which indicates that standards are being analyzed on a 10% basis. If one to 10 samples are analyzed on a particular day, then one standard shall be analyzed. Duplicates may be analyzed in lieu of standards for the total chlorine residual analysis.

Track Number: 802525

Resolution Status Date: 8/2/2022

Violation Start Date: 12/14/2021

Violation End Date: 3/10/2022

30 TAC Chapter 305.125(1)

PERMIT WQ0014349001, WQ0014349001

Effluent Limitations and Monitoring Requirements (4)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to maintain the treated effluent that is discharged to Outfall 001 free of floating solids. A moderate amount of floating solids in the de-chlorination chamber was being discharged to Outfall 001. There shall be no discharge of floating solids or visible foam in other than trace amounts.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to maintain the treated effluent that is discharged to Outfall 001 free of floating solids. A moderate amount of floating solids in the de-chlorination chamber was being discharged to Outfall 001. There shall be no discharge of floating solids or visible foam in other than trace amounts.

Recommended Corrective Action: The regulated entity shall submit documentation/photographs to the TCEQ El Paso Region Office which indicate/depict measures have been implemented to prevent the discharge of solids from the wastewater treatment plant to Outfall 001 and that there are no visible solids being discharged.

Resolution: The regulated entity has submitted documentation/photographs to the TCEQ El Paso Region Office which indicate/depict measures have been implemented to prevent the discharge of solids from the wastewater treatment plant to Outfall 001 and that there are no visible solids being discharged.

Track Number: 802528

Resolution Status Date: 8/2/2022

Violation Start Date: 12/14/2021

Violation End Date: 3/10/2022

30 TAC Chapter 305.125(1)

PERMIT WQ0014349001, WQ0014349001

Permit-Operational Requirements (11)(f)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to maintain monthly records for all sludge removed from the wastewater treatment process.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to maintain monthly records for all sludge removed from the wastewater treatment process.

Recommended Corrective Action: The regulated entity shall submit documentation to the TCEQ El Paso Region Office which indicates that a monthly record for all sludge removed from the wastewater treatment process is being maintained. The records must include the following: Volume of waste and date(s) generated from treatment process; Volume of waste disposed of on-site or shipped off-site; Date(s) of disposal; Identity of hauler or transporter; Location of disposal site; and Method of final disposal.

Resolution: The regulated entity has submitted documentation to the TCEQ El Paso Region Office which indicates that a monthly record for all sludge removed from the wastewater treatment process is being maintained. The records must include the following: Volume of waste and date(s) generated from treatment process; Volume of waste disposed of on-site or shipped off-site; Date(s) of disposal; Identity of hauler or transporter; Location of disposal site; and Method of final disposal.

NOE Date: 8/19/2022

**OUTSTANDING ALLEGED VIOLATION(S)
ASSOCIATED TO A NOTICE OF ENFORCEMENT**

Track Number: 802524

Compliance Due Date: 03/11/2022

Violation Start Date: 12/14/2021

30 TAC Chapter 305.125(1)

PERMIT WQ0014349001, WQ0014349001

Permit-Permit Conditions (2)(g)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to prevent the unauthorized discharge of untreated wastewater to land. An overspray of untreated wastewater is being continuously discharged adjacent to land directly outside of the northeast corner of the aeration basin. The overspray has also covered the entire portion of the catwalk directly above Aerator No. 2. In addition to this, the motor associated with Aerator No. 2 is leaking oil onto the catwalk and potentially into the aeration basin.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to prevent the unauthorized discharge of untreated wastewater to land. An overspray of untreated wastewater is being continuously discharged adjacent to land directly outside of the northeast corner of the aeration basin. The overspray has also covered the entire portion of the catwalk directly above Aerator No. 2. In addition to this, the motor associated with Aerator No. 2 is leaking oil onto the catwalk and potentially into the aeration basin.

Recommended Corrective Action: The regulated entity shall submit documentation/photographs to the TCEQ El Paso Region Office which indicate/depict measures have been implemented to prevent the unauthorized discharge to land and that the overspray from the aeration basin is being properly managed. The regulated entity shall also submit documentation/photographs to the TCEQ El Paso Region Office which indicate/depict that the impacted areas have been properly remediated, to include analytical reports for confirmation and backgrounds samples and manifests for disposal of contaminated material generated during remediation activities.

Track Number: 802526

Compliance Due Date: 03/11/2022

Violation Start Date: 12/14/2021

30 TAC Chapter 305.125(1)

PERMIT WQ0014349001, WQ0014349001

Permit-Operational Requirements (1)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to maintain all aerators within the aeration basin. Aerator No. 1 has been out of service since 2013 and was subsequently removed in 2014. The motor of Aerator No. 2 is leaking oil. The pontoon aerator is out of service due to a broken frame.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to maintain all aerators within the aeration basin. Aerator No. 1 has been out of service since 2013 and was subsequently removed in 2014. The motor of Aerator No. 2 is leaking oil. The pontoon aerator is out of service due to a broken frame.

Recommended Corrective Action: The regulated entity shall submit documentation/photographs to the

TCEQ El Paso Region Office which indicate/depict that the aerators provided for the aeration basin are being maintained.

Track Number: 802527

Compliance Due Date: 03/11/2022

Violation Start Date: 12/14/2021

30 TAC Chapter 305.125(1)

PERMIT WQ0014349001, WQ0014349001

Permit-Permit Conditions (2)(e)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to obtain authorization for the removal of Aerator No. 1 and the addition of the pontoon aerator. The regulated entity also failed to obtain authorization for the utilization of the historical racetrack/aeration basin to receive diverted influent for storage to manage increased flows from influent. The historical racetrack/aeration basin remains hydraulically connected at the headworks even though a closure plan has been submitted and processed for this unit to resolve an alleged violation associated to Enforcement Case No. 48535 on September 24, 2019.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to obtain authorization for the removal of Aerator No. 1 and the addition of the pontoon aerator. The regulated entity also failed to obtain authorization for the utilization of the historical racetrack/aeration basin to receive diverted influent for storage to manage increased flows from influent. The historical racetrack/aeration basin remains hydraulically connected at the headworks even though a closure plan has been submitted and processed for this unit to resolve an AV.

Recommended Corrective Action: The regulated entity shall submit documentation to the TCEQ El Paso Region Office which indicates that moving forward approval will be obtained from the TCEQ Municipal Waste Discharge Permitting Team before beginning any change in the permitted facility or activity that may result in noncompliance with any permit requirements. In addition, the regulated entity shall submit documentation to the TCEQ El Paso Region Office which indicates that the pontoon aerator has been approved for use, as well as photographs which depict that the historical racetrack/aeration basin has been hydraulically disconnected.

Signed


Environmental Investigator

Date 8/19/2022

Signed


Supervisor

Date 8/22/22

Attachments: (in order of final report submittal)

☒ Enforcement Action Request (EAR)	☐ Maps, Plans, Sketches
☐ Letter to Facility (specify type) : <u>NOE</u>	☐ Photographs
☐ Investigation Report	☐ Correspondence from the facility
☐ Sample Analysis Results	☒ Other (specify) :
☐ Manifests	<u>response to NOV</u>
☐ Notice of Registration	

List of Attached files

Arturoletter for deficiencies August 2022 Revised.docx
TCEQ Agreed Order 2021-0015-MWD-E RESPONSE 5-20-22.pdf
20186_Alpine_WWTP Improvements_BID SET 8.4.21Contract.pdf
Response to Notification of Violations 3-10-22.pdf



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Protecting Texas by Reducing and Preventing Pollution

Response to NOV



DEPARTMENT OF PUBLIC UTILITIES

KEITH SEGAR – DIRECTOR
309 W. SUL ROSS AVENUE ALPINE, TX 79830
(432)837-3281 ext. 6

March 10, 2022

Mr. Kent Waggoner
TCEQ El Paso Regional Office
401 E Franklin Ave, Ste 560
El Paso, TX 79901-1212

RE: WQ0014349001 Response to Notice of Violation

Dear Mr. Waggoner,

Please see the following responses to the Alleged Violations found during Inspection #1782630.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Sincerely,

Keith Segar

Director of Utilities

Track No: 802522 Reusing Sample Containers

We are no longer using reusing sampling containers. We verbally requested sample bottles from the City of Odessa Lab. Our cabinet is fully stocked with plenty of new containers with sodium thiosulfate preservative inside. Please see the following pictures of our new supply.



Track No: 802523 Quality Control Measures

We are now analyzing the chlorine standards every day. We implemented a Chlorine Calibration log sheet immediately after our inspection in December. However, we also wanted to ensure we are properly performing Quality Control practices for all four tests we routinely perform in-house. These are for Chlorine, DO, pH, and E-coli. We ordered and received the "Standard Methods for the Examination of Water and Wastewater" (23rd Edition) on March 2, 2022. We have created the following testing worksheets for each type of test, and have implemented the Standard Methods for Quality Control on March 7, 2022. We are attaching the sample worksheets, as well as the test results from the first week of following the Quality Control procedures.

A	B	C	D	E	F
1					
2					
3	DATE: _____				
4					
5	pH				
6	Operator	Sample	Result (mg/L)	QC Check	
7		V-Notch			
8		V Dup		#DIV/0!	
9					
10					
11	pH Cal Check				
12	Slope	Check (7)			
13					
14					
15					
16	QC rules:				
17	Dup RSD:	≤15%			
18	Check Std:	6.3-7.7			
19					
20					

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1														
2														
3	DATE: _____													
4														
5	Dissolved Oxygen													
6	Operator	Sample	Result (mg/L)	QC Check										
7		Blank		0										
8		Control												
9		V-Notch												
10		V Dup		#DIV/0!										
11														
12	DO Calibration Check													
13	Slope	Offset	Temp											
14														
15														
16														
17	QC rules:													
18	Blank:	0-0.2 mg/L												
19	Dup RSD:	≤15%												
20	Control:	85-115%												
21	Control Recovery calculated based on solubility chart & Temp													
22														
23														
24														
25														
26														
27														
28														
29														
30														

LCS Temp: _____

Table Oxygen solubility in air-saturated fresh water (mg/L)

T [°C]	c _a (T)	0	.1	.2	.3	.4	.5	.6	.7	.8	.9	1.0
0	14.	64	60	55	51	47	43	39	35	31	27	23
1		23	19	15	10	6	3	99	95	91	87	83
2	13.	83	79	75	71	68	64	60	56	52	49	45
3		45	41	38	34	30	27	23	20	16	12	9
4		9	5	2	98	95	92	88	85	81	78	75
5	12.	75	71	68	65	61	58	55	52	48	45	42
6		42	39	36	32	29	26	23	20	17	14	11
7		11	8	5	2	99	96	93	90	87	84	81
8	11.	81	78	75	72	69	67	64	61	58	55	53
9		53	50	47	44	42	39	36	33	31	28	25
10		25	23	20	18	15	12	10	7	5	2	99
11	10.	99	97	94	92	89	87	84	82	79	77	75
12		75	72	70	67	65	63	60	58	55	53	51
13		51	48	46	44	41	39	37	35	32	30	28
14		28	26	23	21	19	17	15	12	10	8	6
15		6	4	2	99	97	95	93	91	89	87	85
16	9.	85	83	81	79	76	74	72	70	68	66	64
17		64	62	60	58	56	54	53	51	49	47	45
18		45	43	41	39	37	35	33	31	30	28	26
19		26	24	22	20	19	17	15	13	11	9	8
20		9	6	4	2	1	99	97	95	94	92	90
21	8.	90	88	87	85	83	82	80	78	76	75	73
22		73	71	70	68	66	65	63	62	60	58	57
23		57	55	53	52	50	48	47	46	44	42	41
24		41	39	38	36	35	33	32	30	28	27	25
25		26	24	22	21	19	18	16	15	14	12	11
26		11	9	8	6	5	3	2	0	99	98	96
27	7.	96	95	93	92	90	89	88	86	85	83	82
28		82	81	79	78	77	75	74	73	71	70	69
29		69	67	66	65	63	62	61	59	58	57	55
30		55	54	53	51	50	49	48	46	45	44	42
31		42	41	40	39	37	36	35	34	32	31	30
32		30	29	28	26	25	24	23	21	20	19	18
33		18	17	15	14	13	12	11	9	8	7	6
34		6	5	4	2	1	0	99	98	97	96	94
35	6.	94	93	92	91	90	89	88	87	85	84	83
36		83	82	81	80	79	78	77	75	74	73	72
37		72	71	70	69	68	67	66	65	64	63	61
38		61	60	59	58	57	56	55	54	53	52	51
39		51	50	49	48	47	46	45	44	43	42	41
40		41	40	39	38	37	36	35	34	33	32	31

DO and pH samples are taken twice each week, and the QC is also now being done on the same days, twice per week.

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						

DATE:

Chlorine Residual			
Operator	Sample	Result (mg/L)	QC Check
	Blank		0
	Contact 1		
	Con 1 Dup		#DIV/0!
	Contact 2		
	V-Notch		

Chlorine Calibration Check			
Blank (0)	Std 1 (0.23)	Std 2 (0.94)	Std 3 (1.64)

QC rules:

Blank:	0-0.2 mg/L
Dup RSD:	<15%
Std 1:	0.14-0.32
Std 2:	0.84-1.04
Std 3:	1.5-1.78

Chlorine Residuals are taken daily, and the QC is also now being done daily.

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

DATE:

E.coli							
	Date	Time	Temp	# Large Wells	# Small Wells	MPN	QC Check:
Blank	/	/	/				0
Sample							N/A
Duplicate							#DIV/0!

QC Rules:

Blank:	0
Dup RSD:	≤ 15

The E.coli samples are done once per week. The QC is also now being done on the same day, once per week.

1. TITLE.

Dissolved Oxygen

2. SCOPE AND APPLICATION.

Dissolved oxygen reading are taken from the final effluent before leaving the plant to ensure levels are safe for the receiving waters. A DO that is too low will reduce the oxygen content in the receiving stream and can cause harm to plants and wildlife.

3. METHOD SUMMARY.

Analysis of dissolved oxygen in wastewater effluent by Hach LDO probe. The probe works by transmitting blue light and receiving red light. The higher the oxygen concentration, the quicker red light is emitted.

4. DEFINITIONS.

DO: Dissolved Oxygen

LDO: Luminescent Dissolved Oxygen

DI: Deionized

5. HEALTH AND SAFETY.

No chemicals are used in the procedure for this test or the maintenance of the probe. Safety is a concern with proper data collection. Care must be taken to analyze at the V-notch without falling into the basin.

6. INTERFERENCES.

While temperature is an interferent for dissolved oxygen, it is negated by the fact that field samples are taken.

7. HANDLING AND PRESERVATION.

This analysis is performed in the field and requires no preservation.

8. EQUIPMENT AND SUPPLIES.

Hach meter

Hach LDO probe

300mL BOD bottle (plastic or glass)

Sampling stick

Vacuum pump

Sidearm flask

9. PROCEDURES.

Calibrating:

- Fill A BOD bottle one quarter full with DI water

- Put a stopper/cap on the bottle and shake for 30 seconds
- Let stand 20 minutes
- Rinse probe with DI water and pat dry
- Remove stopper from BOD bottle and put probe in
- Wait approximately 10 minutes, then hit READ
- Record information on DO Calibration Log
- Hit SAVE
- Store probe and meter in Hach equipment box

Analyzing:

- Making the blank:
 - Pour at least 300mL but no more than 500mL of DI into the side arm flask
 - Attach the flask to the vacuum pump and stopper the top of the flask
 - Turn on pump and swirl water in flask a few times every few minutes until water is deoxygenated
 - Pour water into 300mL BOD bottle and analyze immediately
- Making the control:
 - Put at least 300mL of DI water in fridge for at least one hour
 - Remove from fridge and pour into 300mL BOD bottle
 - Cover bottle with parafilm and let the water come to ambient temp before analysis
- Effluent readings will be collected in field from the V-Notch basin
- Analyzing samples:
 - Rinse probe with DI then pat dry
 - Submerge probe cap and sensor in the sample
 - Shake probe to remove air bubbles (For samples analyzed in 300mL BOD bottle)
 - Stir gently and hit READ
 - Record results on DO analysis log and Daily Sheet
 - For the Control: Check the Oxygen Saturation Chart to ensure the reading is within 90-100% of the true value
 - Rinse probe with DI and pat dry
 - Store probe and meter in Hach equipment box

10. QUALITY CONTROL.

A blank with results from 0-0.2 mg/L, a duplicate with an RSD of $\leq 15\%$, and a control with a recovery of 90-110%

11. DATA ANALYSIS AND CALCUATIONS.

There are no calculations to be done for this test. The probe reports DO in mg/L, and is written as is on the Daily Log Sheet.

12. WASTE MANAGEMENT.

The DI from the calibration bottle is the only created waste and is safe to put down the drain.

13. REFERENCES.

Hach LDO FAQ: <https://www.hach.com/LDOFAQ>
Standard Methods 23rd edition- SM 4500 O (A&H)

14. ATTACHMENTS.

Fig 1. Oxygen Saturation Chart

Table: Oxygen solubility in air-saturated fresh water [mg/L]

T [°C]	$c_s(T)$	0	1	2	3	4	5	6	7	8	9	10
0	14.	64	60	55	51	47	43	39	35	31	27	23
1		23	19	15	10	6	3	00	95	91	87	83
2	13.	83	79	75	71	68	64	60	56	52	49	45
3		45	41	38	34	30	27	23	20	16	12	9
4		9	5	2	98	95	92	88	85	81	78	75
5	12.	75	71	68	65	61	58	55	52	48	45	42
6		42	39	36	32	29	26	23	20	17	14	11
7		11	8	5	2	99	96	93	90	87	84	81
8	11.	81	78	75	72	69	67	64	61	58	55	53
9		53	50	47	44	42	39	36	33	31	28	25
10		25	23	20	18	15	12	10	7	5	2	00
11	10.	99	97	94	92	89	87	84	82	79	77	75
12		75	72	70	67	65	63	60	58	55	53	51
13		51	48	46	44	41	39	37	35	32	30	28
14		28	25	23	21	19	17	15	12	10	6	6
15		6	4	2	99	97	95	93	91	89	87	85
16	8.	85	83	81	79	76	74	72	70	68	66	64
17		64	62	60	58	56	54	53	51	49	47	45
18		45	43	41	39	37	35	33	31	30	28	26
19		25	24	22	20	19	17	15	13	11	9	8
20		6	4	2	1	99	97	95	94	92	90	
21	8.	90	88	87	85	83	82	80	78	75	73	
22		73	71	70	68	66	65	63	62	60	58	57
23		57	55	53	52	50	49	47	46	44	42	41
24		41	39	38	36	35	33	32	30	28	27	25
25		25	24	22	21	19	18	16	15	14	12	11
26		11	9	8	6	5	3	2	0	99	98	96
27	7.	96	95	93	92	90	89	88	86	85	83	82
28		82	81	79	78	77	75	74	73	71	70	69
29		69	67	66	65	63	62	61	59	58	57	56
30		55	54	53	51	50	49	48	46	45	44	42
31		42	41	40	39	37	36	35	34	32	31	30
32		30	29	28	26	25	24	23	21	20	19	18
33		18	17	15	14	13	12	11	9	8	7	6
34		6	5	4	2	1	0	99	98	97	96	94
35	6.	94	93	92	91	90	89	88	87	85	84	83
36		83	82	81	80	79	78	77	75	74	73	72
37		72	71	70	69	68	67	66	65	64	63	61
38		61	60	59	58	57	56	55	54	53	52	51
39		51	50	49	48	47	46	45	44	43	42	41
40		41	40	39	38	37	36	35	34	33	32	31

1. TITLE.

pH

2. SCOPE AND APPLICATION.

pH is a vital part of wastewater treatment as coagulation and bug health depend heavily on it. Ensuring that the pH is in an acceptable value is also important for the life of plants and animals in receiving waters.

3. METHOD SUMMARY.

pH is determined via Hach ISE.

4. DEFINITIONS.

pH: $-\text{Log}[\text{H}^+]$

ISE: Ion Selective Electrode

5. HEALTH AND SAFETY.

There are no harmful chemicals or substances in the pH testing procedure. Care must be taken during field reading to ensure the technician does not fall into the V-notch chamber.

6. INTERFERENCES.

Temperature, turbidity, colloidal matter, oxidants, reductants, and high salinity

7. HANDLING AND PRESERVATION.

Sample should be analyzed ASAP (within 15 min) after being taken. Temperature should remain as close to the same as possible as pH is temperature dependent.

8. EQUIPMENT AND SUPPLIES.

Hach meter

Hach H⁺ ISE

pH buffers for calibrating: pH= 4, 7, & 10

9. PROCEDURES.

Calibration:

- Pour fresh buffer into clean labeled containers
- Rinse ISE with DI and dry
- Submerge sensor into pH 4 buffer
- Stir gently and hit READ
- Once the result is stable, hit SAVE
- Repeat bullets 2-5 with buffers pH 7 & pH 10 in ascending order
- Record the results on the pH Calibration log

- Store sensor end of probe in screw on KCl solution bottle
- Discard used buffer and clean containers

Analysis:

- Pull effluent sample from V-notch
- Rinse ISE with DI and dry
- Submerge sensor in sample
- Stir gently and hit READ
- Record results on Daily Log Sheet
- Rinse ISE with DI and dry
- Store sensor end of probe in screw on KCl solution bottle

10. QUALITY CONTROL.

A calibration check standard that passes within +/- 10% and a Duplicate with a RSD $\leq$ 15%

11. DATA ANALYSIS AND CALCUATIONS.

No calculations are needed as the result the ISE gives is the final result recorded on the Daily Log sheet.

12. WASTE MANAGEMENT.

The only waste created during analysis is the left over pH buffers from calibration which are safe to dispose of down the drain.

13. REFERENCES.

Standard Methods 23rd edition- SM 4500-H+

14. ATTACHMENTS.

None

1. TITLE.

Total Chlorine

2. SCOPE AND APPLICATION.

To determine chlorine residual in waste water effluent after chlorination to ensure proper disinfection, and after de-chlorination to ensure no chlorine harms receiving water.

3. METHOD SUMMARY.

Total chlorine level in effluent is determined through use of a Hach colorimeter. DPD reacts with chlorine in sample to form a pink color. The pink in the samples is measured by the colorimeter reading light at a wavelength of 520nm to convert intensity of the pink color into a concentration of chlorine.

4. DEFINITIONS.

DPD: N,N-diethyl-p-phenylenediamine

LR: Low Range

MR: Midrange

HR: High Range

5. HEALTH AND SAFETY.

Chlorine gas is dangerous and the SDS should be addressed if someone is to come into direct contact. Gloves should be worn when grabbing chlorine samples. Care should be taken that an operator does not fall into a basin.

6. INTERFERENCES.

Acidity (>150mg/L CaCO₃), Alkalinity (>250mg/L CaCO₃), Bromine (all levels), Chlorine Dioxide (all levels), Hardness (>1000mg/L CaCO₃), Iodine (all levels), Oxidized Manganese requires pretreatment of samples, Ozone (all levels)

7. HANDLING AND PRESERVATION.

Chlorine samples must be run immediately as chlorine can dissipate easily and has many environmental interferences.

8. EQUIPMENT AND SUPPLIES.

Hach colorimeter

Hach low level colorimeter standards

10 mL Glass cuvette and cuvette cap

DPD

9. PROCEDURES.

Check Calibration:

- Turn on colorimeter, and set to analyze at the appropriate range
 - Either LR, MR, HR. We analyze effluent samples under LR
 - Use the appropriate Secondary Standard Kit for the selected range
- Starting with the Blank, insert the standard with the arrow pointing away from the keyboard
- Cap the colorimeter and press the BLUE zero button
- Record the value on the Chlorine Calibration Check (should be zero), then remove the standard
- Insert Standard 1 with the arrow pointing away from the keyboard
- Cap the colorimeter and press the GREEN read button
- Record the value on the Chlorine Calibration Check
- Repeat bullets 5-7 for Standards 2 & 3
- Compare results of standards to the acceptance criteria in the standards box
 - If results are within range, continue with normal analysis
 - If results are out of range, colorimeter needs calibration

Analysis:

- DI water should be used for the blank
- Rinse sample cell 3 times with sample
- Fill with sample to the 5mL line
- Dry outside of the cuvette and insert into colorimeter with the arrow facing away from the keyboard
- Cap the colorimeter and press the BLUE zero button
- Remove sample and add DPD from the portable dispenser
- Close the cuvette and invert for 20 seconds to dissolve DPD
- Dry outside of the cuvette and insert into colorimeter with the arrow facing away from the keyboard
- Cap the colorimeter and press the GREEN read button
- Record results on Daily Log Sheet
- Empty sample cell and clean with DI

10. QUALITY CONTROL.

Low level colorimeter standards are analyzed prior to sample analysis to ensure instrument calibration is still acceptable. Acceptance is based on the Hach approved range for the standards located inside the standards box. A Blank that reads 0.0, calibration check standards are run in lieu of a control, and Duplicate with a RSD $\leq 15\%$.

11. DATA ANALYSIS AND CALCUATIONS.

The colorimeter provides results in mg/L which are reporting units so no further calculation is required.

12. WASTE MANAGEMENT.

Waste after analysis consists of effluent and DPD powder which is safe to put down the drain.

13. REFERENCES.

Hach Total Chlorine booklet- USEPA Method 8167
Standard Methods 23rd Edition- SM 4500-Cl (A&G)

14. ATTACHMENTS.

None

1. TITLE.

E.coli

2. SCOPE AND APPLICATION.

To test wastewater effluent in an effort to ensure proper disinfection and safety of effluent flow into the creek.

3. METHOD SUMMARY.

This laboratory uses the IDEXX Colilert enumeration process. It indicates total coliform and E.coli. The coliform bacteria consume the DST indicator and the metabolites formed create a yellow color, specifically E.coli fluoresce under UV light.

4. DEFINITIONS.

EC: E.coli

DST: Defined Substrate Technology

MPN: Most Probable Number

5. HEALTH AND SAFETY.

Colilert powder is non-harmful to humans. Care should be taken in collection of effluent sample as E.coli and other harmful bacteria could be present.

6. INTERFERENCES.

Large quantities of certain other bacteria may cause a well to fluoresce, but they will not turn yellow and would thus be negative for E.coli

7. HANDLING AND PRESERVATION.

Samples are to be collected in sterilized 100mL bacteria bottles containing sodium thiosulfate. Sample must be run within 6hrs of collection. Samples not able to be run immediately should be stored on ice.

8. EQUIPMENT AND SUPPLIES.

100 mL sterilized bacteria bottle containing sodium thiosulfate

Colilert pillow pack

Quanti-Tray

Quanti-Tray sealer

Incubator at (35C +/- 0.5C)

UV light source

MPN table

9. PROCEDURES.

Sampling:

- Obtain a sterilized 100 mL bacteria bottle containing sodium thiosulfate
- From the V-notch, fill the sampling stick with effluent then pour into a sterilized container
- From that container, carefully, fill the bacteria bottle to the 100mL mark, ensuring you do not wash out the chemical inside the bottle.
- Analyze immediately

Analysis:

- Add the contents one Colilert pillow pack to the 100mL bottle containing sample
- Cap the bottle and shake until dissolved
- Pour the sample into a Quanti-Tray and seal in the Quanti-Tray sealer
- Place the sealed tray into the incubator for 24hrs
- After 24hrs, observe the tray under a UV light- 5 inches away from the tray
- Wells that light up are positive
- Count the total number of large and the total number of small positive wells
- Compare the numbers to the MPN table
- Record on the E.coli Log sheet the result where the two values meet on the table

10. QUALITY CONTROL.

A blank should come back negative for E.coli, and the duplicates should be within +/- 15%. Microbiology incubator temperature should be checked twice daily.

11. DATA ANALYSIS AND CALCUATIONS.

The final result on the MPN sheet is recorded as is.

12. WASTE MANAGEMENT.

The waste includes effluent and deionized water. They can be disposed of down the drain and into the trash.

13. REFERENCES.

Standard Methods 23rd Edition- SM 9223

14. ATTACHMENTS.

MPN Table
Temperature Log
E.coli Log Sheet

Below are the actual results from our new QC process this past week:

DATE:		7-Mar-22	
Chlorine Residual			
Operator	Sample	Result (mg/L)	QC Check
RW	Blank	0.05	0.05 ✓
	Contact 1	1.21	
	Con 1 Dup	1.3	5.07088528 ✓
	Contact 2	2.2	
	V-Notch	0.01	
Chlorine Calibration Check			
Blank (0)	Std 1 (0.23)	Std 2 (0.94)	Std 3 (1.64)
0 ✓	0.21 ✓	0.92 ✓	1.63 ✓
QC rules:			
	Blank:	0-0.09 mg/L	
	Dup RSD:	≤ 15%	
	Std 1:	0.14-0.32	
	Std 2:	0.84-1.04	
	Std 3:	1.5-1.78	

DATE:	8-Mar-22		
Chlorine Residual			
Operator	Sample	Result (mg/L)	QC Check
KH	Blank	0.03	0.03 ✓
	Contact 1	1.09	
	Con 1 Dup	1.07	1.309457 ✓
	Contact 2	2.2	
	V-Notch	0.01	
Chlorine Calibration Check			
Blank (0)	Std 1 (0.23)	Std 2 (0.94)	Std 3 (1.64)
0 ✓	0.2 ✓	0.9 ✓	1.6 ✓
QC rules:			
	Blank:	0-0.2 mg/L	
	Dup RSD:	≤ 15%	
	Std 1:	0.14-0.32	
	Std 2:	0.84-1.04	
	Std 3:	1.5-1.78	

DATE:	9-Mar-22		
Chlorine Residual			
Operator	Sample	Result (mg/L)	QC Check
KH	Blank	0	0 ✓
	Contact 1	1.39	
	Con 1 Dup	1.39	0 ✓
	Contact 2	2.2	
	V-Notch	0.04	
Chlorine Calibration Check			
Blank (0)	Std 1 (0.23)	Std 2 (0.94)	Std 3 (1.64)
0 ✓	0.21 ✓	0.93 ✓	1.64 ✓
QC rules:			
	Blank:	0-0.2 mg/L	
	Dup RSD:	≤ 15%	
	Std 1:	0.14-0.32	
	Std 2:	0.84-1.04	
	Std 3:	1.5-1.78	

DATE:	8-Mar-22
--------------	----------

LCS Temp: 18.6

Dissolved Oxygen			
Operator	Sample	Result (mg/L)	QC Check
KH	Blank	-	-
	Control	8.05	86.28081
	V-Notch	5.27	
	V Dup	5.3	0.401385

DO Calibration Check		
Slope	Offset	Temp
106	0	21.02

QC rules:

Blank: 0-0.2 mg/L

Dup RSD: $\leq 15\%$

Control: 85-115%

Control Recovery calculated based on solubility chart & Temp

NOTE:

Currently unable to get passing blank with our resources. Items have been ordered to adress this issue.

DATE:	9-Mar-22
--------------	----------

LCS Temp: 16.1

Dissolved Oxygen			
Operator	Sample	Result (mg/L)	QC Check
KH	Blank	-	-
	Control	8.38	85.24924
	V-Notch	5.51	
	V Dup	5.54	0.383949

DO Calibration Check		
Slope	Offset	Temp
106.5	0	19.58

QC rules:

Blank: 0-0.2 mg/L

Dup RSD: $\leq 15\%$

Control: 85-115%

Control Recovery calculated based on solubility chart & Temp

NOTE:

Currently unable to get passing blanks with our resources. Items have been ordered to address this issue

DATE:	8-Mar-22		
pH			
Operator	Sample	Result (mg/L)	QC Check
KH	V-Notch	7.28	
	V Dup	7.3	0.19399363 ✓
pH Cal Check			
Slope	Check (7)		
106	6.91 ✓		
QC rules:			
	Dup RSD:	≤ 15%	
	Check Std:	6.3-7.7	

DATE:	9-Mar-22		
pH			
Operator	Sample	Result (mg/L)	QC Check
KH	V-Notch	7.22	
	V Dup	7.25	0.29320254 ✓
pH Cal Check			
Slope	Check (7)		
98	6.94 ✓		
QC rules:			
	Dup RSD:	≤ 15%	
	Check Std:	6.3-7.7	

DATE:		8-Mar-22						
E.coli								
Operator		Date	Time	Temp	# Large Wells	# Small Wells	MPN	QC Check:
MM	Blank	3/8/22	2:09 pm	35.2C	0	0	0	0 ✓
	Sample				8	2	10.8	N/A
	Duplicate	3/9/22	2:15 pm	35.2C	2	2	7.3	27.346671 ✗
QC Rules:								
		Blank:	0					
		Dup RSD:	≤ 15					

We have tried raising the level in the basin to get the impeller lower, but we are unable to raise it high enough to stop the overspray. Also, there is not a variable speed on the existing aerator, so we cannot slow it down to decrease the overspray. However, we will be getting new aerators in July, and this problem will be resolved at that time. In the meantime, we are rinsing down the catwalk daily, and monitoring the ground around the aeration basin.

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Track No: 802525 Floating Solids in Effluent

We cleaned the contact chambers again on 1/11/22 and 3/3/22. Aerator maintenance and solids removal checklists were created and hung in the lab area for reference. The two lists will be checked daily for needed maintenance, and long-term maintenance is scheduled on our calendar. Maintenance performed will be recorded on plant maintenance log for major maintenance, and in the daily log book for small day to day maintenance.

We also installed new screens. There are no visible solids being discharged.



Removal of Solids Checklist

Daily

- ☐ Scoop solids out of chlorine contact chamber and contact basins

Semiannually

- ☐ Clean contact basins
 - Empty one contact at a time, slowly
 - Hose down to remove build up and algae
 - Open contact back up then close the other
- ☐ Check screens
 - Spray off
 - Replace as needed



We are unable to stop the oil leak on the aerator #2. We are getting new aerators in July, and this problem will be resolved at that time. In the meantime, we are keeping absorbent pads under the leaks, and changing frequently.

Aerator maintenance and solids removal checklists were created and hung in the lab area for reference. The two lists will be checked daily for needed maintenance, and long-term maintenance is scheduled on our calendar. Maintenance performed will be recorded on plant maintenance log for major maintenance, and in the daily log book for small day to day maintenance.

We have been keeping a detailed maintenance log since the inspection in December.



Aerator Maintenance Checklist

Weekly

- ☐ Check absorbent pads and change when needed
 - Turn off motor
 - Remove old pads: put into trash bag and throw in dumpster
 - Place new pads all around motor where leaking occurs
 - Place bricks/blocks on top of the new pads to keep them in place
- ☐ Check oil
 - Turn off motor
 - Check dipstick
 - If oil is needed, add more
- ☐ Spray down catwalk

Monthly

- ☐ Remove dirt from around outside of aerator that overspray has effected
 - Disposed of dirt should go into a roll-off
- ☐ Grease motor

3-6 Months

- ☐ Change oil
 - Observe level and cleanliness of oil during weekly checks to determine when this is needed

MONTH: December 2021			
Maintenance Log			
Date	Location/Unit	Maintenance Performed	Notes
12/1/21	old racetrack	removed sludge	w/ backhoe and shovels
12/2/21	Contacts	painted effluent lines	color - purple
12/3/21	old racetrack	removed sludge	
12/4/21	old racetrack	Removed sludge	This was a Saturday w/ backhoe
12/5/21	old racetrack	removed sludge	w/ backhoe
12/6/21	clarifiers land 2	Cleaned / sprayed clarifiers	
12/7/21	Clarifier #2	Cleaned scum canal / foam	
12/8/21	Clarifier land	pulled rags and trash	
12/9/21	Junction Box B	cleaned floaties	with net
12/13/21	Contacts, plant	Cleaned floaties / cut grass	with net with weedeater
12/15/21	denatation basin	sprayed foam / cleaned aeration	
12/19/21	Junction Box B	Cleaned floaties	w/ net
12/20/21	Aeration Basin	sprayed and cleaned aeration basin	w/ water hose
12/21/21	RAS Pit	replaced belts on RAS #2	belts from NAFA
12/22/21	Aeration Basin	sprayed down aeration	w/ water hose

MONTH: January 2022 -			
Maintenance Log			
Date	Location/Unit	Maintenance Performed	Notes
1/4/22	Contact Basin	Cleaned Contacts land 2	w/ assist pump w/ water hose
1/8/22	Junction Box B	Cleaned floaties from ^{Junction} Box B	w/ net
1/9/22	Contact Basin	Cleaned floaties / contacts	w/ net
1/11/22	Contacts Basin	cleaned contacts land 2	
1/11/22	Aeration Basin	sprayed down / changed oil →	oil level / aeration was low
1/13/22	Contact Basin	cleaned floaties	w/ net
1/18/22	Contact Basin	cleaned contacts	w/ water hose with assist pump
1/21/22	Contact Basin	sprayed down v-notch	cleaned algae
1/24/22	Junction Box B	cleaned floaties	w/ net
1/26/22	Clarifiers land 2	sprayed algae off	
1/26/22	contacts land 2	cleaned contacts	w/ assist pump w/ water hose
1/27/22	all of plant	greased all fittings ^{around the} plant and	w/ grease gun
1/28/22	Junction Box B	cleaned floaties	w/ net
1/31/22	Contacts land 2	cleaned floaties	w/ net
1/31/22	Contacts land 2	sprayed algae	w/ water hose

Maintenance Log February 2022			
Date	Location/Unit	Maintenance Performed	Notes
2-1-22	Clarifiers #1 & 2	Greased all fittings on motors	RW
2-5-22	RAS pumps	Greased all fittings on motors	MM
2-11-22	Aerator #1	Changed out absorbent pads	RW
2-14-22	Aerator #1	Added 2 qts of oil	MM
2-17-22	Chlorine booster pump	Broke down and cleaned out pump	RW, KH
2-18-22	Aerator #1	Changed out absorbent pads	RW
2-25-22	Chlorine booster pump	Broke down and cleaned out pump	RW, KH
2-28-22	Junction Box valves	Greased fittings	RW
2-28-22	Chlorine booster pump	Sprayed out filter	RW, MM, KH

Maintenance Log March 2022			
Date	Location/Unit	Maintenance Performed	Notes
3-1-2022	Effluent pump (golf course)	Greased all fittings	RW
3-2-2022	Chlorine booster pump	Sprayed out screen	RW
3-3-2022	Contacts	Cleaned out contact #2	RW, MM, KH

Track No: 802527 Failure to Obtain TCEQ Authorizations

Moving forward, we will obtain approval from TCEQ prior to beginning any changes to the permitted facility or activity that may result in noncompliance with any permit requirements. We have already demonstrated this by obtaining TCEQ approval to install two new aerators before we began making those changes. TCEQ approval letter is included below.

Since the pontoon aerator was not approved by TCEQ for use, we have removed the pontoon from the aeration basin and will not place it in the aeration basin ever again without TCEQ approval.



We are taking steps to put the historical racetrack back in service as an Emergency Overflow only. We understand some modifications will be needed in order to be able to pump out the overflow immediately following the emergency event. We are working with our Engineers to figure this out. Even though a closure plan was submitted by a previous Director of Utilities, the Racetrack was never removed from our permit, and when we renewed our permit in 2021, TCEQ approved the permit with the Racetrack still in it. Our engineers have contacted TCEQ in Austin and are working with them to find out why nothing was removed from the permit. We currently have no other overflow pipe for Emergency Overflow Events, when the new aeration basin was installed, no overflow plumbing was installed as part of that. Since our plant is located on a private ranch with livestock, we cannot endanger their health and life by allowing emergency overflow to go onto the ranch grounds. We have capped off the overflow line with an inflatable plug, but we have not hydraulically disconnected it.





TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

April 8, 2021

Henry K. Harle, P.E.
JACOB & MARTIN, LTD.
3465 Curry Ln.
Abilene, TX 79606

Re: City of Alpine
WWTP IMPROVEMENTS
Permit No. WQ0014349-001
WWPR Log No. 0421/021
CN600624290, RN103114690
Brewster County

Dear Mr. Harle:

TCEQ received the project summary transmittal letter dated 3/29/2021.

The rules which regulate the design, installation and testing of domestic wastewater projects are found in 30 TAC, Chapter 217, of the Texas Commission on Environmental Quality (TCEQ) rules titled, Design Criteria for Wastewater Systems.

Section 217.6(e), relating to case-by-case reviews, states in part that upon submittal of a summary transmittal letter, the executive director may approve of the project without reviewing a complete set of plans and specifications.

Under the authority of §217.6(e) a technical review of complete plans and specifications is not required. **However, the project proposed in the summary transmittal letter is approved for construction. Please note, that this conditional approval does not relieve the applicant of any responsibilities to obtain all other necessary permits or authorizations, such as wastewater treatment permit or other authorization as required by Chapter 26 of the Texas Water Code.** Below are provisions of the Chapter 217 regulations, which must be met as a condition of approval. These items are provided as a reminder. If you have already met these requirements, please disregard this additional notice.

- You must keep certain materials on file for the life of the project and provide them to TCEQ upon request. These materials include an engineering report, test results, a summary transmittal letter, and the final version of the project plans and specifications. These materials shall be prepared and sealed by a Professional Engineer licensed in the State of Texas and must show substantial compliance with Chapter 217. All plans and specifications must conform to any waste discharge requirements authorized in a permit by the TCEQ. Certain specific items which shall be addressed in the engineering report are discussed in §217.6(d). Additionally, the engineering report must include all constants, graphs,

Henry K. Harle, P.E.

Page 2

April 8, 2021

equations, and calculations needed to show substantial compliance with Chapter 217. The items which shall be included in the summary transmittal letter are addressed in §217.6(d)(1)-(9).

- Any deviations from Chapter 217 shall be disclosed in the summary transmittal letter and the technical justifications for those deviations shall be provided in the engineering report. Any deviations from Chapter 217 shall be based on the best professional judgement of the licensed professional engineer sealing the materials and the engineer's judgement that the design would not result in a threat to public health or the environment.
- Any variance from a Chapter 217 requirement disclosed in your summary transmittal letter is approved. If in the future, additional variances from the Chapter 217 requirements are desired for the project, each variance must be requested in writing by the design engineer. Then, the TCEQ will consider granting a written approval to the variance from the rules for the specific project and the specific circumstances.
- Within 60 days of the completion of construction, an appointed engineer shall notify both the Wastewater Permits Section of the TCEQ and the appropriate Region Office of the date of completion. The engineer shall also provide written certification that all construction, materials, and equipment were substantially in accordance with the approved project, the rules of the TCEQ, and any change orders filed with the TCEQ. All notifications, certifications, and change orders must include the signed and dated seal of a Professional Engineer licensed in the State of Texas.

This approval does not mean that future projects will be approved without a complete plans and specifications review. The TCEQ will provide a notification of intent to review whenever a project is to undergo a complete plans and specifications review. Please be reminded of 30 TAC §217.7(a) of the rules which states, "Approval given by the executive director or other authorized review authority does not relieve an owner of any liability or responsibility with respect to designing, constructing, or operating a collection system or treatment facility in accordance with applicable commission rules and the associated wastewater permit".

If you have any questions, or if we can be of any further assistance, please call me at (512) 239-4924.

Sincerely,



Baltazar Lucero-Ramirez, P.E.
Wastewater Permits Section (MC 148)
Water Quality Division
Texas Commission on Environmental Quality

BLR/tc

cc: TCEQ, Region 6 Office

Track No: 802528 Failure to Maintain Monthly Sludge Records

We are now keeping monthly sludge records. See attached logs being kept since December.

MONTHLY SLUDGE PROCESSING AND REMOVAL

MONTH: December

YEAR: 2021

DATE	ONSITE-DRYING BEDS				ONSITE-BELT PRESS				SHIPPED OFF-SITE				NOTES	OP INTL
	START TIME	END TIME	LOCATION	EST VOLUME	START TIME	END TIME	GPM	EST VOLUME	HAULER NAME	DISPOSAL SITE	METHOD of DISPOSAL	VOLUME		
1													No sludge wasted in	RW
2													either the drying	
3													beds or the belt press	
4														
5													Belt Press is broken	RW
6														
7														
8														
9														
10														
11														
12														
13														
14													TCEQ inspection by	
15													Arturo Leyva	
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MONTHLY SLUDGE PROCESSING AND REMOVAL

MONTH: January

YEAR: 2022

DATE	ONSITE-DRYING BEDS				ONSITE-BELT PRESS				SHIPPED OFF-SITE				NOTES	OP INTL
	START TIME	END TIME	LOCATION	EST VOLUME	START TIME	END TIME	GPM	EST VOLUME	HAULER NAME	DISPOSAL SITE	METHOD of DISPOSAL	VOLUME		
1													No sludge wasted in	RW
2													either the drying	
3													beds or the belt press	
4														
5													Belt Press is broken.	RW
6														
7														
8														
9														
10														
11														
12														
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28														
29														
30														
31														

MONTHLY SLUDGE PROCESSING AND REMOVAL

MONTH: February

YEAR: 2022

DATE	ONSITE-DRYING BEDS				ONSITE-BELT PRESS				SHIPPED OFF-SITE				NOTES	OP INTL
	START TIME	END TIME	LOCATION	EST VOLUME	START TIME	END TIME	GPM	EST VOLUME	HAULER NAME	DISPOSAL SITE	METHOD of DISPOSAL	VOLUME		
1									TDS	Landfill	Landfill	13.68T	No sludge wasted with Belt Press. Its broken.	RW
2														
3														
4														
5													No sludge was shipped off-site.	RW
6														
7														
8														
9														
10									TDS	Landfill	Landfill	28.09T	11.99T & 16.1T	RW
11														
12														
13														
14														
15	4:15pm	4:45pm	#6	15000										RW
16														
17														
18														
19														
20														
21														
22														
23	3:30pm	3:40pm	#5 & #6	5000										RW
24														
25														
26														
27														
28	2:00pm	2:20pm	#6	10,000										RW
29														
30														
31														

MONTHLY SLUDGE PROCESSING AND REMOVAL

MONTH: March

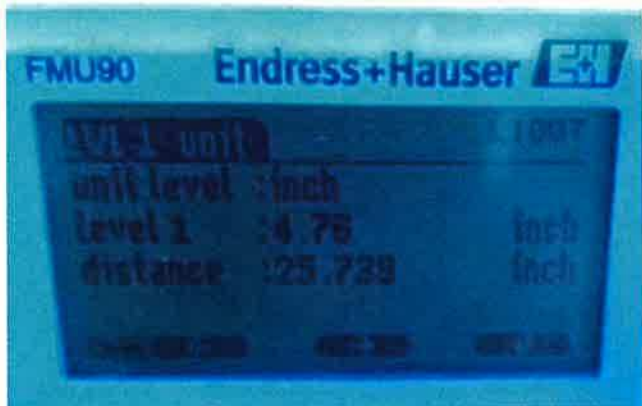
YEAR: 2022

DATE	ONSITE-DRYING BEDS				ONSITE-BELT PRESS				SHIPPED OFF-SITE				NOTES	OP INTL
	START TIME	END TIME	LOCATION	EST VOLUME	START TIME	END TIME	GPM	EST VOLUME	HAULER NAME	DISPOSAL SITE	METHOD of DISPOSAL	VOLUME		
1	12:00pm	1:35pm	#6	7500										MM
2	3:00pm	3:20pm	#5	10,000										MM
3	4:00pm	4:15pm	#6	7500										KH
4	4:00pm	4:15pm	#5	7500										MM
5	3:54pm	4:13pm	#4	7000										MM
6														
7									TDS	Landfill	Landfill	13.25T		RW
8														
9														
10														
11														
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Additional Issue Flow Measuring Devices Deviated 15%

We discussed this situation with one of our previous contractors we used to use to calibrate our flow meters. He advised that when we purchased new flow meters in October 2020, the sensor was placed in the incorrect location. We followed his directions and relocated our flow sensor to the proper location and the device is now accurate. He is scheduled to visit Alpine in March or April, and he will calibrate the flow meter again then.

We have also updated our daily procedures to include observing these two measuring devices each day to ensure there is not a difference of more than 10%.



(level 1: 4.76)



(Ruler shows 4.75 inches)

1. TITLE.

Daily Sheet Completion

2. SCOPE AND APPLICATION.

Daily sheet information is used to help put together monthly DMRs. They also help monitor regular values that can be used to help with plant troubleshooting.

3. DEFINITIONS.

DMR: Discharge Monitoring Report

T-Valve: Telescopic Valve

4. HEALTH AND SAFETY.

There is no concern for health or safety performing this task

5. EQUIPMENT AND SUPPLIES.

Daily log sheet

Pen

Readings from various meters around the plant and at the well

Results from analyses performed that day

6. PROCEDURES.

*Recordings can first be on notepad or taken photos so long as they are then transcribed onto the proper daily sheet

- Note morning weather
- Record water well and kw/hr readings
- Clean barscreen and note the time
- Record influent flow rate
- Record readings from operating lift pumps
- Note which aerators are running and which are off
- Check sludge blanket on clarifiers 1 & 2
- Clean rags from T-Valve posts
- Record T-Valve totalizers and flow rates (2)
- Record weights of chlorine cylinders
- Record the chlorine feed rate
- Record weights of SO₂ cylinders
- Record the SO₂ feed rate
- Record golf course meter reading
- Record effluent flow totalizer
 - o Ensure that the current basin level on the meter agrees with the secondary level check within 10%
 - If they do not agree, the electric meter requires calibration



DEPARTMENT OF PUBLIC UTILITIES

KEITH SEGAR – DIRECTOR
309 W. SUL ROSS AVENUE ALPINE, TX 79830
(432)837-3281 ext. 6

May 20, 2022

TCEQ Order Compliance Team
Enforcement Division, MC 149A
PO Box 13087
Austin, TX 78711-3087

RE: Agreed Order 2021-0015-MWDE

To Whom It May Concern,

I am pleased to inform you that the City of Alpine, TPDES Permit No. WQ0014349001, has been able to employ an individual with a valid Class B Wastewater license. Kaitlyn B Hardy was hired on February 14, 2022, and then passed the exam and was licensed as of May 4, 2022.

I am attaching her license page from the TCEQ website, her offer letter, and a copy of her most recent paycheck as proof of her licensure and employment with the City of Alpine.

I certify under penalty of law that I have personally examined and am familiar with the information submitted and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Please let me know if you need anything further from me in order to close out this enforcement matter.

Sincerely,

Keith Segar
Director of Utilities

TCEQ Search Licensing or Registration Information

License Detail

To report a change of address, phone number, or email address, please fill out the form located at <http://www.tceq.texas.gov/licensing/forms/contactupdate>.

CN: CN605352236
Name: HARDY, KAITLYN B
Address: 202 E AVENUE F
City: ALPINE
State: TX
ZIP: 79830-6236
County: BREWSTER
Work Phone: 432-294-2457

License(s)

There were 5 licenses found.

Program ?	License Type and Level ?	License Number ?	Last Issued Date ?	Exp. Date ?	License Status ?	CE Hours ?
WATEROL	SURFACE WATER TREATMENT OPERATOR C	WS0013724	09/21/2021	10/15/2024	CURRENT	0
WWOL	WASTEWATER TREATMENT OPERATOR B	WW0069830	05/04/2022	05/04/2025	CURRENT	0
WATEROL	WATER OPERATOR D	WO0040725	06/21/2017	10/15/2018	EXPIRED	N/A
WWOL	WASTEWATER TREATMENT OPERATOR C	WW0061799	01/14/2022	05/04/2022	EXPIRED	20
WATEROL	SURFACE WATER TREATMENT OPERATOR C	N/A	N/A	N/A	VOID	N/A

Note: The number of CE hours needed in order to renew a license is based on the term (length) of each license. Please go to the program page for the license you hold to determine the number of CE hours needed and to view the latest information and renewal requirements for your license.

Application(s) within the Last 2 Years

There were 3 applications found.

Program ?	Type and Level ?	App. Type ?	App. Status ?	App. Review Date ?	App. Expiration Date ?	Deficiency Letter Date ?	Total Hours ?
WATEROL	SURFACE WATER TREATMENT OPERATOR C	RENEWAL	LICISSUED	09/21/2021	11/14/2021	No Deficiency	206
WWOL	WASTEWATER TREATMENT OPERATOR B	NEW	LICISSUED	05/04/2022	04/08/2023	No Deficiency	162
WWOL	WASTEWATER TREATMENT OPERATOR C	RENEWAL	LICISSUED	01/14/2022	03/21/2022	No Deficiency	182

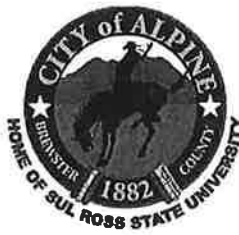
Course(s)

There were 57 courses found. **Note:** You may see the same course listed multiple times. This occurs because the course counted towards multiple license programs.

Program ?	Course Title	Course Code ?	Hours ?	Date ?	Provider
BPATOL	CONFINED SPACE ENTRY (HANDS-ON)(TEEX)	289	20.0	09/13/2018	TEEX ITSI
OSSFOL	WATER UTILITY SAFETY	426	8.0	08/03/2017	PERM B RS
WATEROL	20-HR ONLINE WATER UTILITY MANAGEMENT	1275	20.0	04/15/2021	TWUA
WATEROL	WATER LABORATORY	285	20.0	08/28/2020	TWUA
WATEROL	INTRODUCTION TO THE LABORATORY	281	4.0	08/28/2020	TWUA
WATEROL	MONTHLY MEETING TRAINING (W/WW)	33	2.0	03/10/2020	TWUA DIST
WATEROL	MONTHLY MEETING TRAINING (W/WW)	33	2.0	02/11/2020	TWUA DIST
WATEROL	MONTHLY MEETING TRAINING (W/WW)	33	2.0	01/14/2020	TWUA DIST
WATEROL	(CORE) WATER DISTRIBUTION	605	20.0	12/06/2019	TWUA
WATEROL	MONTHLY MEETING TRAINING (W/WW)	33	2.0	10/08/2019	TWUA DIST
WATEROL	MONTHLY MEETING TRAINING (W/WW)	33	2.0	09/10/2019	TWUA DIST
WATEROL	MONTHLY MEETING TRAINING (W/WW)	33	2.0	05/14/2019	TWUA DIST
WATEROL	MONTHLY MEETING TRAINING (W/WW)	33	2.0	01/08/2019	TWUA DIST
WATEROL	MONTHLY MEETING TRAINING (W/WW)	33	2.0	11/13/2018	TWUA DIST
WATEROL	MONTHLY MEETING TRAINING (W/WW)	33	2.0	10/09/2018	TWUA DIST
WATEROL	CONFINED SPACE ENTRY (HANDS-ON)(TEEX)	289	20.0	09/13/2018	TEEX ITSI

Interim City Manager
Megan Antrim

City Secretary
Geoffrey R. Calderon



Mayor
Andres "Andy" Ramos

City Attorney
Rod Ponton

100 North 13th Street Phone 432-837-3301 Fax 432-837-2044

"To provide quality service to the citizens of Alpine"

January 25, 2022

Kaitlyn Hardy
3501 Curry Ln Apt. 1812
Abilene, TX 79606

RE: New Hire – Waste Water Treatment Plant – Worker II

Mrs. Hardy,

Congratulations on your acceptance to the position of Waste Water Treatment Plant – Worker II for the City of Alpine Utilities Department. As we discussed in our conversation, your hourly rate will be \$16.00, and the effective beginning date of employment will be, Monday, February 14th, 2022.

Please plan to report directly to our office (City Hall – 100 North 13th, Alpine, Texas 79830) between 8:00 am and 8:30 am on Monday, Monday, February 14th, 2022; where you will complete the necessary new employee packet. At this time, you will be provided the opportunity to complete a Direct Deposit form. If you choose to enroll in Direct Deposit, please bring with you a voided check to ensure accuracy of account information. Additionally, please review the enclosed list of documents required to verify employment authorization and identity. You must provide one document from list A or document from list B and one from list C. These documents should be provided when completing the new employee packet.

Please be aware that your continued employment with the City will also be determined by the results of a drug test.

If you have any questions, please contact me at 432.837.3301.

We welcome you to the City of Alpine!

Sincerely,

Lorena Crespo
Human Resources Coordinator

Enclosures
cc: Personnel File

CITY OF ALPINE PAYROLL ACCOUNT

100 NORTH 13th STREET · ALPINE, TX 79830

EMPLOYEE NAME	SOCIAL SECURITY
HARDY, KAITLYN	

CHECK NO.	DATE	EMPLOYEE NO.
0020515	05/20/2022	0110 0609

HOURS OF LEAVE	EARNED	USED	BALANCE
VACATION	28.00	0.00	28.00
SICK LEAVE	23.31	0.00	23.31

HARDY, KAITLYN
202 EAST AVE F.
ALPINE TX 79830

HOLIDAY-MEMORIAL DAY- MONDAY 30, 2022

PAY	THIS PERIOD	YEAR TO DATE
RG 80.00 hrs. @ 17.00	1,360.00	8,623.50
OT 5.00 hrs. @ 25.50	127.50	0.00

TAXES	THIS PERIOD	YEAR TO DATE
F.I.C.A.	113.80	659.70
Federal Withholding	101.90	515.08

DEDUCTIONS	THIS PERIOD	YEAR TO DATE
TMRS	74.38	431.18

SUMMARY	THIS PERIOD	YEAR TO DATE
Gross Pay	1,487.50	8,623.50
Taxes	215.70	1,174.78
Deductions	74.38	431.18
Net Pay	1,197.42	7,017.54
Hours	85.00	

CITY OF ALPINE, TEXAS**PAYROLL FUND**100 NORTH 13th STREET
ALPINE, TX 79830

DIRECT DEPOSIT TO THE ACCOUNT OF

KAITLYN HARDY
202 EAST AVE F.
ALPINE TX 79830

DATE
05/20/2022

AMOUNT
\$*****1,197.42

BANK NO.	ACCOUNT NO.

NON-NEGOTIABLE

COPY

CITY OF ALPINE PAYROLL ACCOUNT

100 NORTH 13th STREET · ALPINE, TX 79830

EMPLOYEE NAME	SOCIAL SECURITY
HARDY, KAITLYN	

CHECK NO.	DATE	EMPLOYEE NO.
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Hours	85.00	



DEPARTMENT OF PUBLIC UTILITIES

KEITH SEGAR – DIRECTOR

309 W. SUL ROSS AVENUE ALPINE, TX 79830

(432)837-3281 ext. 6

Good morning, Arturo,

Thank you for your phone call regarding the three remaining issues from your inspection in December of 21. As promised, I am sending you the current status of these items for your report.

Unauthorized discharge, overspray from Aerator #2.

As you are aware, this is the only currently operating aerator on the system due to mechanical failure of Aerator #1. Before my arrival in December of 2021, Alpine City Council had already approved, and ordered the replacement of both aerators with new equipment. The new aerators have arrived, and all that's left is for the control panels for the system to arrive and the contractor will immediately get started replacing them. ETA for the control panels is August 15th. We have verified with the engineers, that the new aerators have a smaller radius and will not create an overspray situation on windy days. Installation of the new aerators will permanently correct this deficiency.

Per our previous communication, we tried to fashion a temporary spray cover to help stop any overspray on windy days, however our attempts failed due to the winds destroying the covers. It would take a permanent alteration to the system design to succeed in this endeavor, and of course that would entail an amendment which would take longer than the permanent solution which has already partially arrived, and been started. We appreciate your following up with our request for ideas on what type of cover may be allowed.

The area is kept washed down with a power sprayer, and any overspray material is collected and disposed of with authorized haulers.

Operation without required number of aerators.

As noted in the item above, we have the new aerators in hand, and are only waiting for the control panels to arrive in mid-August for installation and resolution to this issue. We, like everyone else in the nation, are suffering from delays to the shipping industry. No matter how much we desire to, we simply cannot force them to arrive any faster than the transportation system allows. As soon as they arrive and repairs commence, I will notify you immediately.

No Authorization to use historic "Race Track".

As you noted during your previous inspection, the Race Track has not been hydraulically disconnected. There is a temporary plug in the line currently. We have initiated an amendment to our permit, through Jacob/Martin Engineering, to allow us to utilize this device as an "Emergency Overflow Prevention" containment tank. It would then be pumped back through the head gates after the emergency was over, and prevent a catastrophic release upon the grounds of the facility, and surrounding terrain, which is an active Ranch with Livestock present in the area.

We hope that the value of having this device available to help prevent Sanitary Sewer Overflows during an emergency is apparent to TCEQ as well. We ask for patience as we work the amendment through your process, hoping that there are no weather emergencies that require it's use in this capacity.



DEPARTMENT OF PUBLIC UTILITIES

KEITH SEGAR – DIRECTOR

309 W. SUL ROSS AVENUE ALPINE, TX 79830

(432)837-3281 ext. 6

I would also like to point out the commitment of the Alpine City Council in correcting these deficiencies, and the sincere desire to prevent any further issues. The City Council reviewed a study by Jacob/Martin for \$4.6 Million USD in rehabilitation and improvements for the Waste Water Treatment Plant.

Lastly, as you are aware, we have a Level B Operator on staff Full Time with the City of Alpine, and we continue to prepare two additional Operators to attain Level B licenses as well. As you mentioned in your call, the legal department in Austin's determination that the "B" operator be on site "Full time" to meet requirements, we wish to assure you that we are complying, and Kaitlyn Hardy is currently the lead operator full time at our plant. May I please request a copy of the communication from Austin with this determination for our records so that they are complete? I would greatly appreciate your help with that.

Thank you again for following up with us, and we look forward to resolving these issues in the very near future.

Sincerely,

Keith Segar
Director of Utilities

See note: Who Fills out the EAR? u

Enforcement Action Referral Rev. 3/18/2002	Inv. #	1834099	Initiated by: Region, LP, Central:	Region
	Enf Case		Name of Initiating Office:	REGION 06 - EL PASO
	Media Code:	WQ		

Section 1: Respondent

ID	CN600624290		Role	RESP PARTY
Name	CITY OF ALPINE			
Mailing Address	Street/PO Box	309 W SUL ROSS AVE		
	City/State/Zip	ALPINE, TX 79830		
	Phone	(432) 837-3281	Fax	

Primary Contact (NOE Contact)			
Name	Keith Segar	Organization	CITY OF ALPINE
Title	Director Of Public Utilities	Phone	(432) 837-3281
		Fax	

Section 2: Respondent's Facility/Operation (F/O)

F/O ID	RN103114690		
F/O Name	ALPINE WWTP		
F/O Physical Address	100 N 13TH ST		
Location City	ALPINE	Location Zip	79830
Location County	BREWSTER	Operational Status	Active
Primary Business Activity	Wastewater Treatment	Type of Small Entity	Retail Public Utility
SNC or HPV?	N/A	SIC Code	4952
Potentially Affected Area	River Segment No. 2311 of the Rio Grande Basin	Complaints Closed	0
List any NOV's/Orders for same or similar violations at this F/O in the past 5 years.	NOV letter dated February 11, 2022		
Additional IDs	R14349001 TX0022985 WQ0014349001		

Section 3: Summary of Violations

See note: Inclusion of Resolved or Verbal Violations u

Viol Num	Requirements Cited Violation Description	Violation Dates Start End		Investigation/ File Review	Date of... NOV NOE		CAT
802524	30 TAC Chapter 305.125(1) ORDER WQ0014349001	12/14/2021	Unknown	08/02/2022		08/19/2022	B
		12/14/2021	Unknown	08/02/2022		08/19/2022	B
Failure to prevent the unauthorized discharge of untreated wastewater to land. An overspray of untreated wastewater is being continuously discharged adjacent to land directly outside of the northeast corner of the aeration basin. The overspray has also covered the entire portion of the catwalk directly above Aerator No. 2. In addition to this, the motor associated with Aerator No. 2 is leaking oil onto the catwalk and potentially into the aeration basin.							
802526	30 TAC Chapter 305.125(1) PERMIT WQ0014349001	12/14/2021	Unknown	08/02/2022		08/19/2022	B
		12/14/2021	Unknown	08/02/2022		08/19/2022	B
Failure to maintain all aerators within the aeration basin. Aerator No. 1 has been out of service since 2013 and was subsequently removed in 2014. The motor of Aerator No. 2 is leaking oil. The pontoon aerator is out of service due to a broken frame.							
802527	30 TAC Chapter 305.125(1) PERMIT WQ0014349001	12/14/2021	Unknown	08/02/2022		08/19/2022	B
		12/14/2021	Unknown	08/02/2022		08/19/2022	B
Failure to obtain authorization for the removal of Aerator No. 1 and the addition of the pontoon aerator. The regulated entity also failed to obtain authorization for the utilization of the historical racetrack/aeration basin to receive diverted influent for storage to manage increased flows from influent. The historical racetrack/aeration basin remains hydraulically connected at the headworks even though a closure plan has been submitted and processed for this unit to resolve an AV.							

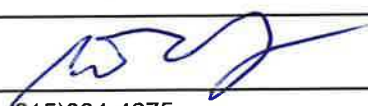
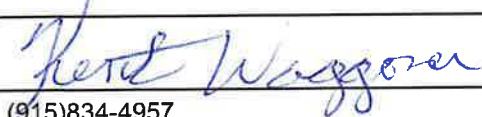
Section 4: Additional Discussion

Upon completion of the August 2, 2022, WW FRR, Mr. Leyva determined that three (3) AVs associated with the NOV letter dated February 11, 2022, had not been properly resolved by the regulated entity within the required time frame.

Section 5: Additional Issues

N/A

Section 6: Information About Initiating Office

	Name	Arturo Leyva	Date	8/19/2022
	Signature		E-Mail	arturo.leyva@tceq.texas.gov
	Phone	(915)834-4975		
	Name	Kent Waggoner	Date	8/22/22
	Signature		E-Mail	kent.waggoner@tceq.texas.gov
	Phone	(915)834-4957		



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

August 19, 2022

CERTIFIED MAIL #7020 1290 0001 0391 7046
RETURN RECEIPT REQUESTED

Mr. Keith Segar, Director of Public Utilities
City of Alpine
309 W. Sul Ross Ave.
Alpine, Texas 79830

Re: Notice of Enforcement for File Record Review for:
Alpine Wastewater Treatment Plant, Alpine (Brewster County), Texas
Regulated Entity No.: RN103114690, TCEQ ID No.: WQ0014349001, EPA ID No.: TX0022985

Dear Mr. Segar:

On August 2, 2022, Mr. Arturo Leyva of the Texas Commission on Environmental Quality (TCEQ) El Paso Region Office conducted an investigation of the above-referenced regulated entity to evaluate compliance with applicable requirements for *wastewater treatment*. During this investigation, certain outstanding alleged violations were documented. Enclosed is a summary which lists the investigation findings and recommended corrective action. Additional recommended corrective actions may be provided by the Enforcement Division.

In the listing of the alleged violations, we have cited applicable requirements, including TCEQ rules. Please note that both the rules themselves and the agency brochure entitled *Obtaining TCEQ Rules* (GI 032) are located on our agency website at <http://www.tceq.state.tx.us> for your reference. If you would like a hard copy of this brochure mailed to you, you may call and request one from either the El Paso Region Office at (915) 834-4949 or the Central Office Publications Ordering Team at (512) 239-0028.

Also, please be advised that the Legislature has granted enforcement powers to the TCEQ to carry out its mission to protect human health and the environment. Due to the apparent seriousness of the alleged violations, formal enforcement action has been initiated, and additional violations may be cited upon further review. We encourage you to immediately begin taking actions to address the outstanding alleged violations.

In responding with prompt corrective action, the administrative penalty to be assessed may be limited.

The Commission recognizes that the great majority of the regulated community wants to prevent pollution and to comply with environmental laws. We dedicate considerable resources toward making voluntary compliance achievable. But where compliance has not been met it is our duty to protect the public and the environment by enforcing the state's environmental laws, regulations, and permits.

Mr. Keith Segar, Director of Public Utilities

Page 2

August 19, 2022

Also, if you believe the violations documented in this notice have been cited in error, **and** you have additional information that we are unaware of, you may request a meeting to discuss this enforcement matter. To request a meeting, send a letter describing the additional information to the address shown below.

Manager, Water Section
Enforcement Division, MC 219
Re: Enforcement Meeting Request
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, Texas 78711-3087

If you or members of your staff have any questions, please feel free to contact Mr. Leyva in the El Paso Region Office at (915) 834-4975.

Sincerely,

A handwritten signature in blue ink that reads "Kent Waggoner". The signature is fluid and cursive, with the first name "Kent" being more prominent than the last name "Waggoner".

Kent Waggoner, P.G.
Section Manager
El Paso Region Office
Texas Commission on Environmental Quality

KW/al

Enclosure: Summary of Investigation Findings

cc: Ms. Megan Antrim, City Manager
City of Alpine
100 N 13th St.
Alpine, Texas 79830

Summary of Investigation Findings

ALPINE WWTP

100 N 13TH ST

ALPINE, BREWSTER COUNTY, TX 79830

Investigation #

1834099

Investigation Date: 08/02/2022

Additional ID(s): TX0022985
WQ0014349001
R14349001

OUTSTANDING ALLEGED VIOLATION(S) ASSOCIATED TO A NOTICE OF ENFORCEMENT

Track No: 802524 Compliance Due Date: 03/11/2022

30 TAC Chapter 305.125(1)

PERMIT WQ0014349001, WQ0014349001

Permit-Permit Conditions (2)(g)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to prevent the unauthorized discharge of untreated wastewater to land. An overspray of untreated wastewater is being continuously discharged adjacent to land directly outside of the northeast corner of the aeration basin. The overspray has also covered the entire portion of the catwalk directly above Aerator No. 2. In addition to this, the motor associated with Aerator No. 2 is leaking oil onto the catwalk and potentially into the aeration basin.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to prevent the unauthorized discharge of untreated wastewater to land. An overspray of untreated wastewater is being continuously discharged adjacent to land directly outside of the northeast corner of the aeration basin. The overspray has also covered the entire portion of the catwalk directly above Aerator No. 2. In addition to this, the motor associated with Aerator No. 2 is leaking oil onto the catwalk and potentially into the aeration basin.

Recommended Corrective Action: The regulated entity shall submit documentation/photographs to the TCEQ El Paso Region Office which indicate/depict measures have been implemented to prevent the unauthorized discharge to land and that the overspray from the aeration basin is being properly managed. The regulated entity shall also submit documentation/photographs to the TCEQ El Paso Region Office which indicate/depict that the impacted areas have been properly remediated, to include analytical reports for confirmation and backgrounds samples and manifests for disposal of contaminated material generated during remediation activities.

Track No: 802526 Compliance Due Date: 03/11/2022

30 TAC Chapter 305.125(1)

PERMIT WQ0014349001, WQ0014349001

Permit-Operational Requirements (1)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to maintain all aerators within the aeration basin. Aerator No. 1 has been out of service since 2013 and was subsequently removed in 2014. The motor of Aerator No. 2 is leaking oil. The pontoon aerator is out of service due to a broken frame.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to maintain all aerators within the aeration basin. Aerator No. 1 has been out of service since 2013 and was subsequently removed in 2014. The motor of Aerator No. 2 is leaking oil. The pontoon aerator is out of service due to a broken frame.

Recommended Corrective Action: The regulated entity shall submit documentation/photographs to the TCEQ El Paso Region Office which indicate/depict that the

aerators provided for the aeration basin are being maintained.

Track No: 802527 Compliance Due Date: 03/11/2022

30 TAC Chapter 305.125(1)

PERMIT WQ0014349001, WQ0014349001

Permit-Permit Conditions (2)(e)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to obtain authorization for the removal of Aerator No. 1 and the addition of the pontoon aerator. The regulated entity also failed to obtain authorization for the utilization of the historical racetrack/aeration basin to receive diverted influent for storage to manage increased flows from influent. The historical racetrack/aeration basin remains hydraulically connected at the headworks even though a closure plan has been submitted and processed for this unit to resolve an alleged violation associated to Enforcement Case No. 48535 on September 24, 2019.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to obtain authorization for the removal of Aerator No. 1 and the addition of the pontoon aerator. The regulated entity also failed to obtain authorization for the utilization of the historical racetrack/aeration basin to receive diverted influent for storage to manage increased flows from influent. The historical racetrack/aeration basin remains hydraulically connected at the headworks even though a closure plan has been submitted and processed for this unit to resolve an AV.

Recommended Corrective Action: The regulated entity shall submit documentation to the TCEQ El Paso Region Office which indicates that moving forward approval will be obtained from the TCEQ Municipal Waste Discharge Permitting Team before beginning any change in the permitted facility or activity that may result in noncompliance with any permit requirements. In addition, the regulated entity shall submit documentation to the TCEQ El Paso Region Office which indicates that the pontoon aerator has been approved for use, as well as photographs which depict that the historical racetrack/aeration basin has been hydraulically disconnected.

Summary of Investigation Findings

ALPINE WWTP

Investigation # 1834099

100 N 13TH ST

Investigation Date: 08/02/2022

ALPINE, BREWSTER COUNTY, TX 79830

Additional ID(s): TX0022985
WQ0014349001
R14349001

ALLEGED VIOLATION(S) NOTED AND RESOLVED

Track No: 802522**30 TAC Chapter 319.11(b)****PERMIT WQ0014349001, WQ0014349001**

Monitoring and reporting Requirements (2)(a)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to utilize appropriate sample containers for the analysis of E. Coli so that the samples can be analyzed according to test methods specified in 40 CFR Part 136 or more recent editions of Standard Methods for the Examination of Water and Wastewater. 1 sample container, without sodium thiosulfate preservative, was being reused to collect all samples analyzed for E. Coli.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to utilize appropriate sample containers for the analysis of E. Coli so that the samples can be analyzed according to test methods specified in 40 CFR Part 136 or more recent editions of Standard Methods for the Examination of Water and Wastewater. 1 sample container, without sodium thiosulfate preservative, was being reused to collect all samples analyzed for E. Coli.

Recommended Corrective Action: The regulated entity shall submit documentation to the TCEQ El Paso Region Office which indicates that they are no longer reusing sampling containers and that they are using appropriate containers, plastic containers made of a sterilizable material (polypropylene or other autoclavable plastic), with sodium thiosulfate preservative.

Resolution: The regulated entity has submitted documentation to the TCEQ El Paso Region Office which indicates that they are no longer reusing sampling containers and that they are using appropriate containers, plastic containers made of a sterilizable material (polypropylene or other autoclavable plastic), with sodium thiosulfate preservative.

Track No: 802523**30 TAC Chapter 319.6****PERMIT WQ0014349001, WQ0014349001**

Permit-Monitoring and Reporting Requirements (3)(c)(vi)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to assure the quality of all measurements for total chlorine through the use of standards. No daily records for the quality control of total chlorine were being maintained.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to assure the quality of all measurements for total chlorine through the use of standards. No daily records for the quality control of total chlorine were being maintained.

Recommended Corrective Action: The regulated entity shall submit documentation to the

TCEQ El Paso Region Office which indicates that standards are being analyzed on a 10% basis. If one to 10 samples are analyzed on a particular day, then one standard shall be analyzed. Duplicates may be analyzed in lieu of standards for the total chlorine residual analysis.

Resolution: The regulated entity has submitted documentation to the TCEQ El Paso Region Office which indicates that standards are being analyzed on a 10% basis. If one to 10 samples are analyzed on a particular day, then one standard shall be analyzed. Duplicates may be analyzed in lieu of standards for the total chlorine residual analysis.

Track No: 802525

30 TAC Chapter 305.125(1)

PERMIT WQ0014349001, WQ0014349001

Effluent Limitations and Monitoring Requirements (4)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to maintain the treated effluent that is discharged to Outfall 001 free of floating solids. A moderate amount of floating solids in the de-chlorination chamber was being discharged to Outfall 001. There shall be no discharge of floating solids or visible foam in other than trace amounts.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to maintain the treated effluent that is discharged to Outfall 001 free of floating solids. A moderate amount of floating solids in the de-chlorination chamber was being discharged to Outfall 001. There shall be no discharge of floating solids or visible foam in other than trace amounts.

Recommended Corrective Action: The regulated entity shall submit documentation/photographs to the TCEQ El Paso Region Office which indicate/depict measures have been implemented to prevent the discharge of solids from the wastewater treatment plant to Outfall 001 and that there are no visible solids being discharged.

Resolution: The regulated entity has submitted documentation/photographs to the TCEQ El Paso Region Office which indicate/depict measures have been implemented to prevent the discharge of solids from the wastewater treatment plant to Outfall 001 and that there are no visible solids being discharged.

Track No: 802528

30 TAC Chapter 305.125(1)

PERMIT WQ0014349001, WQ0014349001

Permit-Operational Requirements (11)(f)

Alleged Violation:

Investigation: 1782630

Comment Date: 02/06/2022

Failure to maintain monthly records for all sludge removed from the wastewater treatment process.

Investigation: 1834099

Comment Date: 08/02/2022

Failure to maintain monthly records for all sludge removed from the wastewater treatment process.

Recommended Corrective Action: The regulated entity shall submit documentation to the TCEQ El Paso Region Office which indicates that a monthly record for all sludge removed from the wastewater treatment process is being maintained. The records must include the following: Volume of waste and date(s) generated from treatment process; Volume of waste disposed of on-site or shipped off-site; Date(s) of disposal; Identity of hauler or transporter; Location of disposal site; and Method of final disposal.

Resolution: The regulated entity has submitted documentation to the TCEQ El Paso Region Office which indicates that a monthly record for all sludge removed from the wastewater treatment process is being maintained. The records must include the following: Volume of waste and date(s) generated from treatment process; Volume of waste disposed of on-site or shipped off-site; Date(s) of disposal; Identity of hauler or transporter; Location of disposal site;

MWD_14349-001_CP_20240613_COMPLIANCE
Texas Commission on Environmental Quality
Investigation Report

The TCEQ is committed to accessibility. If you need assistance in accessing this document, please contact oce@tceq.texas.gov

Customer: AVANTIC LODGING ENTERPRISES, INC.
Customer Number: CN606286953

Regulated Entity Name: 2407 E HWY US-90 SPILL SITE
Regulated Entity Number: RN112013669

Investigation # 1995052

Incident Numbers

425354

Investigator: GEORGE RAMOS

Site Classification

Conducted: 06/13/2024 -- 06/13/2024

No Industry Code Assigned

Program(s): EMERGENCY RESPONSE

Investigation Type: Compliance Invest File
Review

Location:

Additional ID(s)

Address: 2407 E HOLLAND AVE,
ALPINE, TX , 79830

Local Unit: REGION 06 - EL PASO

Activity Type(s) ER-IHEVAL - ER In-House
Evaluation Investigation of Spill

Principal(s):

Role

Name

RESPONDENT

AVANTIC LODGING ENTERPRISES INC

Contact(s):

Role

Title

Name

Phone

REGULATED
ENTITY
CONTACT

PROPERTY MANAGER

MR Paul Olivarri

Phone (432) 448-2833

REGULATED
ENTITY
CONTACT

CORPORATE
DIRECTOR OF HOTEL
FACILITIES

MR Matthew Southern

Phone (316) 630-3616

REGULATED
ENTITY MAIL
CONTACT

CORPORATE
DIRECTOR OF HOTEL
FACILITIES

MR Matthew Southern

Phone (316) 630-3616

PARTICIPATED
IN

VelocityEHS
VelocityEHS

Office (800) 832-8224

PARTICIPATED
IN

DIRECTOR OF
BUILDING SERVICES

Robert Ruckes

Office (432) 294-1714

Other Staff Member(s):

Role	Name
QA Reviewer	GABRIELA TARIN
Supervisor	KENT WAGGONER

Associated Check List**Checklist Name**

EMERGENCY RESPONSE INVESTIGATION

Unit Name

Incident 425354

Investigation Comments:**Introduction**

On June 13, 2024, Mr. George Ramos, Environmental Investigator with the Texas Commission on Environmental Quality (TCEQ) Region 6 - El Paso Office, conducted an Emergency Response In-House Evaluation (ER-IHEVAL) investigation in response to a sanitary sewage overflow (SSO) which occurred at 2407 E Hwy 90, Alpine, (Brewster County), Texas 7983. Henceforth known in this investigation as the (spill site).

The purpose of the investigation was to evaluate the responsible party for compliance with applicable ER procedures, state rules pertaining to SSOs and Spill Prevention and Control Requirements; specifically, Texas Water Code (TWC) Section 26. 121, Unauthorized Discharges Prohibited and subsequent corrective actions found in Title 30, Texas Administrative Code (30 TAC) §327; relating to Spill Prevention and Control Requirements.

The spill was entered into TCEQ's Consolidated Compliance and Enforcement Data System (CCEDS) database as Incident No. 425354 and associated to Investigation No. 1995052.

Incident Description

On June 13, 2024, at approximately 09:41 a.m., Investigator Ramos received an Emergency Response (ER) phone call from Velocity EHS reporting that an unauthorized discharged had occurred on June 13, 2024, at approximately 10:20 a.m., of an unknown gallon of raw sewage. The reported cause was the lift station failed, releasing raw sewage onto land. The Texas Oil or Hazardous Substances Discharge or Spill Report (TOHSDSR), Report Number: 20242170 was recorded, and e-mailed to the El Paso Region Office (Electronic attachment No. 1).

Response Action Taken

Response is local Alpine Plumb Co., was notified and sent to the spill site to make repairs.

Additional Information

A query was conducted using Google Maps, Google Earth (Ariel View), showing the spill site. Google Ariel Maps shows the spill site at 2407 US-90, Alpine, TX 79830, is connected to both Penny's Dinner and Travelodge by Wyndham Alpine., (Paper Attachment No. 1).

On June 13, 2024, Investigator Ramos contacted Mr. Robert Ruckes, Director of Building Services, City of Alpine to receive an update on the spill that occurred June 13, 2024. Mr. Ruckes stated repairs had at the left station had been completed, the secondary pump was up and running, and the overflow of raw sewage was secured. The property manager was notified of the spill and clean up and remediation at the spill was currently ongoing.

Additionally, later the same day, Mr. Ruckes sent via-email a letter explaining the spill and photographs of the spill site (Paper Attachment No. 2).

On June 18, 2024, Investigator Ramos received via e-mail from Mr. Ruckes additional information regarding points of contact for the spill that occurred on June 13, 2024, at 0955, located at 2407 E Hwy 90, Alpine Tx, 79830 (Paper Attachment No. 3).

On June 20, 2024, Investigator Ramos contacted by telephone, Mr. Paul Olivarri, Property Manager, Travel Lodge Co., requesting a status update on the clean-up and remediation process of the spill site that occurred at 2407 US-90, Alpine, TX 79830. Mr. Olivarri stated that the remediation process has begun and will continue to update the clean-up process of the spill site.

The investigation determined the responsible party to be:

Responsible Party: Avantic Lodging Enterprises.

Responsible Official: Mr. Matthew Southern, Corporate Director of Hotel Facilities, Avantic Lodging Enterprises.

Mailing Address: 8535 E. 21st N Ste 250, Wichita, KS 67206

Office Phone: (316) 630-6316

E-mail: [REDACTED]

On June 21, 2024, incident number 425354 was assigned in TCEQ CCEDS, for the spill referenced in this investigation report.

Post Investigation

On July 10, 2024, Investigator Ramos contacted via tele-phone, Mr. Southern requesting a status and update on the spill incident. Mr. Southern stated that excavation and remediation of the spill site is currently ongoing. Final remediation documentation would be finalized and submitted to the TCEQ regional office upon completion. (Paper Attachment No. 4).

On July 16, 2024, Investigator Ramos contacted via e-mail Mr. Southern informing that a final disposition manifest of the contaminated material, sampling results, and final clean-up remediation report would be required to be submitted to the El Paso Region Office as soon as completed.

Exit Interview

Not applicable for this investigation.

Background

No previous spills have been reported at the affected site. There is no compliance rating for the site.

Conclusions & Recommendations

Based on the investigation findings, and review of all applicable documentation submitted to the regional office at this time, it was determined that final clean-up and remediation documentation is required. Avantic Lodging Enterprises is required to submit a final remediation report of the affected area located at the above reference site. The spill site has not been proved to be remediated at this time. All compliance documentation shall be submitted to the TCEQ regional office no later than August 23, 2024.

Electronic Attachments

1. Initial Notification

Paper Attachments

1. Google Maps Ariel photographic view of spill site
2. Documentation and Photographs
3. Submitted Statement, Additional Information

4. Additional Information

No Violations Associated to this Investigation

Signed



Environmental Investigator

Date

7/25/2024

Signed



Supervisor

Date

7/25/24

Attachments: (in order of final report submittal)

☐ Enforcement Action Request (EAR)☒ Letter to Facility (specify type): PENDING LTR☐ Investigation Report☐ Sample Analysis Results☐ Manifests☐ Notice of Registration☐ Maps, Plans, Sketches☐ Photographs☐ Correspondence from the facility☒ Other (specify):"SEE ELECTRONIC ATTACHMENT""SEE PAPER ATTACHMENTS"

List of Attached files

No. 1 TOHSDSR - Rpt No. 20242170 - Initial Report.pdf



**TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**

Paper Attachment # 1

Investigation No. 1932809

Regulated Entity: RN103114690
Alpine WWTP

Google Ariel Photographs of Spill Site

Investigation Date: June 13, 2024



Investigation Documentation



RN: 111974036	Responsible Party Name: Lodging Properties LLC	County: Brewster
Investigation Date: June 13, 2024	Investigator: George Ramos	Location: 2407 E Hwy 90, Alpine, TX 79830

Photograph No. 1



Photograph No. 2



Photographs No. 1 & 2: Showing Location of Spill towards ponding area.

Photograph No. 3



Photograph No. 4



Photographs No. 3 & 4: Showing Location of Spill towards ponding area.

Google Maps: View of Spill Site (2407 US-90, Alpine, Tx 79830)

Saturday, June 15, 2024 10:43 AM



Penny's Diner
2407 E Highway 90, Alpine, Tx 79830-5145
(432) 837-5711

Travelodge by Wyndham (Brewster County)
(Pond) 30.367004, -103.637897
2407 US-90, Alpine, TX 79830
2407 E Holland Ave
(432) 294-5122







**TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**

Paper Attachment # 2

Investigation No. 1932809

Regulated Entity: RN103114690
Alpine WWTP

Submitted Statement & Photographs of Spill Site

Investigation Date: June 13, 2024

George Ramos

From: Building Official <building.official@cityofalpine.com>
Sent: Thursday, June 13, 2024 10:46 AM
To: George Ramos
Subject: Report # 20242170
Attachments: image0.jpeg; image1.jpeg; image2.jpeg; image3.jpeg; image4.jpeg; Travel Lodge TCEQ Report.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning,
Thank you for contacting me this morning; if there is any further information that I can provide you please let me know.

R. Rückes
Director of Building Services
TSBPE#I-4241
City of Alpine

309 W. Sul Ross Ave.

Alpine, TX 79830

O. 432-837-3281

Building.Official@cityofalpine.com

City Manager

Megan Antrim

City Secretary

Geoffrey R. Calderon



Mayor

Catherine Eaves

City Attorney

Bojorquez Law Firm, PC

100 North 13th Street Phone 432-837-3301 Fax 432-837-2044

"To provide quality service to the citizens of Alpine"

TO: George Ramos

On June 13, 2024, at 0956 I, Robert Rücker, went to follow up on a Code Enforcement complaint regarding high weeds at Travel Lodge, 2407 E HWY 90, Alpine TX, 79830. Upon arrival the high weeds were still present; I noticed that despite the current drought we are in the weeds were green around the lift station and in the retention pond north of the lift station, so I inspected the lift station to find that it was actively overflowing and draining into the retention pond. I immediately called Alpine Plumbco's owner Jonathan Portillo, at 1013, to ask if he was aware of it and he said he was not, but that he would go look at the lift stations and see if he could get the pumps running again. I then went back to my office to call TCEQ to report the spill at 1031.

Jonathan Portillo called me back, at 1037, to let me know he got the secondary pump running and it was no longer actively overflowing. He also informed me, at 1048, that he was able to get ahold of the property manager to notify him of the lift station's condition. I will be following up with the property manager shortly.

R. Rücker

Director of Building Services

TSBPE#I-4241

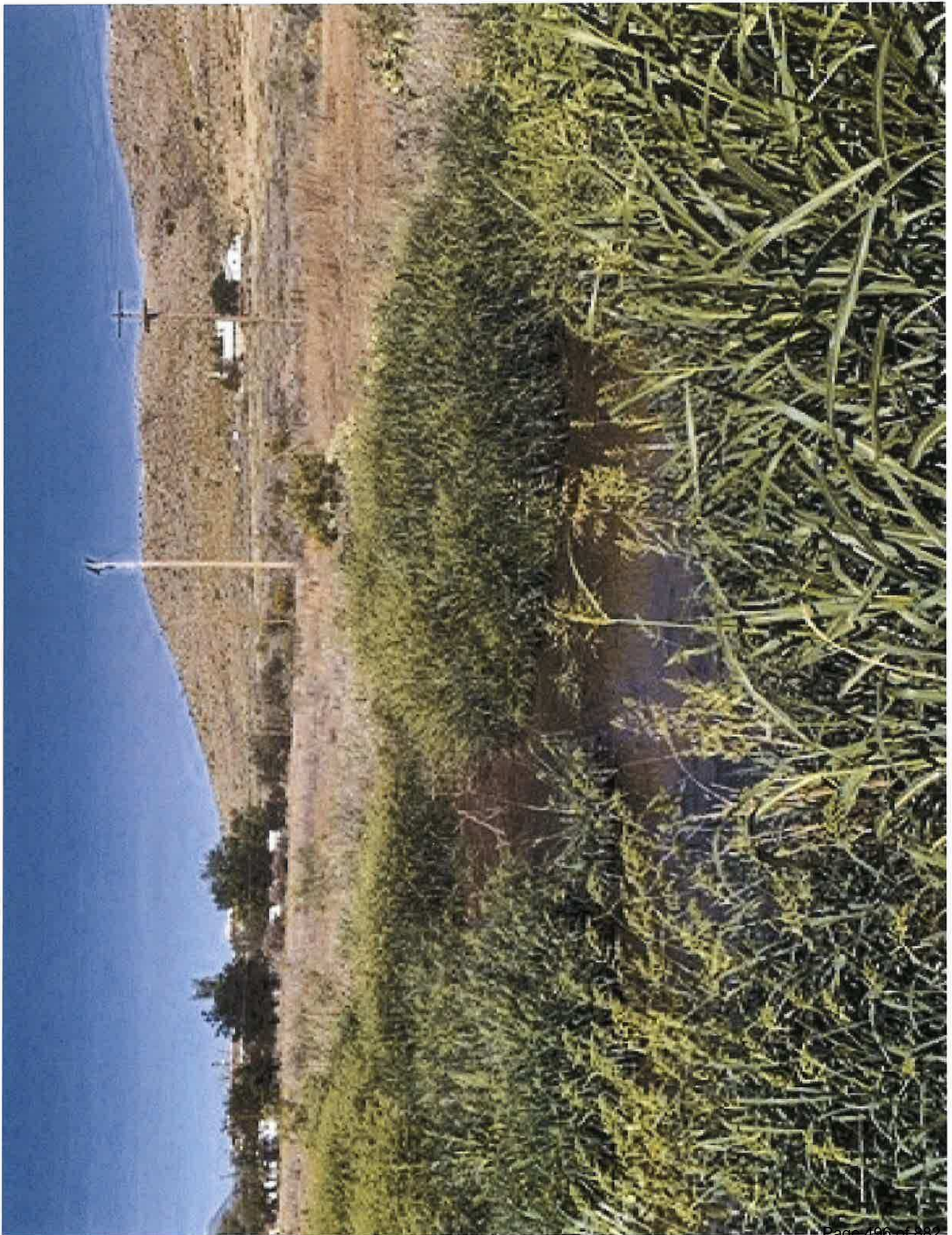
City of Alpine

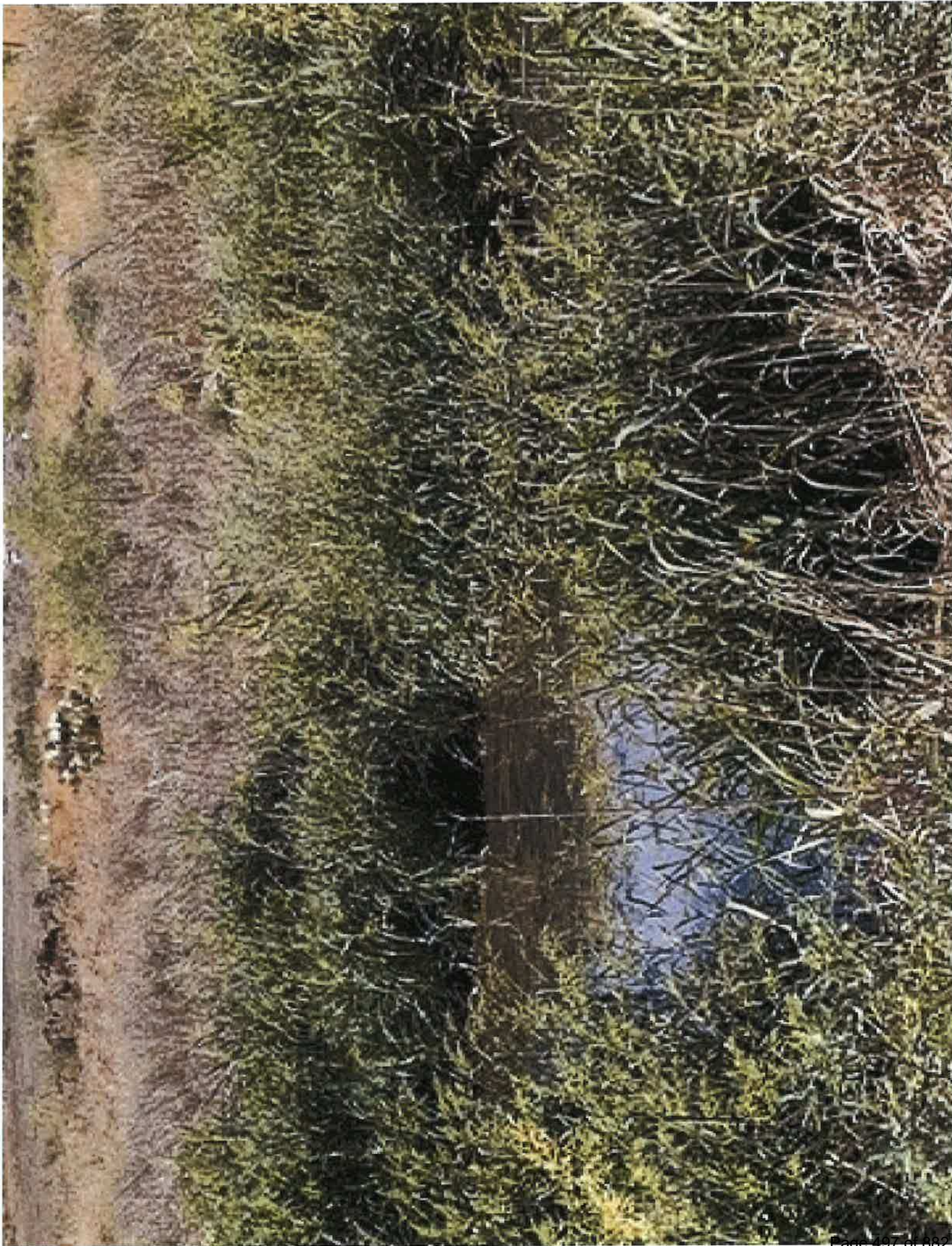
309 W. Sul Ross Ave.

Alpine, TX 79830

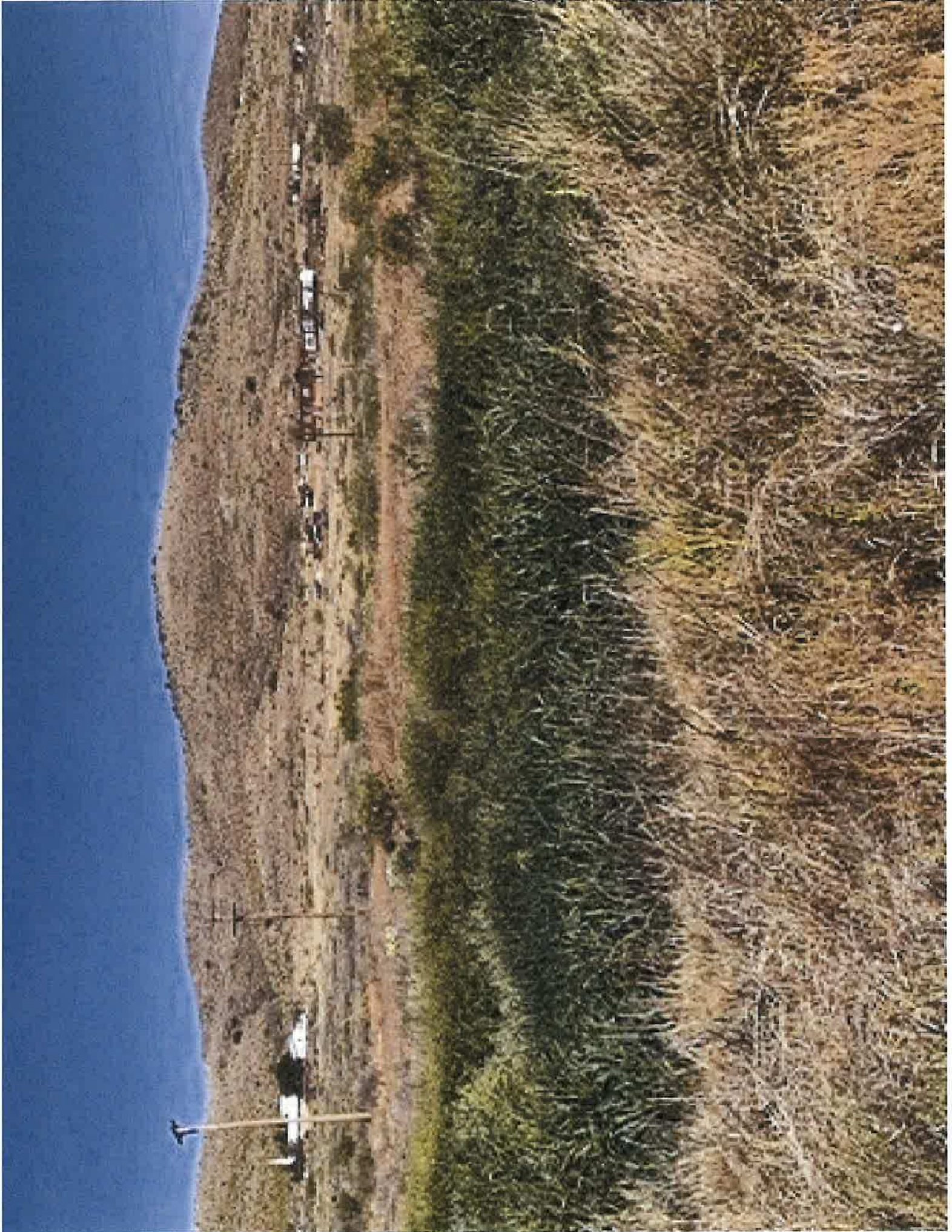
O. 432-837-3281

Building.Official@cityofalpine.com

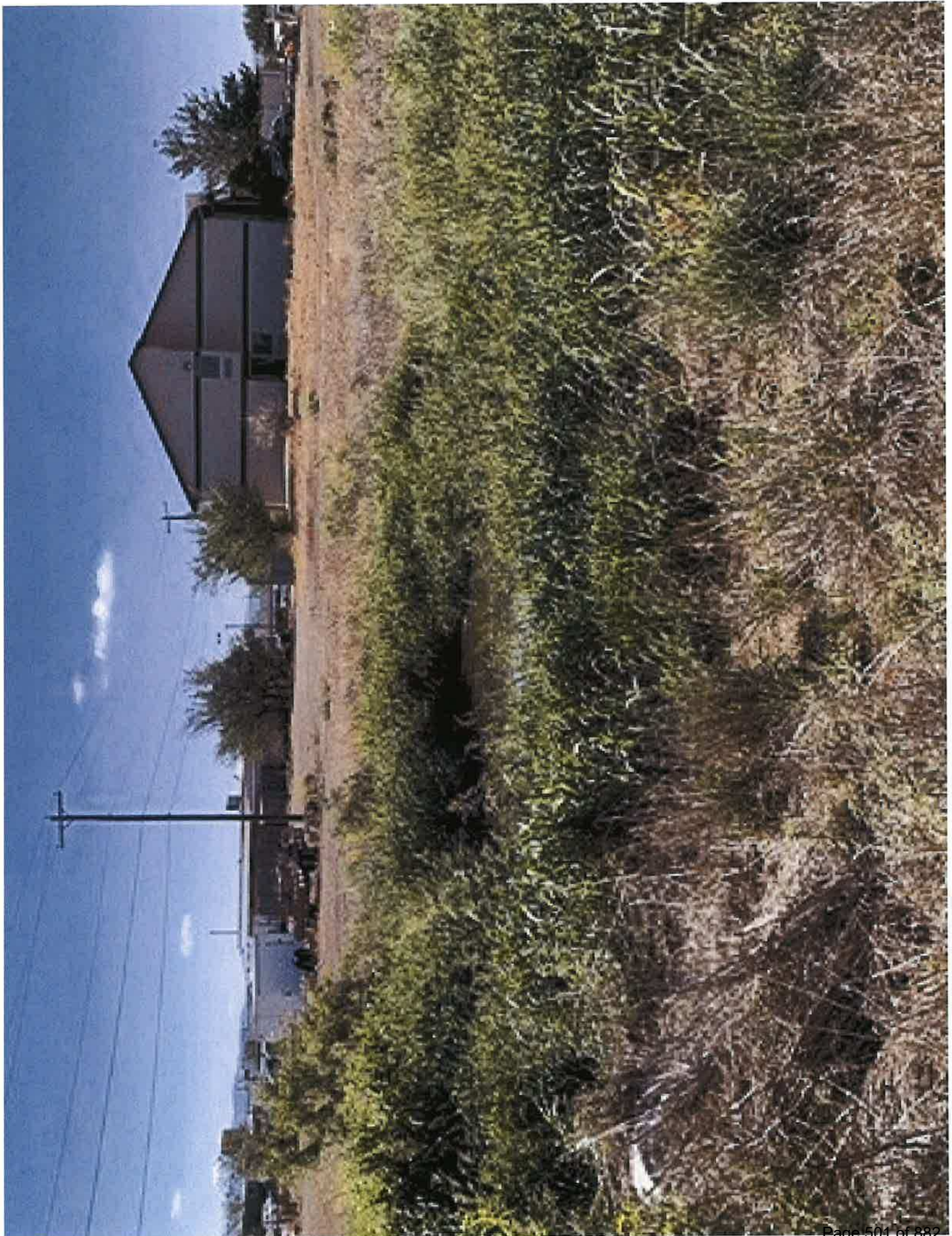














**TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**

Paper Attachment # 3

Investigation No. 1932809

Regulated Entity: RN103114690

Alpine WWTP

Submitted Statement, Additional Information

Investigation Date: June 13, 2024

(1) the name, address and telephone number of the person making the telephone report;
Robert Rückes, 309 W Sul Ross Ave, Alpine, Tx, 79830, (432)-294-1848

(2) the date, time, and location of the spill or discharge;
20240613 at 0955, located at 2407 E Hwy 90, Alpine Tx, 79830

(3) a specific description or identification of the oil, petroleum product, hazardous substances or other substances discharged or spilled;
Raw sewage

(4) an estimate of the quantity discharged or spilled;
UNK

(5) the duration of the incident;
UNK

(6) the name of the surface water or a description of the waters in the state affected or threatened by the discharge or spill;
NA

(7) the source of the discharge or spill;
Privately owned lift station

(8) a description of the extent of actual or potential water pollution or harmful impacts to the environment and an identification of any environmentally sensitive areas or natural resources at risk;
There is a ~72'x54' retention area filled with the sewage that has overflowed out of the lift station, the approximate depth is unknown.

(9) if different from paragraph (1) of this subsection, the names, addresses, and telephone numbers of the responsible person and the contact person at the location of the discharge or spill;
✓ Paul Olivarri (Property Manager) – (432) 448-2833

✓ Property Owner – Lodging Properties LLC; Address - C/O Lodging Enterprises, LLC
8535 21st St #250, Wichita, Ks, 67206

(10) a description of any actions that have been taken, are being taken, and will be taken to contain and respond to the discharge or spill;

- On 20240613 at 1013 after noticing the overflowing lift station I called Jonathan Portillo (owner of Alpine Plumbco, how was the last company to rebuild the lift station) to notify him it was overflowing and to see if he could get the pumps up and running. CONTACT INFO
- I then called TCEQ to report the discharge at 1031.
- Jonathan Portillo called me back at 1037 to notify me that the secondary pump has been turned on and the station is no longer overflowing.

George Ramos

From: Building Official <building.official@cityofalpine.com>
Sent: Tuesday, June 18, 2024 3:19 PM
To: George Ramos
Subject: Report
Attachments: TCEQ Report.docx

Follow Up Flag: Follow up
Flag Status: Completed

Good Afternoon,
I hope this is more along the lines of what you are looking for; sorry for the delay.

Thank you for all the help,

R. Rückes
Director of Building Services
TSBPE#I-4241
City of Alpine

309 W. Sul Ross Ave.

Alpine, TX 79830

O. 432-837-3281

Building.Official@cityofalpine.com



**TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**

Paper Attachment # 4

Investigation No. 1932809

Regulated Entity: RN103114690
Alpine WWTP

Submitted Statement, Additional Information

Investigation Date: June 13, 2024

George Ramos

From: Matthew Southern [REDACTED]
Sent: Wednesday, July 10, 2024 12:51 PM
To: George Ramos
Cc: Paul Olivarri; Brett Sundstrom; Lisa Carrillo; Cody Burch
Subject: Requested Information

Follow Up Flag: Follow up
Flag Status: Flagged

George,

Thank you for your call this afternoon, as discussed, Paul and I have visited regarding the plan for soil cleanup at the Travelodge location in Alpine Texas. Paul has visited with the city of Alpine and they have agreed to take the contaminated dirt that we remove. I have a contractor lined up to remove the soil to a depth of roughly 2" at the contaminated area and haul this soil to the city of Alpine. They will then replace with soil from the pond area and grade the area with and into the existing soil around the scraped area leaving it at a proper grade. Weather permitting, the contractor believes he can have this complete by 7/19/2024. If we should experience any delays, I will keep you updated. Please reach out if you have any questions. Paul, our contractor and our director of operations are included in this email so all are on the same page.

Thank you,



Matthew Southern

Corporate Director of Hotel Facilities

8535 E. 21st N Ste 250

Wichita, KS 67206

P | (316) 630-6316

E [REDACTED]

vanticlodgingen@avanticlodging.com

Jon Niermann, *Chairman*
Bobby Janecka, *Commissioner*
Catarina R. Gonzales, *Commissioner*
Kelly Keel, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

July 25, 2024

Matthew Southern
Corporate Director of Hotel Facilities
Avantic Lodging Enterprises
8535 E. 21st N Ste 250
Wichita, KS 67206

Re: Emergency Response Investigation of (Sewage Water) at:
2407 E Hwy 90, Alpine (Brewster County) Texas 79830
Investigation No.: 1995052, Incident No.: 425354

Dear Mr. Southern:

The TCEQ El Paso Region Office has completed the investigation concerning the above-mentioned incident which occurred on June 13, 2024. The conclusion of the investigation identified the responsible party to be Lodging Properties, LLC. It was concluded that Lodging Properties, LLC, will be required to submit documentation verifying the spill site will be remediated to background or pre-release conditions per 30 TAC 327. The spill site has not been proved to be remediated at this time. **Please submit final remediation documentation to this office no later than August 23, 2024.**

The TCEQ appreciates your assistance in this matter and your compliance efforts to ensure protection of the State's environment. If you or members of your staff have any questions regarding these matters, please feel free to contact Mr. George Ramos in the El Paso Region Office at (915) 834-4961.

Sincerely,

A handwritten signature in black ink that reads "Kent Waggoner".

Kent Waggoner, P.G.
Section Manager
El Paso Region Office

KW/gfr

**Appendix IV
Compliance Checklists**

Monitoring and reporting Table

Reports, Manuals, Registrations	Parameter	Monitoring Frequency	Reporting Frequency
DMRs ^{†††} CORs	With copies of supporting data by month	Monthly and as required by permit	Monthly and as required by permit
MERs	If applicable, with copies of supporting data by month—form provided by the TCEQ	Monthly	Monthly
Noncompliance notifications ^{\$\$\$}	Bypasses, unauthorized discharges, sanitary sewer overflows, and any effluent violation that deviates from the permitted effluent limitation by 40 percent	As necessary	Orally within 24 hours to the regional office, written within five working days
Irrigation application records and soil analysis results	If applicable	Annually on MER form	Annually

Wastewater-permit due dates Table

Month	Action
January	• Complete sampling by January 31. • Submit December DMR by January 20. • Submit biomonitoring DMR by January 20, if applicable.
February	• Complete sampling by February 28. • Submit January DMR by February 20.
March	• Complete sampling by March 31. • Submit February DMR by March 20.
April	• Complete sampling by April 30. • Submit March DMR by April 20. • Submit biomonitoring DMR by April 20, if applicable.
May	• Complete sampling by May 31. • Submit April DMR by May 20.
June	• Complete sampling by June 30. • Submit May DMR by June 20.
July	• Complete sampling by July 31. • Submit June DMR by July 20. • Submit biomonitoring DMR by June 20, if applicable.
August	• Complete sampling by August 31. • Submit July DMR by August 20.
September	• Complete sampling by September 30. • Submit August DMR by September 20. • Submit annual sludge report by September 30 including addendums.
October	• Complete sampling by October 31. • Submit September DMR by October 20. • Submit biomonitoring DMR by October 20, if applicable.
November	• Complete sampling by November 31. • Submit October DMR by November 20.
December	• Complete sampling by December 31. • Submit November DMR by December 20.

EXAMPLE OF DMR



Texas Commission on Environmental Quality

P.O. Box 13087 • Austin, TX 78711-3087

MONTHLY EFFLUENT REPORT

PERMIT NUMBER	SET	YEAR	MO	EID
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This report to be used for _____

Please retain a photocopy for your records.

Parameter Code/ Parameter	Effluent Condition		No. Ex	Frequency of Analysis	Sample Type
	Value	Units			
3101024 BOD ₅	Permitted	mg/L		2/week	Grab
	Reported				
800821024 CBOD ₅	Permitted	mg/L		2/week	Grab
	Reported				
820796624 Turbidity	Permitted	NTU		2/week	Grab
	Reported				
31643730 E. coli	Permitted	MPN/100 mL		2/week	Grab
	Reported				
316403724 E. coli	Permitted	MPN/100 mL		2/week	Grab
	Reported				
316393724 Enterococci	Permitted	MPN/100 mL		2/week	Grab
	Reported				
316393730 Enterococci	Permitted	MPN/100 mL		2/week	Grab
	Reported				
4006030 pH	Permitted	Std units		2/week	Grab
	Reported				
500507124 Flow	Permitted	MGD		2/week	Grab
	Reported				
	Permitted				
	Reported				

COMMENTS AND EXPLANATIONS (Reference all attachments here.)

I CERTIFY THAT I AM FAMILIAR WITH THE INFORMATION CONTAINED IN THIS REPORT AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF SUCH INFORMATION IS TRUE, COMPLETE AND ACCURATE.

PLANT OPERATOR NAME	PLANT OPERATOR SIGNATURE	MONTH	DAY	YEAR
EXECUTIVE OFFICER NAME	EXECUTIVE OFFICER SIGNATURE	MONTH	DAY	YEAR
Telephone Number				
		Area code	Number	

TCEQ-20709 (Rev. 11/2014)

Texas Commission on Environmental Quality
Monthly Effluent Report Form
Completion Instructions

This Domestic Reuse Monthly Effluent Report is a self-reporting form that shows all the possible parameters that could be reported. Report those required by your permit. Extreme care should be taken to ensure that this report is used for only the plant or outfall described and for the year and month you specify on this the form. Measurements or test results must be reported in the following manner:

1. "Effluent Condition" column - Enter permitted limit in the shaded space and test results in the unshaded space under VALUE for each parameter using the units specified for that parameter in your permit. If the UNITS specifies MGD (million gallons per day), then a measured flow of 100,000 gallons per day should be reported as 0.100 MGD.
2. "NO EX" column - In the unshaded spaces, enter the exact number of times during the month that the given permitted limit was exceeded. If an effluent value reported as daily average is found to exceed the permitted daily average, enter a "1" in the box regardless of the number of single readings above the permitted limit
3. "Frequency of Analysis" and "Sample Type" columns - These columns reflect your permit requirements for the sampling of each parameter. This form includes many possible permit requirements. Use the frequency of analysis and sample type for each parameter as specified in your permit.
4. If no discharge is made during the reporting month enter a "0" under VALUE and enter the PARAMETER as "Discharge Days/Month." Leave the remainder of the form blank, except for reporting requirements under number 5 below.
5. Each form must contain two original signatures, the dates the forms were signed and the telephone number of the executive officer. Send the completed form to the Water Compliance Monitoring Team (MC 224), Enforcement Division, Texas Commission on Environmental Quality, PO Box 13087, Austin, Texas 78711-3087.

PLEASE RETAIN A PHOTOCOPY OF THE REPORT FOR YOUR RECORDS.

The following are definitions of terms and abbreviations used on the report:

DLY. AVG.	Daily Average will be the arithmetic average of all test or measurement results obtained during the reporting period
DLY. MAX.	Daily Maximum will be the largest of all the test or measurement results obtained during the reporting period.
IND. GRAB	Individual Grab will be the largest test or measurement result obtained during the reporting period from a grab sample.
DLY. MIN.	Daily Minimum will be the smallest test or measurement result obtained during the reporting period.
GRAB	A sample collected in less than 15 minutes.
GRAB PKLOAD 3	Grab sample collected at peak loading. 3-
PRT COMP	part composite
6 PRT COMP	6-part composite 12-
12 PRT COMP	part composite
Parameter	A physical property whose values determine the characteristics or behavior of something (i.e. temperature, BOD, pH)

If you have questions on how to fill out this form or about the self-reporting program, please contact us at 512/239-2545. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512/239-3282

DMR CODES

Parameter Name	Parameter Code	Sample Type/Units
pH	4006030	Ind Grab
Turbidity	820796624	Daily Average
BOD5	3101024	Daily Average
CBOD5	800821024	Daily Average
E. coli	316403730	Ind Grab
E. coli	316403724	Daily Average
Enterococci	316393724	Daily Average
Enterococci	316393730	Ind Grab

Monitoring results must be submitted online using the NetDMR reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver. Monitoring results must be signed and certified as required by Monitoring and Reporting Requirements No. 10.

Checklist Texas Pollutant Discharge Elimination System Permits

Reference [§]	Monitoring and Reporting Requirements	Yes	No	NA
319.4-12	Are effluent sampling and reporting conducted as specified in the permit or in accordance with 30 TAC 319.4-12?			
See permit: Monitoring and Reporting Requirement No.1	Are monthly effluent reports (discharge monitoring reports) submitted electronically using NetDMR by the 20th day of the following month for each discharge whether or not a discharge is made for that month?			
305.128 and 305.44(a)	Are all monitoring reports signed and certified as required by 30 TAC 305.128 (relating to Signatories to Reports)?			
319.11-12	Are test procedures for the analysis of pollutants in compliance with procedures specified in 30 TAC 319.11-319.12 or the permit?			
See permit: Monitoring and Reporting Requirement Nos. 1 and 2	Are measurements, tests, and calculations accurate and representative?			
305.125(11)(A)	Are monitoring samples and measurements taken at times and in a manner so as to be representative of the monitored activity?			
305.125(11)(B)	Are all monitoring and reporting records, including strip charts and records of calibration and maintenance, copies of all records required by the permit, records of all data used to complete the application for the permit, and the certification required by 40 CFR ^{**} 264.73(b)(9), retained for a period of three years and readily available for review by a TCEQ representative?			
305.125(11)(C) See permit: Monitoring Requirement No. 3.c	Do all records of monitoring activities include the following: a. the date, time, and place of sample measurement; b. the identity of the person who collected the sample or made the measurement; c. the date and time of analysis; d. the identity of the individual and laboratory who performed the analysis; e. the technique or method of analysis; and f. the results of the analysis or measurement and quality assurance-quality control records?			
See permit: Monitoring Requirement No. 4	Does the permittee include additional monitoring (more monitoring than required by the permit) results in the calculation and reporting of the values submitted on the approved self-report form?			

[§] Numbers refer to chapters, subchapters, subsections, or paragraphs of Title 30, Texas Administrative Code.

^{**} 40 CFR = "Title 40, Code of Federal Regulations."

Reference ^s	Monitoring and Reporting Requirements	Yes	No	NA
See permit: Monitoring Requirement No. 5	Are all automatic flow measuring or recording devices and all totalizing meters for measuring flows calibrated by a trained person at least annually? If yes, a. does the person verify in writing that the device is operating properly and giving accurate results, and b. are copies of the verification retained and made readily available for review by a TCEQ representative for a period of three years?			
See permit: Monitoring Requirement No. 7.a	Are written reports submitted to the regional office and the Enforcement Division within five days of the time the permittee becomes aware of the noncompliance?			
See permit: Monitoring Requirement No. 7.a	Do written reports contain a description of the noncompliance and its cause; the potential danger to human health or safety, or the environment; the period of noncompliance, including exact dates and times; if the noncompliance has not been corrected, the time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance, and to mitigate its adverse effects?			
See permit: Monitoring Requirement No. 7.c	Are all effluent violations that deviate from the permitted effluent limitations by more than 40 percent reported in writing to the regional office and the Enforcement Division within five working days of becoming aware of the noncompliance?			
See permit: Monitoring Requirement No. 7.b	Does the permittee submit prior notice by applying for authorization for any needed bypass?			
See permit: Monitoring Requirement No. 9	Does the permittee notify (orally or by fax) within 24 hours, and both the Regional Office and the Enforcement Division in writing within five working days, after becoming aware of or having reason to believe that any activity has occurred or will occur that would result in the discharge of any toxic pollutant listed in 40 CFR ⁺⁺ Part 122, Appendix D, Tables II and III?			
305.128	Are all reports and other information requested by the TCEQ signed by the person and in the manner required by 30 TAC 305.128?			
See permit: Monitoring Requirement No. 9 and 40 CFR 122.42(b)	If the facility is a publicly owned treatment works, does the permittee provide adequate notice to the TCEQ of the following: - any new introduction of pollutants into the POTW from an indirect discharger which would be subject to Section 301 or 306 of the federal Clean Water Act if it were directly discharging those pollutants; - any substantial change in the volume or character of pollutants being introduced into the POTW by an identified source when the permit was issued; and			

Reference ^s	Monitoring and Reporting Requirements	Yes	No	NA
	Sludge Provisions (Land Application)			
See permit: Sludge Provisions, Section I.A.1, and Chapter 312	Does the permittee handle and dispose of sewage sludge in accordance with 30 TAC 312 and all other applicable state and federal regulations in a manner which protects public health and the environment from any reasonably anticipated adverse effects due to any toxic pollutants that may be present in the sludge?			
See permit: Sludge Provisions, Section I.A.2	Does the permittee (who prepares the sludge for another person for land application) supply necessary information to the parties who receive the sludge to assure compliance with these regulations?			
See permit: Sludge Provisions, Section I.A.3	Does the permittee provide prior notice (180 days) to the TCEQ of any change planned in sewage sludge disposal?			
See permit: Sludge Provisions	Has the permittee tested the sewage sludge (using the TCLP) at least once during the term of its permit?			
See permit: Sludge Provisions, Section I.B.1	Is sewage sludge failing the TCLP test managed according to standards of the Resource Conservation and Recovery Act for generators of hazardous waste?			
See permit: Sludge Provisions, Section I.B.1	If a TCLP test fails, does the permittee submit a written report to the Registration and Reporting Section within seven days?			
See permit: Sludge Provisions, Section I.B.1	Does the permittee prepare and submit an annual report on the results of all sludge-toxicity testing by September 30 of each year?			
312.82	Is all sewage sludge that is applied to agricultural land, forest, a public contact site, or a reclamation site treated to ensure that the sludge meets either the Class A or Class B pathogen requirements?			
312.83	Is all bulk sewage sludge that is applied to agricultural land, forest, a public contact site, or a reclamation site treated to reduce vector attraction?			
312.46(a)(1)	Are metal constituents and fecal coliform or <i>Salmonella</i> bacteria monitored according to 312.46(a)(1)?			
312.7	Are representative samples of sewage sludge collected and analyzed according to the methods in 30 TAC 312.7?			
See permit: Sludge Provisions, Section II, C.1	Does the permittee prevent bulk sewage sludge from being applied to agricultural land, forest, a public contact site, or a reclamation site that is flooded, frozen, or snow covered?			
See permit: Sludge Provisions, Section II, C.3	Is bulk sewage sludge applied at or below the agronomic rate of the cover crop?			
See permit: Sludge Provisions, Section II, C.4	If the permittee supplies the sludge to another person who land applies the sludge, does the permittee notify the land applier of the requirements for record keeping			

Reference ^s	Monitoring and Reporting Requirements	Yes	No	NA
	found in 30 TAC 312.47 for persons who apply it to land?			
312.48	Does the permittee report to the TCEQ by September 30 of each year the information required in 30 TAC 312.48?			
See permit: Sludge Provisions, Section II, E	Are records maintained monthly and made available to the TCEQ upon request?			
	Requirements Applying to All Sewage Sludge Disposed in an MSW Landfill			
See permit: Sludge Provisions, Section III, A	Does the permittee ensure that the sewage sludge meets the requirements in 30 TAC 330 concerning the quality of the sludge disposed in an MSW landfill?			
See permit: Sludge Provisions, Section III, B	Does the permittee provide the owner or operator of the MSW landfill appropriate information needed for the facility to comply with the provisions of the permit (e.g., TCLP test results)?			
See permit: Sludge Provisions, Section III, F	Does the permittee retain the following information for five years: - a description (including procedures followed and the results) of all Paint Filter Liquids Tests (U.S. EPA Method 9095B) performed, and - a description (including procedures followed and results) of all TCLP tests performed? <i>Note:</i> These records must be maintained on-site monthly and be made available to the TCEQ upon request.			
See permit: Sludge Provisions, Section III, G	Does the permittee report annually to the TCEQ by September 30 of each year the following information: - TCLP results; - annual sludge production in dry tons/year; - amount of sludge disposed in an MSW landfill in dry tons/year; - amount of sludge transported interstate in dry tons/year; - a certification that the sewage sludge meets the requirements of 30 TAC 330 concerning the quality of the sludge disposed in an MSW landfill; - the identity of each hauler and the transporter registration number; - the owner of the disposal site; - the location of the disposal site; and - each date of disposal?			
	Pretreatment Requirements			
40 CFR ^{**} Part 403	If the facility is required to have an approved pretreatment program, does the permit include specific prohibitions and notification requirements?		NO	
	If the facility is a publicly owned treatment works, has it developed a local pretreatment program?		NO	

Month: _____, 20____

Date	Effluent Flow (MGD)	DO (mg/L)	pH (SU)	TSS (mg/L)	BOD ₅ (mg/L)	Cl ₂ (mg/L)	NH ₃ (mg/L)	Fecal/ <i>E. coli</i> (CFUs/100) (mL)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

Date	Effluent Flow (MGD)	DO (mg/L)	pH (SU)	TSS (mg/L)	BOD₅ (mg/L)	Cl₂ (mg/L)	NH₃ (mg/L)	Fecal/ <i>E. coli</i> (CFUs/100) (mL)
25								
26								
27								
28								
29								
30								
31								
Min.								
Max.								
Avg.								

Appendix V
Job Descriptions

Worker I / Meter Reader

Department: Public Utilities

Division: Water

Supervisor: Director of Public Utilities

Salary: Non exempt

Status: Full Time

Approved by Council on 01/04/2022

Education and Experience: A minimum of a High School diploma or GED is required and 1 year

Work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker I is assigned to.

General Purpose

Under close supervision, using established procedures and receiving detailed instructions, perform physical tasks as an entry-level Worker within the City of Alpine Public Utility Department.

Typical Duties

- Performs labor intensive work.
- Assists in the completion of paperwork, forms and reports as necessary.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment And supplies weighing up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, hand-held computers and Hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

Other Job Characteristics

- lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Utility Worker II

Education and Experience: A minimum of a High School diploma or GED is required and 2 years work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment.

General Purpose

Under management supervision provide leadership to co-workers, using established procedures and receiving detailed instructions perform physical tasks and required paperwork as a mid-level Worker II within the City of Alpine Public Utility.

Typical Duties

- Performs labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, work assignments, leadership, and guidance to others.
- Learns how to respond to citizen questions, concerns and complaints.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Skill at reading diagrams and technical drawings.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

Other Job Characteristics

- Lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Utility Worker III

Education and Experience: A minimum of a High School diploma or GED is required and 4 years work experience

in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment.

General Purpose

Under general supervision leads personnel assigned to within the City of Alpine Public Utility. Works on assignments that are complex in nature where considerable judgment and initiative are required in resolving problems and making recommendations to management. In addition to physical labor tasks Worker III is required to be proficient in completing regulatory paperwork and reporting findings to supervisors.

Typical Duties

- Leads Workers I and II to perform labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, work assignments, leadership, and guidance to others.
- Answers citizen questions and provides assistance to them.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, backhoe, etc., hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the set-up, operation and maintenance a variety of safety-related equipment according to utility safety procedures and SOP's.
- Assists in asset control and inventory activities.
- Leads basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Skill in handling multiple tasks and prioritizing.
- Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Skill at reading diagrams and technical drawings.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

Other Job Characteristics

- Lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.

- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

UTILITY TECHNICIAN I

RESPONSIBILITIES OF POSITION:

Under close supervision, using established procedures and receiving detailed instructions, performs physical tasks as an entry-level worker within the City of Alpine Public Utility Department.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required and two (2) years' work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 24 months of employment depending on what City department Utility Technician I is assigned to. If certificates or licenses are not obtained within 24 months, demotion could occur.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs labor intensive work.
- Assists in the completion of paperwork, forms and reports as necessary.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighing up to 50 lbs. unassisted.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- Conducts daily water and chlorine residual samples from all major water storage locations for the city.

- Monitors all chlorinator stations. Changes and keeps up with chlorine gas tanks.
- Records daily all major locations water usage from the main meters.
- Completes ground and other maintenance work to upkeep all major water storage and well water locations.
- Operates and monitors SCADA water computer system.
- Conducts maintenance, troubleshooting, and technical assistance in field work for radio (SCADA) locations.
- Takes and records the monthly water use at the first, middle, and end of the month from all well locations.
- Takes and records all well locations depths of the wells water levels.
- Assists customers with bulk water orders (non-potable water) from bulk water distribution tank.
- Reads customer residential water meters.
- Fixes water leaks in the main water lines, service lines, and water meters.
- Fixes sewer line and sewer backups while operating and using heavy equipment.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Knowledge of Federal, State, and Local laws.
- Skills in oral and written communication.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to operate a motor vehicle through City traffic.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.

- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

UTILITY TECHNICIAN II

RESPONSIBILITIES OF POSITION:

Under management supervision provide leadership to co-workers, using established procedures and receiving detailed instructions perform physical tasks and required paperwork as a mid-level Utility Technician II within the City of Alpine Public Utility.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required and three (3) years work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 24 months of employment. If certificates or licenses are not obtained within 24 months, demotion could occur.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, works assignments, leadership, and guidance to others.
- Learns how to respond to citizen questions, concerns and complaints.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools.
- Performs general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- Repairs light and medium equipment as needed.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Knowledge of basic or routine tasks and procedures that may require on the job training.
- Knowledge of Federal, State and Local laws.
- Skills in oral and written communication.
- Skills at reading diagrams and technical drawings.

- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Ability to use a smart phone and computer for word processing.
- Ability to perform tasks using established, often hands-on methods.
- Ability to utilize given financial and technical resources for tasks.
- Ability to manage assigned work with little intervention or input from supervisor.
- Ability to operate a motor vehicle through City traffic.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

UTILITY TECHNICIAN III

RESPONSIBILITIES OF POSITION:

Under management supervision, provide leadership to co-workers, using established procedures and receiving detailed instructions perform physical tasks and required paperwork as a mid-level Utility Technician III within the City of Alpine Public Utility.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required and three (3) years of work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 24 months of employment. If certificates or licenses are not obtained within 24 months, demotion could occur.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, works assignments, leadership, and guidance to others.
- Learns how to respond to citizen questions, concerns and complaints.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools.
- Performs general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- Supervises employees in a single work unit, team or project.
- Performs tasks using specialized technical or professional tools, machinery, procedures, or methods.
- Oversees purchasing, budgets, and account payments.
- Trains operators on running and maintaining machinery and lab equipment used at the wastewater plant.
- Writes instructions on how to perform the maintenance on the machinery.
- Maintains water, sludge, and trash pumps of all sizes stationary and portable.

- Conducts repairs and uses mowers and weed eaters.
- Conducts small repairs on backhoes, skid steer, power tools, mobile belt press, and different motors for equipment as needed.
- Conducts repairs on meters and lab equipment as needed.
- Uses technology such as Microsoft word, excel and SCADA.
- Monitors the chemical feed system for chlorine and sulfur dioxide gases.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Ability to operate a motor vehicle through City traffic.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**City of Alpine
Wastewater System
Alpine, Texas**

FINAL

**Wastewater System
O & M Manual and
Preventative Maintenance Program Plan**

**Effective Date: 09-17-2025
Revision 1**

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PREFACE

REVISION LOG

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DISTRIBUTION LOG

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O & M Manual and Preventative Maintenance Program Plan

Introduction

This Operation and Maintenance Manual and Preventative Maintenance Program Plan (Manual) for the City of Alpine Wastewater Treatment Facilities is intended to satisfy the requirements set forth in the TCEQ issued permit of WQ0014349001 issued October 11, 2024 and expires on October 11, 2029.

I. National Pollutant Discharge Elimination System (NPDES) Permit Overview City of Alpine is authorized to discharge into the waters of the State of Texas under the National Pollutant Discharge Elimination System (NPDES) Permit No. (Permit). The State of Texas is authorized by the United States Environmental Protection Agency (USEPA) to administer the NPDES program. The Texas Commission on Environmental Quality (TCEQ) is the state agency responsible for administering and enforcing City of Alpine's NPDES permit. NPDES permits are issued for a 5-year period but can generally be administratively extended as long as the application for renewal was submitted complete and on time. The Permit is a legal document and all requirements, limits and conditions must be adhered to while the Permit is in effect. Any violation of Permit conditions could result in civil or criminal action.

This section of the Manual contains a summary of Permit requirements. This is only a summary and is not intended to substitute for the actual language of the Permit. The actual Permit language should be consulted for compliance (see Appendix I).

Generally speaking, the Permit consists of four parts, as described below in Parts I.A through Part I.D of this Manual.

I.A. NPDES Part I: Limits, Monitoring and Reporting Requirements

Part I of the NPDES permit contains the following subsections that pertain to the limits, monitoring and reporting requirements that apply to City of Alpine:

- Part I.A – Effluent Limitations and Monitoring Requirements – This subsection contains the numerical limits for the constituents to be monitored at each outfall.
- Part I.B – Narrative Water Quality Standards – This subsection details the narrative water quality standards such as oil sheens, odor, color, etc. that must be monitored.
- Part I.C – Monitoring and Reporting - This subsection further describes the discharge monitoring and reporting requirements within the Permit. The City of Alpine Facility uses a certified third-party laboratory to collect, analyze and report all required samples. Data is summarized on Daily Monitoring Reports (DMR) as well as Monthly Monitoring Reports (MMR), which are required to be submitted electronically each month. The DMR and MMR are signed by City of Alpine prior to submittal to TCEQ and USEPA through the CDX program.

Refer to Appendix I.A. for NPDES Permit Section Part I – Effluent Limits, Monitoring, & Conditions.

I.B. NPDES Part II: Standard Conditions

Part II contains the following standard conditions that apply to all NPDES permits, including the Facility's Permit:

- Part II.A – General Conditions – This subsection includes descriptions of the duties to comply, mitigate adverse effects on the environmental and reapply for the Permit. It also covers civil penalties, causes for modifying, revoking or

terminating a permit, toxic pollutant obligations, wastewater treatment plant operator certification requirements, and Facility inspections by TCEQ.

- Part II.B – Operational Requirements – This subsection pertains to the requirements for operating and maintaining treatment systems and also the procedures and conditions under which bypasses and upsets,
- Part II.C – Reporting Requirements – This subsection pertains to reporting requirements associated with planned changes to the Facility or its discharges, as well as other requirements regarding compliance/noncompliance reporting, signatory requirements and changes in the discharge of toxic substances.
- 1C. Sludge Provisions – Requirements applying to all sewage sludge or biosolids land application.

Refer to Appendix I.B. for NPDES Permit Section Part II – Standard Permit Conditions.

I.C. NPDES Part III: Other Requirements

Part III of the Permit contains requirements regarding the licensed operators, legal restrictions, floods and contributing industries.

Refer to Appendix I.C. for NPDES Permit Section Part III – Other Requirements.

II. Description of Wastewater Treatment and Associated Process Equipment

II.A. Total Treatment Overview

The City of Alpine wastewater treatment facilities are designed to handle the wastewater streams generated by the city. These lines include:

- University
- Municipal

As shown on Figure A, The City of Alpine owns and operates a wastewater treatment facility located Northeast of the City approximately 3 miles from downtown. The WWTP is an activated sludge process plant operated in an extended aeration mode, which includes a bar screen, aeration basin, two clarifiers, sludge pumping units, mobile sludge dewatering station, six sludge drying beds and a chlorine contact basin..

The City of Alpine WWTP consists of a bar screen, lift station, aeration basin (original aeration basin now permitted as emergency storage), two secondary clarifiers, sludge pumping units, a mobile dewatering unit along with sludge drying beds and a chlorine contact chamber. While the construction date of the WWTP is unknown, the WWTP has had several improvement projects since 1980. In 1997 a new oxidation ditch and the second - secondary clarifier was constructed. In addition, six sludge drying beds were constructed. In 2016 the City purchased a used mobile belt dewatering unit, originally manufactured in 2002, to help manage sludge within the plant. The latest project at the plant is currently in progress and consists of a new mechanical bar screen at the front of the plant along with the new aeration rotors for the existing oxidation ditch.

1. Process Flow Diagrams

Refer to Appendix II for Process Flow Diagrams:

- Process Flow Diagram

2. Equipment Description

Unit	Year	Units
Mechanical Bar Screen	2022	1
Influent Lift Station	Unknown	3
Oxidation Ditch	1997	1
Secondary Clarifier #1	1980	1
Secondary Clarifier #2	1997	1
Sludge Pumps	Unknown	2
Drying Beds	1997	6
Mobile Belt Press	2002/2016	1
Chlorine Contact Basin	1980/1997	1

3. Operating Procedure(s)

Procedure Description	Procedure Number

4. Preventive Maintenance Program

Equipment	Maintenance Description	Frequency
Mechanical Bar Screen	Visual Inspection	Semi-annual
Oxidation Ditch	Non-Destructive Testing	Every 10 years
	Visual Inspection	Semi-annual
	Sludge depth	Annual
	Visual Inspection	Semi-annual
	Non-Destructive Testing	Every 10 years
	Visual Inspection	Semi-annual
	Non-Destructive Testing	Every 10 years
60 hp Aerators	Motor thermal check	Quarterly
	Visual Inspection	Semi-annual
	Non-Destructive Testing	Every 10 years
	Motor thermal check	Quarterly
	Contractor	Contractor

Equipment	Maintenance Description	Frequency
Clarifiers	Inspection	Annually
Clarifiers	Non-Destructive Testing	5 Years
	Inspection	Annually
	as Required	Semi-Annual
Filter Press	Inspection	Semi-Annual
EQ Tank	Inspection	Semi-Annual
EQ Tank	Non-Destructive Testing	5 Years
Chlorine Contact Basins	Inspection	Semi-Annual
Holding Tank	Inspection	Semi-Annual
Sludge Holding Tank	Inspection	Semi-Annual
Sludge Holding Tank	Non-Destructive Testing	10 Years
Mixer Motors	Thermal Checks	Quarterly

5. Key Equipment Calibration

Instrument Description	Calibration Schedule
	Quarterly
	Quarterly

6. Forms

- Utilities WWT Report

7. Equipment Description

- Headworks - an automatic bar screen called a multirake screen (model Dry cake DBS400). This multirake screen uses a motor to move a rake that automatically removes debris from the screening and disposes of the material into a nearby disposal container. The unit is controlled by two water level floats that rest slightly upstream of the unit. Once water has reached a "high" level, a signal is sent to the unit to remove caught debris for disposal. According to the manufacturers information the system is design to accommodate 400,000 gpd of flow.
- Influent Lift Station - current lift station comprises of three submersible sewage pumps (Hydromatic S4MRC1000M4-4) which provide head to the wastewater that allows it to flow into the subsequent treatment unit. Each pump is 10HP with a estimated operating point of 16' of TDH and flow of 650 GPM.
- Oxidation Ditch - is currently in operation with two 60 HP stationary aerators
- Secondary Clarifier #1 and #2 - Secondary clarifiers are used to separate biological floc from the treated wastewater. Treated wastewater can then flow over weirs and onto tertiary treatment while the settled sludge can be collected and processed. Two

secondary clarifiers are currently in operation at the WWTP. The first secondary clarifier was estimated to be installed in 1980 and the second - secondary clarifier was installed in 1997. Both clarifiers have a diameter of 57 feet and side water depth of 10 feet with a center depth of 12.5 feet. This yields approximately 2,552 sf of surface area and 206,797 gallons of volume.

- Sludge Pumps - Solids handling units at the WWTP include a mobile solids dewatering belt press, two sludge pumps and six drying beds. The two sludge pumps convey activated sludge to either the dewatering units or back to the oxidation ditch to sustain the biological reactions in the basin. Sludge that is sent to the dewatering units is called waste activated sludge (WAS) while the sludge that is sent back to the oxidation ditch is called the return activated sludge (RAS). Once the waste activated sludge is sent to the belt press, the unit is able to use belts to squeeze the sludge reducing its water content before disposal. Waste activated sludge can also be sent to the drying beds for non mechanical dewatering. Solids handling pumps that control the amount of sludge either returned or wasted are Gorman-Rupp model (T6C60SC-B) sludge pumps
- Drying Beds - Currently six drying bed structures are present at the WWTP, however only two are in working condition
- Mobile Belt Press - A used belt filter press was purchased in 2016 after being reconditioned from MSD Environmental Services, Inc. The reconditioning included a new set of belt fabric, wash water booster pump, sludge feed pump and other appurtenances. The belt filter press is designed with a 0.8 meter belt width which is capable of removing approximately 500 lb/ hr based on correspondence with the manufacturer
- Chlorine Contact Basin - estimated that the basins were constructed in 1980 and 1997 respectively and have not been rehabilitated but are visually in good shape. According to City staff, a sloped floor was poured in both contact basins. Based on current depths provided by the City, the basins have a total volume of 51,932 gallons. The City of Alpine currently utilizes chlorine gas to provide disinfection in the splitter box ahead of the chlorine contact basin. The current permit requires that the residual chlorine be no lower than 1 mg/L at the testing point prior to dechlorination. The City then utilizes sulfur dioxide to dechlorinate the effluent prior to discharge.

II.B. Job Descriptions - WWT Assigned Personnel

1. Utility Technician III

This operator has primary responsibility for the treatment of process wastewaters from the plant operations and the effluent discharged through the NPDES Outfall. This operator is familiar with the water treatment process at the Final Treatment Plant and all associated instrumentation including; flow control, chemical additions, starting, operating and stopping equipment as required for air addition, mixing, sludge separation, collection and transfer, and final discharge. The operator shall work safely with an environmental awareness of their industrial work environment. The operator is responsible to complete and report rounds and operate and maintain the facility by review of operating information, as well as make proper decisions based on this information, operational knowledge and experience. This operator must understand the legal responsibilities and obligations of this position.

2. Utility Technician II

This operator has primary responsibility for the treatment and dewatering of underflow

sludge from the Final Treatment Plant. This operator is familiar with the thickening, pumping, filter pressing and disposal of the underflow sludge created through the wastewater treatment process. The operator shall work safely with an environmental awareness of their industrial work environment. The operator is responsible for completing and recording rounds according to procedure. They must operate and maintain the facility by the review of operating information, as well as make proper decisions based on this information, operational knowledge and experience. The operator must understand the legal responsibilities and obligations of this position. Specific procedures, equipment and additional responsibilities' as well as an acknowledgment of training can be found in the Job Qualification Record (JQR) maintained for each individual by the Utilities Department Document Custodian.

3. Utilities Technician 1

This position has primary responsibility for the aerators and assists other treatment operations as assigned. This operator is familiar with the oil separation process at the Final Treatment Plants including process flows and chemical additions.

This operator understands the legal responsibilities and obligations of the position. The operator shall work safely with an environmental awareness of their industrial work environment. The operator is responsible to completing and recording rounds according to procedure. They must operate and maintain the facility by the review of operating information, as well as make proper decisions based on this information, operational knowledge and experience.

4. Other Utility Jobs

This includes meter readers and laborers

5. Instrument Repair

The City utilizes in-house, trained personnel to facilitate instrumentation requirements and contractors. These employees and contractors maintain instruments for the Utilities Department including wastewater treatment facilities. These employees are responsible for low voltages up to 480 V. They diagnose, repair, calibrate and test instrumentation, including: pneumatic and electrical control devices, burner management systems, HVAC and programmable logic controllers. Instrument technicians are trained to read and understand electrical drawings and ladder logic to facilitate any required maintenance.

6. Mechanical Repair

The City utilizes in-house and contractor trained personnel to facilitate mechanical maintenance. These employees and contractors are specifically assigned to the utilities areas, including wastewater treatment facilities. They are responsible for the diagnoses, testing and repairs to rotating and mechanical equipment, piping and utility systems. They are proficient in burning and welding techniques, as well as rigging and operation of mobile equipment.

7. Electrical Repair

The City utilizes in-house trained personnel and contractors to facilitate electrical maintenance. These employees and/or contractors are specifically assigned to maintain the utilities areas, including the wastewater treatment facilities. They have responsibility for multiple voltage equipment from 24V to 480V

They maintain and repair equipment including transformers, motors, controls and electrical panels. They are trained to troubleshoot and test electrical equipment, pull and terminate wiring, and make repairs in accordance with national electrical code

standards. Electrical maintenance personnel assume the lead position in any cross-functional maintenance projects.

8. Chemical Supplier

This Chemical Supplier recommends water treatment products and is responsible for the ordering and delivery of wastewater treatment chemicals. They monitor chemical consumption and chemical tank levels, provide field testing as needed, and communicate and document treatment results. This vendor provides an account manager and trained, qualified personnel who have technical water treatment backgrounds and experience in steel operations, specifically at the City of Alpine Facility. Further, all vendor employees are trained in City of Alpine requirements including immediate notification to City of Alpine personnel of any issues, and maintaining an understanding of the legal responsibilities and obligations of spill control, operational issues and other potential impacts to the environment.

9. Sample Collection and Analysis

The City of Alpine may use employees or contractors as assigned for the primary responsibility for NPDES field services and analysis. If a contractor is used this vendor provides all NPDES and groundwater sampling, operation and maintenance of required monitoring, sampling and flow monitoring equipment, sample transport to the laboratory per required procedures and all field analysis and report preparation as required by the NPDES permit. This vendor provides a project manager and trained, qualified personnel who are familiar with all sampling protocols for permits, orders and agency requirements associated with the City of Alpine Facility. Further, all vendor employees are trained in City of Alpine requirements, including immediate notification to City of Alpine personnel of any issues. The vendor employees must understand the legal responsibilities and obligations of spill control, operational issues and other potential impacts to the environment.

III. Laboratory Requirements

The City of Alpine has assigned primary responsibility for NPDES sampling and analytical testing to an EPA certified third-party laboratory. This testing includes analysis of all NPDES required testing as well as operation and maintenance of all NPDES lab and field instruments. The third-party is responsible for proper operation and calibration of all instruments. The laboratory NELAP certifications are included in Appendix III.

The contracted laboratory is directly associated with the field services group that collects the samples for analysis. City of Alpine requires that the laboratory meet all the regulatory requirements. All analytical methods are approved by standard methods and undergo validation prior to their approval for use in the laboratory. The approval methods contain criteria for quality control and performance throughout all stages of analysis including sample preparation. The laboratory also performs internal audits of all systems by a quality assurance manager at each facility. Accreditation, certification and licensing bodies also perform audits to ensure laboratory conformance to all standards and regulations. The vendor has achieved accreditation from NELAC and various other industry programs including:

- EPA and OECD Good Laboratory Practices
- National Environmental Laboratory Accreditation Program
- U.S. Environmental Protection Agency
- North American Proficiency Testing Program
- National Voluntary Laboratory Accreditation Program

The vendor has been instructed to immediately notify City of Alpine personnel when

any analysis exceeds NPDES permit or City of Alpine internal limits. The vendor must understand the legal responsibilities of the permits, orders and impacts to the environment.

City of Alpine has the responsibility of proper operation and maintenance of the following flow meters used in NPDES compliance: influent flow meter and the Final Treatment effluent flow meter. Each flow meter is maintained and calibrated per manufacture guidelines. Owner's manuals are kept on site for reference purposes. See table below for calibration schedule for the flow meters.

Instrument Description	Instrument Type	Calibration Schedule
Inflow flow Meter	Grate	Annually
Final Treatment Effluent Flow Meter	Parshall Flume	Annually

IV. Recordkeeping Requirements

The City complies with the recordkeeping requirements of this Operating and Maintenance Manual / Preventative Maintenance Program and the Permit by maintaining the appropriate data and records for a minimum of five years.

All preventative Maintenance and calibration activities are tracked by an electronic maintenance management system. Work required, including frequency of the activity, is entered into the electronic maintenance management system. Once a task becomes due, a work order is generated by the electronic management system. A maintenance planner then directs the work order to the appropriate manager who schedules and assigns the task to maintenance personnel. Once the tasks are complete, the planner then documents the activity in the electronic system.

U. Plan for Inspection, Cleaning and Maintenance of Outfall Channels

The outfall is visually observed on a daily basis. The visual observations include water quality and physical condition of the outfall. If debris or structural deficiency is noted in the outfall channel, appropriate measures will be taken to return the outfall to normal operating condition. City of Alpine will also conduct scheduled annual maintenance inspections of the outfall structures. These inspections will be documented in the electronic maintenance management system.

An employee is responsible for flow measurements at the final Outfall. They maintain and calibrate each flow meter per manufacturer recommendations. The flow meter is capable of accurate readings in varying flow conditions.

VI. Preventive Maintenance Program Plan

City of Alpine conducts a Preventative Maintenance Program designed to help prevent breakdowns, reduce wear, improve efficiency and extend the life of its wastewater treatment infrastructure. Schedules for preventative maintenance inspections and testing are integrated into this Operating and Maintenance Manual for each wastewater treatment system at the Facility. The calibration schedules for key equipment and infrastructure for each treatment system are also provided above. All preventative maintenance activities will be documented in an electronic maintenance management system. Refer to Section IV of this manual for specific recordkeeping requirements. City of Alpine requires all contractors to maintain their own maintenance and preventative maintenance systems and procedures.

VII. Review of O&M Plan and Preventative Maintenance Program Plan

At least annually, City of Alpine will review the O&M Manual, including the Preventative Maintenance Program, to determine whether modifications to the Manual are necessary for the proper operation and maintenance of the wastewater treatment process equipment. The results of the review will be documented and kept with the O&M Manual. The results will also be submitted along with the semiannual report.

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**Appendix I.A.
NPDES Permit
Part I
Effluent Limits, Monitoring, & Conditions**

Jon Niermann, *Chairman*
Bobby Janecka, *Commissioner*
Catarina R. Gonzales, *Commissioner*
Kelly Keel, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

October 18, 2024

Keith Segar, Director of Public Utilities
City of Alpine
100 North 13th Street
Abilene, Texas 79830

RE: City of Alpine
Permit No. WQ0014349001

This letter is your notice that the Texas Commission on Environmental Quality (TCEQ) executive director (ED) has acted on the above-named application. According to 30 Texas Administrative Code (TAC) Section 50.135 the ED's action became effective on the date the ED signed the permit or other action. A copy of the final action is enclosed and cites the effective date.

For certain matters, a **motion to overturn**, which is a request that the commission review the ED's action on an application, may be filed with the chief clerk. Whether a motion to overturn is procedurally available for a specific matter is determined by Title 30 of the Texas Administrative Code Chapter 50. According to 30 TAC Section 50.139, an action by the ED is not affected by a motion to overturn filed under this section unless expressly ordered by the commission.

If a motion to overturn is filed, the motion must be received by the chief clerk within 23 days after the date of this letter. An original and 7 copies of a motion must be filed with the chief clerk in person or by mail. The Chief Clerk's mailing address is Office of the Chief Clerk (MC 105), TCEQ, P.O. Box 13087, Austin, Texas 78711-3087. On the same day the motion is transmitted to the chief clerk, please provide copies to the Environmental Law Deputy Director (MC 173), and the Public Interest Counsel (MC 103), both at the same TCEQ address listed above. If a motion is not acted on by the commission within 45 days after the date of this letter, then the motion shall be deemed overruled.

You may also request **judicial review** of the ED's action. The procedure and timelines for seeking judicial review of a commission or ED action are governed by Texas Water Code Section 5.351.

Individual members of the public may seek further information by calling the TCEQ Public Education Program, toll free, at 1-800-687-4040.

Sincerely,

A handwritten signature in cursive script that reads "Laurie Gharis".

Laurie Gharis
Chief Clerk

LG/mb

cc: Garrett T. Arthur, TCEQ Public Interest Counsel (MC 103)



TPDES PERMIT NO.
WQ0014349001
*[For TCEQ office use only - EPA I.D.
No. TX0022985]*

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
P.O. Box 13087
Austin, Texas 78711-3087

This is a renewal that replaces TPDES
Permit No. WQ0014349001 issued on
June 25, 2021.

PERMIT TO DISCHARGE WASTES
under provisions of
Section 402 of the Clean Water Act
and Chapter 26 of the Texas Water Code

City of Alpine

whose mailing address is

100 North 13th Street
Alpine, Texas 79830

is authorized to treat and discharge wastes from the City of Alpine Wastewater Treatment Facility, SIC
Code 4952

located at 2418 North State Highway 118, in Brewster County, Texas 79830

to unnamed tributary, thence to Alpine Creek, thence to Musquiz Creek, thence to Coyanosa Draw,
thence to Hackberry Draw, thence to Upper Pecos River in Segment No. 2311 of the Rio Grande Basin

only according to effluent limitations, monitoring requirements, and other conditions set forth in this
permit, as well as the rules of the Texas Commission on Environmental Quality (TCEQ), the laws of the
State of Texas, and other orders of the TCEQ. The issuance of this permit does not grant to the
permittee the right to use private or public property for conveyance of wastewater along the discharge
route described in this permit. This includes, but is not limited to, property belonging to any individual,
partnership, corporation or other entity. Neither does this permit authorize any invasion of personal
rights nor any violation of federal, state, or local laws or regulations. It is the responsibility of the
permittee to acquire property rights as may be necessary to use the discharge route.

This permit shall expire at midnight, **five years from the date of issuance.**

ISSUED DATE: October 11, 2024



For the Commission

EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTSOutfall Number 001

1. During the period beginning upon the date of issuance and lasting through the date of expiration, the permittee is authorized to discharge subject to the following effluent limitations:

The daily average flow of effluent shall not exceed 0.9 million gallons per day (MGD), nor shall the average discharge during any two-hour period (2-hour peak) exceed 2.499 gallons per minute.

<u>Effluent Characteristic</u>	<u>Discharge Limitations</u>				<u>Min. Self-Monitoring Requirements</u>	
	Daily Avg mg/l (lbs/day)	7-day Avg mg/l	Daily Max mg/l	Single Grab mg/l	Report Daily Avg. & Daily Max. Measurement Frequency	Sample Type
Flow, MGD	Report	N/A	Report	N/A	Continuous	Totalizing Meter
Biochemical Oxygen Demand (5-day)	20 (150)	30	45	65	One/week	Composite
Total Suspended Solids	20 (150)	30	45	65	One/week	Composite
<i>E. coli</i> , colony-forming units or most probable number per 100 ml	126	N/A	399	N/A	Two/month	Grab

2. The effluent shall contain a total chlorine residual of at least 1.0 mg/l and shall not exceed a total chlorine residual of 4.0 mg/l after a detention time of at least 20 minutes (based on peak flow), and shall be monitored daily by grab sample. An equivalent method of disinfection may be substituted only with prior approval of the Executive Director.
3. The pH shall not be less than 6.0 standard units nor greater than 9.0 standard units and shall be monitored twice per month by grab sample.
4. There shall be no discharge of floating solids or visible foam in other than trace amounts and no discharge of visible oil.
5. Effluent monitoring samples shall be taken at the following location(s): Following the final treatment unit.
6. The effluent shall contain a minimum dissolved oxygen of 4.0 mg/l and shall be monitored once per week by grab sample.

DEFINITIONS AND STANDARD PERMIT CONDITIONS

As required by Title 30 Texas Administrative Code (TAC) Chapter 305, certain regulations appear as standard conditions in waste discharge permits. 30 TAC § 305.121 - 305.129 (relating to Permit Characteristics and Conditions) as promulgated under the Texas Water Code (TWC) §§ 5.103 and 5.105, and the Texas Health and Safety Code (THSC) §§ 361.017 and 361.024(a), establish the characteristics and standards for waste discharge permits, including sewage sludge, and those sections of 40 Code of Federal Regulations (CFR) Part 122 adopted by reference by the Commission. The following text includes these conditions and incorporates them into this permit. All definitions in TWC § 26.001 and 30 TAC Chapter 305 shall apply to this permit and are incorporated by reference. Some specific definitions of words or phrases used in this permit are as follows:

1. Flow Measurements

- a. Annual average flow - the arithmetic average of all daily flow determinations taken within the preceding 12 consecutive calendar months. The annual average flow determination shall consist of daily flow volume determinations made by a totalizing meter, charted on a chart recorder and limited to major domestic wastewater discharge facilities with one million gallons per day or greater permitted flow.
- b. Daily average flow - the arithmetic average of all determinations of the daily flow within a period of one calendar month. The daily average flow determination shall consist of determinations made on at least four separate days. If instantaneous measurements are used to determine the daily flow, the determination shall be the arithmetic average of all instantaneous measurements taken during that month. Daily average flow determination for intermittent discharges shall consist of a minimum of three flow determinations on days of discharge.
- c. Daily maximum flow - the highest total flow for any 24-hour period in a calendar month.
- d. Instantaneous flow - the measured flow during the minimum time required to interpret the flow measuring device.
- e. 2-hour peak flow (domestic wastewater treatment plants) - the maximum flow sustained for a two-hour period during the period of daily discharge. The average of multiple measurements of instantaneous maximum flow within a two-hour period may be used to calculate the 2-hour peak flow.
- f. Maximum 2-hour peak flow (domestic wastewater treatment plants) - the highest 2-hour peak flow for any 24-hour period in a calendar month.

2. Concentration Measurements

- a. Daily average concentration - the arithmetic average of all effluent samples, composite or grab as required by this permit, within a period of one calendar month, consisting of at least four separate representative measurements.
 - i. For domestic wastewater treatment plants - When four samples are not available in a calendar month, the arithmetic average (weighted by flow) of all values in the previous four consecutive month period consisting of at least four measurements shall be utilized as the daily average concentration.

- ii. For all other wastewater treatment plants - When four samples are not available in a calendar month, the arithmetic average (weighted by flow) of all values taken during the month shall be utilized as the daily average concentration.
- b. 7-day average concentration - the arithmetic average of all effluent samples, composite or grab as required by this permit, within a period of one calendar week, Sunday through Saturday.
- c. Daily maximum concentration - the maximum concentration measured on a single day, by the sample type specified in the permit, within a period of one calendar month.
- d. Daily discharge - the discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in terms of mass, the daily discharge is calculated as the total mass of the pollutant discharged over the sampling day. For pollutants with limitations expressed in other units of measurement, the daily discharge is calculated as the average measurement of the pollutant over the sampling day.

The daily discharge determination of concentration made using a composite sample shall be the concentration of the composite sample. When grab samples are used, the daily discharge determination of concentration shall be the arithmetic average (weighted by flow value) of all samples collected during that day.

- e. Bacteria concentration (*E. coli* or Enterococci) - Colony Forming Units (CFU) or Most Probable Number (MPN) of bacteria per 100 milliliters effluent. The daily average bacteria concentration is a geometric mean of the values for the effluent samples collected in a calendar month. The geometric mean shall be determined by calculating the n th root of the product of all measurements made in a calendar month, where n equals the number of measurements made; or, computed as the antilogarithm of the arithmetic mean of the logarithms of all measurements made in a calendar month. For any measurement of bacteria equaling zero, a substituted value of one shall be made for input into either computation method. If specified, the 7-day average for bacteria is the geometric mean of the values for all effluent samples collected during a calendar week.
- f. Daily average loading (lbs/day) - the arithmetic average of all daily discharge loading calculations during a period of one calendar month. These calculations must be made for each day of the month that a parameter is analyzed. The daily discharge, in terms of mass (lbs/day), is calculated as (Flow, MGD x Concentration, mg/l x 8.34).
- g. Daily maximum loading (lbs/day) - the highest daily discharge, in terms of mass (lbs/day), within a period of one calendar month.

3. Sample Type

- a. Composite sample - For domestic wastewater, a composite sample is a sample made up of a minimum of three effluent portions collected in a continuous 24-hour period or during the period of daily discharge if less than 24 hours, and combined in volumes proportional to flow, and collected at the intervals required by 30 TAC § 319.9 (a). For industrial wastewater, a composite sample is a sample made up of a minimum of three effluent portions collected in a continuous 24-hour period or during the period of daily discharge if less than 24 hours, and combined in volumes proportional to flow, and collected at the intervals required by 30 TAC § 319.9 (b).

- b. Grab sample - an individual sample collected in less than 15 minutes.
- 4. Treatment Facility (facility) - wastewater facilities used in the conveyance, storage, treatment, recycling, reclamation and/or disposal of domestic sewage, industrial wastes, agricultural wastes, recreational wastes, or other wastes including sludge handling or disposal facilities under the jurisdiction of the Commission.
- 5. The term "sewage sludge" is defined as solid, semi-solid, or liquid residue generated during the treatment of domestic sewage in 30 TAC Chapter 312. This includes the solids that have not been classified as hazardous waste separated from wastewater by unit processes.
- 6. The term "biosolids" is defined as sewage sludge that has been tested or processed to meet Class A, Class AB, or Class B pathogen standards in 30 TAC Chapter 312 for beneficial use.
- 7. Bypass - the intentional diversion of a waste stream from any portion of a treatment facility.

MONITORING AND REPORTING REQUIREMENTS

1. Self-Reporting

Monitoring results shall be provided at the intervals specified in the permit. Unless otherwise specified in this permit or otherwise ordered by the Commission, the permittee shall conduct effluent sampling and reporting in accordance with 30 TAC §§ 319.4 - 319.12. Unless otherwise specified, effluent monitoring data shall be submitted each month, to the Compliance Monitoring Team of the Enforcement Division (MC 224), by the 20th day of the following month for each discharge which is described by this permit whether or not a discharge is made for that month. Monitoring results must be submitted online using the NetDMR reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver. Monitoring results must be signed and certified as required by Monitoring and Reporting Requirements No. 10.

As provided by state law, the permittee is subject to administrative, civil and criminal penalties, as applicable, for negligently or knowingly violating the Clean Water Act (CWA); TWC §§ 26, 27, and 28; and THSC § 361, including but not limited to knowingly making any false statement, representation, or certification on any report, record, or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or noncompliance, or falsifying, tampering with or knowingly rendering inaccurate any monitoring device or method required by this permit or violating any other requirement imposed by state or federal regulations.

2. Test Procedures

- a. Unless otherwise specified in this permit, test procedures for the analysis of pollutants shall comply with procedures specified in 30 TAC §§ 319.11 - 319.12. Measurements, tests, and calculations shall be accurately accomplished in a representative manner.
- b. All laboratory tests submitted to demonstrate compliance with this permit must meet the requirements of 30 TAC § 25, Environmental Testing Laboratory Accreditation and Certification.

3. Records of Results

- a. Monitoring samples and measurements shall be taken at times and in a manner so as to be representative of the monitored activity.

- b. Except for records of monitoring information required by this permit related to the permittee's sewage sludge or biosolids use and disposal activities, which shall be retained for a period of at least five years (or longer as required by 40 CFR Part 503), monitoring and reporting records, including strip charts and records of calibration and maintenance, copies of all records required by this permit, records of all data used to complete the application for this permit, and the certification required by 40 CFR § 264.73(b)(9) shall be retained at the facility site, or shall be readily available for review by a TCEQ representative for a period of three years from the date of the record or sample, measurement, report, application or certification. This period shall be extended at the request of the Executive Director.
- c. Records of monitoring activities shall include the following:
 - i. date, time and place of sample or measurement;
 - ii. identity of individual who collected the sample or made the measurement.
 - iii. date and time of analysis;
 - iv. identity of the individual and laboratory who performed the analysis;
 - v. the technique or method of analysis; and
 - vi. the results of the analysis or measurement and quality assurance/quality control records.

The period during which records are required to be kept shall be automatically extended to the date of the final disposition of any administrative or judicial enforcement action that may be instituted against the permittee.

4. Additional Monitoring by Permittee

If the permittee monitors any pollutant at the location(s) designated herein more frequently than required by this permit using approved analytical methods as specified above, all results of such monitoring shall be included in the calculation and reporting of the values submitted on the approved self-report form. Increased frequency of sampling shall be indicated on the self-report form.

5. Calibration of Instruments

All automatic flow measuring or recording devices and all totalizing meters for measuring flows shall be accurately calibrated by a trained person at plant start-up and as often thereafter as necessary to ensure accuracy, but not less often than annually unless authorized by the Executive Director for a longer period. Such person shall verify in writing that the device is operating properly and giving accurate results. Copies of the verification shall be retained at the facility site and/or shall be readily available for review by a TCEQ representative for a period of three years.

6. Compliance Schedule Reports

Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of the permit shall be submitted no later than 14 days following each schedule date to the Regional Office and the Compliance

Monitoring Team of the Enforcement Division (MC 224).

7. Noncompliance Notification

- a. In accordance with 30 TAC § 305.125(9) any noncompliance which may endanger human health or safety, or the environment shall be reported by the permittee to the TCEQ. Except as allowed by 30 TAC § 305.132, report of such information shall be provided orally or by facsimile transmission (FAX) to the Regional Office within 24 hours of becoming aware of the noncompliance. A written submission of such information shall also be provided by the permittee to the Regional Office and the Compliance Monitoring Team of the Enforcement Division (MC 224) within five working days of becoming aware of the noncompliance. For Publicly Owned Treatment Works (POTWs), effective December 21, 2025, the permittee must submit the written report for unauthorized discharges and unanticipated bypasses that exceed any effluent limit in the permit using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver. The written submission shall contain a description of the noncompliance and its cause; the potential danger to human health or safety, or the environment; the period of noncompliance, including exact dates and times; if the noncompliance has not been corrected, the time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance, and to mitigate its adverse effects.
 - b. The following violations shall be reported under Monitoring and Reporting Requirement 7.a.:
 - i. Unauthorized discharges as defined in Permit Condition 2(g).
 - ii. Any unanticipated bypass that exceeds any effluent limitation in the permit.
 - iii. Violation of a permitted maximum daily discharge limitation for pollutants listed specifically in the Other Requirements section of an Industrial TPDES permit.
 - c. In addition to the above, any effluent violation which deviates from the permitted effluent limitation by more than 40% shall be reported by the permittee in writing to the Regional Office and the Compliance Monitoring Team of the Enforcement Division (MC 224) within 5 working days of becoming aware of the noncompliance.
 - d. Any noncompliance other than that specified in this section, or any required information not submitted or submitted incorrectly, shall be reported to the Compliance Monitoring Team of the Enforcement Division (MC 224) as promptly as possible. For effluent limitation violations, noncompliances shall be reported on the approved self-report form.
8. In accordance with the procedures described in 30 TAC §§ 35.301 - 35.303 (relating to Water Quality Emergency and Temporary Orders) if the permittee knows in advance of the need for a bypass, it shall submit prior notice by applying for such authorization.

9. Changes in Discharges of Toxic Substances

All existing manufacturing, commercial, mining, and silvicultural permittees shall notify the Regional Office, orally or by facsimile transmission within 24 hours, and both the Regional Office and the Compliance Monitoring Team of the Enforcement Division (MC 224) in writing within five (5) working days, after becoming aware of or having reason to believe:

- a. That any activity has occurred or will occur which would result in the discharge, on a routine or frequent basis, of any toxic pollutant listed at 40 CFR Part 122, Appendix D, Tables II and III (excluding Total Phenols) which is not limited in the permit, if that discharge will exceed the highest of the following “notification levels”:
 - i. One hundred micrograms per liter (100 µg/L);
 - ii. Two hundred micrograms per liter (200 µg/L) for acrolein and acrylonitrile; five hundred micrograms per liter (500 µg/L) for 2,4-dinitrophenol and for 2-methyl-4,6-dinitrophenol; and one milligram per liter (1 mg/L) for antimony;
 - iii. Five (5) times the maximum concentration value reported for that pollutant in the permit application; or
 - iv. The level established by the TCEQ.
- b. That any activity has occurred or will occur which would result in any discharge, on a nonroutine or infrequent basis, of a toxic pollutant which is not limited in the permit, if that discharge will exceed the highest of the following “notification levels”:
 - i. Five hundred micrograms per liter (500 µg/L);
 - ii. One milligram per liter (1 mg/L) for antimony;
 - iii. Ten (10) times the maximum concentration value reported for that pollutant in the permit application; or
 - iv. The level established by the TCEQ.

10. Signatories to Reports

All reports and other information requested by the Executive Director shall be signed by the person and in the manner required by 30 TAC § 305.128 (relating to Signatories to Reports).

11. All POTWs must provide adequate notice to the Executive Director of the following:

- a. Any new introduction of pollutants into the POTW from an indirect discharger which would be subject to CWA § 301 or § 306 if it were directly discharging those pollutants;
- b. Any substantial change in the volume or character of pollutants being introduced into that POTW by a source introducing pollutants into the POTW at the time of issuance of the permit; and
- c. For the purpose of this paragraph, adequate notice shall include information on:
 - i. The quality and quantity of effluent introduced into the POTW; and
 - ii. Any anticipated impact of the change on the quantity or quality of effluent to be discharged from the POTW.

PERMIT CONDITIONS**1. General**

- a. When the permittee becomes aware that it failed to submit any relevant facts in a permit application, or submitted incorrect information in an application or in any report to the Executive Director, it shall promptly submit such facts or information.
- b. This permit is granted on the basis of the information supplied and representations made by the permittee during action on an application, and relying upon the accuracy and completeness of that information and those representations. After notice and opportunity for a hearing, this permit may be modified, suspended, or revoked, in whole or in part, in accordance with 30 TAC Chapter 305, Subchapter D, during its term for good cause including, but not limited to, the following:
 - i. Violation of any terms or conditions of this permit;
 - ii. Obtaining this permit by misrepresentation or failure to disclose fully all relevant facts; or
 - iii. A change in any condition that requires either a temporary or permanent reduction or elimination of the authorized discharge.
- c. The permittee shall furnish to the Executive Director, upon request and within a reasonable time, any information to determine whether cause exists for amending, revoking, suspending or terminating the permit. The permittee shall also furnish to the Executive Director, upon request, copies of records required to be kept by the permit.

2. Compliance

- a. Acceptance of the permit by the person to whom it is issued constitutes acknowledgment and agreement that such person will comply with all the terms and conditions embodied in the permit, and the rules and other orders of the Commission.
- b. The permittee has a duty to comply with all conditions of the permit. Failure to comply with any permit condition constitutes a violation of the permit and the Texas Water Code or the Texas Health and Safety Code, and is grounds for enforcement action, for permit amendment, revocation, or suspension, or for denial of a permit renewal application or an application for a permit for another facility.
- c. It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of the permit.
- d. The permittee shall take all reasonable steps to minimize or prevent any discharge or sludge use or disposal or other permit violation that has a reasonable likelihood of adversely affecting human health or the environment.
- e. Authorization from the Commission is required before beginning any change in the permitted facility or activity that may result in noncompliance with any permit requirements.
- f. A permit may be amended, suspended and reissued, or revoked for cause in accordance

with 30 TAC §§ 305.62 and 305.66 and TWC§ 7.302. The filing of a request by the permittee for a permit amendment, suspension and reissuance, or termination, or a notification of planned changes or anticipated noncompliance, does not stay any permit condition.

- g. There shall be no unauthorized discharge of wastewater or any other waste. For the purpose of this permit, an unauthorized discharge is considered to be any discharge of wastewater into or adjacent to water in the state at any location not permitted as an outfall or otherwise defined in the Other Requirements section of this permit.
- h. In accordance with 30 TAC § 305.535(a), the permittee may allow any bypass to occur from a TPDES permitted facility which does not cause permitted effluent limitations to be exceeded or an unauthorized discharge to occur, but only if the bypass is also for essential maintenance to assure efficient operation.
- i. The permittee is subject to administrative, civil, and criminal penalties, as applicable, under TWC §§ 7.051 - 7.075 (relating to Administrative Penalties), 7.101 - 7.111 (relating to Civil Penalties), and 7.141 - 7.202 (relating to Criminal Offenses and Penalties) for violations including, but not limited to, negligently or knowingly violating the federal CWA §§ 301, 302, 306, 307, 308, 318, or 405, or any condition or limitation implementing any sections in a permit issued under the CWA § 402, or any requirement imposed in a pretreatment program approved under the CWA §§ 402 (a)(3) or 402 (b)(8).

3. Inspections and Entry

- a. Inspection and entry shall be allowed as prescribed in the TWC Chapters 26, 27, and 28, and THSC § 361.
- b. The members of the Commission and employees and agents of the Commission are entitled to enter any public or private property at any reasonable time for the purpose of inspecting and investigating conditions relating to the quality of water in the state or the compliance with any rule, regulation, permit or other order of the Commission. Members, employees, or agents of the Commission and Commission contractors are entitled to enter public or private property at any reasonable time to investigate or monitor or, if the responsible party is not responsive or there is an immediate danger to public health or the environment, to remove or remediate a condition related to the quality of water in the state. Members, employees, Commission contractors, or agents acting under this authority who enter private property shall observe the establishment's rules and regulations concerning safety, internal security, and fire protection, and if the property has management in residence, shall notify management or the person then in charge of his presence and shall exhibit proper credentials. If any member, employee, Commission contractor, or agent is refused the right to enter in or on public or private property under this authority, the Executive Director may invoke the remedies authorized in TWC § 7.002. The statement above, that Commission entry shall occur in accordance with an establishment's rules and regulations concerning safety, internal security, and fire protection, is not grounds for denial or restriction of entry to any part of the facility, but merely describes the Commission's duty to observe appropriate rules and regulations during an inspection.

4. Permit Amendment and/or Renewal

- a. The permittee shall give notice to the Executive Director as soon as possible of any planned physical alterations or additions to the permitted facility if such alterations or additions would require a permit amendment or result in a violation of permit requirements. Notice shall also be required under this paragraph when:
 - i. The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source in accordance with 30 TAC § 305.534 (relating to New Sources and New Dischargers); or
 - ii. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants that are subject neither to effluent limitations in the permit, nor to notification requirements in Monitoring and Reporting Requirements No. 9; or
 - iii. The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit application process or not reported pursuant to an approved land application plan.
- b. Prior to any facility modifications, additions, or expansions that will increase the plant capacity beyond the permitted flow, the permittee must apply for and obtain proper authorization from the Commission before commencing construction.
- c. The permittee must apply for an amendment or renewal at least 180 days prior to expiration of the existing permit in order to continue a permitted activity after the expiration date of the permit. If an application is submitted prior to the expiration date of the permit, the existing permit shall remain in effect until the application is approved, denied, or returned. If the application is returned or denied, authorization to continue such activity shall terminate upon the effective date of the action. If an application is not submitted prior to the expiration date of the permit, the permit shall expire and authorization to continue such activity shall terminate.
- d. Prior to accepting or generating wastes which are not described in the permit application or which would result in a significant change in the quantity or quality of the existing discharge, the permittee must report the proposed changes to the Commission. The permittee must apply for a permit amendment reflecting any necessary changes in permit conditions, including effluent limitations for pollutants not identified and limited by this permit.
- e. In accordance with the TWC § 26.029(b), after a public hearing, notice of which shall be given to the permittee, the Commission may require the permittee, from time to time, for good cause, in accordance with applicable laws, to conform to new or additional conditions.
- f. If any toxic effluent standard or prohibition (including any schedule of compliance specified in such effluent standard or prohibition) is promulgated under CWA § 307(a) for a toxic pollutant which is present in the discharge and that standard or prohibition is more stringent than any limitation on the pollutant in this permit, this permit shall be modified or revoked and reissued to conform to the toxic effluent standard or prohibition. The permittee shall comply with effluent standards or prohibitions established under CWA § 307(a) for toxic pollutants within the time provided in the

regulations that established those standards or prohibitions, even if the permit has not yet been modified to incorporate the requirement.

5. Permit Transfer

- a. Prior to any transfer of this permit, Commission approval must be obtained. The Commission shall be notified in writing of any change in control or ownership of facilities authorized by this permit. Such notification should be sent to the Applications Review and Processing Team (MC 148) of the Water Quality Division.
- b. A permit may be transferred only according to the provisions of 30 TAC § 305.64 (relating to Transfer of Permits) and 30 TAC § 50.133 (relating to Executive Director Action on Application or WQMP update).

6. Relationship to Hazardous Waste Activities

This permit does not authorize any activity of hazardous waste storage, processing, or disposal that requires a permit or other authorization pursuant to the Texas Health and Safety Code.

7. Relationship to Water Rights

Disposal of treated effluent by any means other than discharge directly to water in the state must be specifically authorized in this permit and may require a permit pursuant to TWC Chapter 11.

8. Property Rights

A permit does not convey any property rights of any sort, or any exclusive privilege.

9. Permit Enforceability

The conditions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstances, is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

10. Relationship to Permit Application

The application pursuant to which the permit has been issued is incorporated herein; provided, however, that in the event of a conflict between the provisions of this permit and the application, the provisions of the permit shall control.

11. Notice of Bankruptcy

- a. Each permittee shall notify the Executive Director, in writing, immediately following the filing of a voluntary or involuntary petition for bankruptcy under any chapter of Title 11 (Bankruptcy) of the United States Code (11 USC) by or against:
 - i. the permittee;
 - ii. an entity (as that term is defined in 11 USC, § 101(14)) controlling the permittee or listing the permit or permittee as property of the estate; or
 - iii. an affiliate (as that term is defined in 11 USC, § 101(2)) of the permittee.

- b. This notification must indicate:
 - i. the name of the permittee;
 - ii. the permit number(s);
 - iii. the bankruptcy court in which the petition for bankruptcy was filed; and
 - iv. the date of filing of the petition.

OPERATIONAL REQUIREMENTS

1. The permittee shall at all times ensure that the facility and all of its systems of collection, treatment, and disposal are properly operated and maintained. This includes, but is not limited to, the regular, periodic examination of wastewater solids within the treatment plant by the operator in order to maintain an appropriate quantity and quality of solids inventory as described in the various operator training manuals and according to accepted industry standards for process control. Process control, maintenance, and operations records shall be retained at the facility site, or shall be readily available for review by a TCEQ representative, for a period of three years.
2. Upon request by the Executive Director, the permittee shall take appropriate samples and provide proper analysis in order to demonstrate compliance with Commission rules. Unless otherwise specified in this permit or otherwise ordered by the Commission, the permittee shall comply with all applicable provisions of 30 TAC Chapter 312 concerning sewage sludge or biosolids use and disposal and 30 TAC §§ 319.21 - 319.29 concerning the discharge of certain hazardous metals.
3. Domestic wastewater treatment facilities shall comply with the following provisions:
 - a. The permittee shall notify the Municipal Permits Team, Wastewater Permitting Section (MC 148) of the Water Quality Division, in writing, of any facility expansion at least 90 days prior to conducting such activity.
 - b. The permittee shall submit a closure plan for review and approval to the Municipal Permits Team, Wastewater Permitting Section (MC 148) of the Water Quality Division, for any closure activity at least 90 days prior to conducting such activity. Closure is the act of permanently taking a waste management unit or treatment facility out of service and includes the permanent removal from service of any pit, tank, pond, lagoon, surface impoundment and/or other treatment unit regulated by this permit.
4. The permittee is responsible for installing prior to plant start-up, and subsequently maintaining, adequate safeguards to prevent the discharge of untreated or inadequately treated wastes during electrical power failures by means of alternate power sources, standby generators, and/or retention of inadequately treated wastewater.
5. Unless otherwise specified, the permittee shall provide a readily accessible sampling point and, where applicable, an effluent flow measuring device or other acceptable means by which effluent flow may be determined.
6. The permittee shall remit an annual water quality fee to the Commission as required by 30

**Appendix I.B.
NPDES Permit
Part II
Standard Permit
Conditions**

- b. This notification must indicate:
 - i. the name of the permittee;
 - ii. the permit number(s);
 - iii. the bankruptcy court in which the petition for bankruptcy was filed; and
 - iv. the date of filing of the petition.

OPERATIONAL REQUIREMENTS

1. The permittee shall at all times ensure that the facility and all of its systems of collection, treatment, and disposal are properly operated and maintained. This includes, but is not limited to, the regular, periodic examination of wastewater solids within the treatment plant by the operator in order to maintain an appropriate quantity and quality of solids inventory as described in the various operator training manuals and according to accepted industry standards for process control. Process control, maintenance, and operations records shall be retained at the facility site, or shall be readily available for review by a TCEQ representative, for a period of three years.
2. Upon request by the Executive Director, the permittee shall take appropriate samples and provide proper analysis in order to demonstrate compliance with Commission rules. Unless otherwise specified in this permit or otherwise ordered by the Commission, the permittee shall comply with all applicable provisions of 30 TAC Chapter 312 concerning sewage sludge or biosolids use and disposal and 30 TAC §§ 319.21 - 319.29 concerning the discharge of certain hazardous metals.
3. Domestic wastewater treatment facilities shall comply with the following provisions:
 - a. The permittee shall notify the Municipal Permits Team, Wastewater Permitting Section (MC 148) of the Water Quality Division, in writing, of any facility expansion at least 90 days prior to conducting such activity.
 - b. The permittee shall submit a closure plan for review and approval to the Municipal Permits Team, Wastewater Permitting Section (MC 148) of the Water Quality Division, for any closure activity at least 90 days prior to conducting such activity. Closure is the act of permanently taking a waste management unit or treatment facility out of service and includes the permanent removal from service of any pit, tank, pond, lagoon, surface impoundment and/or other treatment unit regulated by this permit.
4. The permittee is responsible for installing prior to plant start-up, and subsequently maintaining, adequate safeguards to prevent the discharge of untreated or inadequately treated wastes during electrical power failures by means of alternate power sources, standby generators, and/or retention of inadequately treated wastewater.
5. Unless otherwise specified, the permittee shall provide a readily accessible sampling point and, where applicable, an effluent flow measuring device or other acceptable means by which effluent flow may be determined.
6. The permittee shall remit an annual water quality fee to the Commission as required by 30

TAC Chapter 21. Failure to pay the fee may result in revocation of this permit under TWC § 7.302(b)(6).

7. Documentation

For all written notifications to the Commission required of the permittee by this permit, the permittee shall keep and make available a copy of each such notification under the same conditions as self-monitoring data are required to be kept and made available. Except for information required for TPDES permit applications, effluent data, including effluent data in permits, draft permits and permit applications, and other information specified as not confidential in 30 TAC §§ 1.5(d), any information submitted pursuant to this permit may be claimed as confidential by the submitter. Any such claim must be asserted in the manner prescribed in the application form or by stamping the words confidential business information on each page containing such information. If no claim is made at the time of submission, information may be made available to the public without further notice. If the Commission or Executive Director agrees with the designation of confidentiality, the TCEQ will not provide the information for public inspection unless required by the Texas Attorney General or a court pursuant to an open records request. If the Executive Director does not agree with the designation of confidentiality, the person submitting the information will be notified.

8. Facilities that generate domestic wastewater shall comply with the following provisions; domestic wastewater treatment facilities at permitted industrial sites are excluded.

- a. Whenever flow measurements for any domestic sewage treatment facility reach 75% of the permitted daily average or annual average flow for three consecutive months, the permittee must initiate engineering and financial planning for expansion and/or upgrading of the domestic wastewater treatment and/or collection facilities. Whenever the flow reaches 90% of the permitted daily average or annual average flow for three consecutive months, the permittee shall obtain necessary authorization from the Commission to commence construction of the necessary additional treatment and/or collection facilities. In the case of a domestic wastewater treatment facility which reaches 75% of the permitted daily average or annual average flow for three consecutive months, and the planned population to be served or the quantity of waste produced is not expected to exceed the design limitations of the treatment facility, the permittee shall submit an engineering report supporting this claim to the Executive Director of the Commission.

If in the judgment of the Executive Director the population to be served will not cause permit noncompliance, then the requirement of this section may be waived. To be effective, any waiver must be in writing and signed by the Director of the Enforcement Division (MC 219) of the Commission, and such waiver of these requirements will be reviewed upon expiration of the existing permit; however, any such waiver shall not be interpreted as condoning or excusing any violation of any permit parameter.

- b. The plans and specifications for domestic sewage collection and treatment works associated with any domestic permit must be approved by the Commission and failure to secure approval before commencing construction of such works or making a discharge is a violation of this permit and each day is an additional violation until approval has been secured.

- c. Permits for domestic wastewater treatment plants are granted subject to the policy of the Commission to encourage the development of area-wide waste collection, treatment, and disposal systems. The Commission reserves the right to amend any domestic wastewater permit in accordance with applicable procedural requirements to require the system covered by this permit to be integrated into an area-wide system, should such be developed; to require the delivery of the wastes authorized to be collected in, treated by or discharged from said system, to such area-wide system; or to amend this permit in any other particular to effectuate the Commission's policy. Such amendments may be made when the changes required are advisable for water quality control purposes and are feasible on the basis of waste treatment technology, engineering, financial, and related considerations existing at the time the changes are required, exclusive of the loss of investment in or revenues from any then existing or proposed waste collection, treatment or disposal system.
- 9. Domestic wastewater treatment plants shall be operated and maintained by sewage plant operators holding a valid certificate of competency at the required level as defined in 30 TAC Chapter 30.
- 10. For Publicly Owned Treatment Works (POTWs), the 30-day average (or monthly average) percent removal for BOD and TSS shall not be less than 85%, unless otherwise authorized by this permit.
- 11. Facilities that generate industrial solid waste as defined in 30 TAC § 335.1 shall comply with these provisions:
 - a. Any solid waste, as defined in 30 TAC § 335.1 (including but not limited to such wastes as garbage, refuse, sludge from a waste treatment, water supply treatment plant or air pollution control facility, discarded materials, discarded materials to be recycled, whether the waste is solid, liquid, or semisolid), generated by the permittee during the management and treatment of wastewater, must be managed in accordance with all applicable provisions of 30 TAC Chapter 335, relating to Industrial Solid Waste Management.
 - b. Industrial wastewater that is being collected, accumulated, stored, or processed before discharge through any final discharge outfall, specified by this permit, is considered to be industrial solid waste until the wastewater passes through the actual point source discharge and must be managed in accordance with all applicable provisions of 30 TAC Chapter 335.
 - c. The permittee shall provide written notification, pursuant to the requirements of 30 TAC § 335.8(b)(1), to the Corrective Action Section (MC 127) of the Remediation Division informing the Commission of any closure activity involving an Industrial Solid Waste Management Unit, at least 90 days prior to conducting such an activity.
 - d. Construction of any industrial solid waste management unit requires the prior written notification of the proposed activity to the Registration and Reporting Section (MC 129) of the Permitting and Registration Support Division. No person shall dispose of industrial solid waste, including sludge or other solids from wastewater treatment processes, prior to fulfilling the deed recordation requirements of 30 TAC § 335.5.
 - e. The term "industrial solid waste management unit" means a landfill, surface impoundment, waste-pile, industrial furnace, incinerator, cement kiln, injection well,

container, drum, salt dome waste containment cavern, or any other structure vessel, appurtenance, or other improvement on land used to manage industrial solid waste.

- f. The permittee shall keep management records for all sludge (or other waste) removed from any wastewater treatment process. These records shall fulfill all applicable requirements of 30 TAC § 335 and must include the following, as it pertains to wastewater treatment and discharge:
- i. Volume of waste and date(s) generated from treatment process;
 - ii. Volume of waste disposed of on-site or shipped off-site;
 - iii. Date(s) of disposal;
 - iv. Identity of hauler or transporter;
 - v. Location of disposal site; and
 - vi. Method of final disposal.

The above records shall be maintained on a monthly basis. The records shall be retained at the facility site, or shall be readily available for review by authorized representatives of the TCEQ for at least five years.

12. For industrial facilities to which the requirements of 30 TAC § 335 do not apply, sludge and solid wastes, including tank cleaning and contaminated solids for disposal, shall be disposed of in accordance with THSC § 361.

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SLUDGE PROVISIONS

The permittee is authorized to dispose of sludge or biosolids only at a Texas Commission on Environmental Quality (TCEQ) authorized land application site, co-disposal landfill, wastewater treatment facility, or facility that further processes sludge. **The disposal of sludge or biosolids by land application on property owned, leased or under the direct control of the permittee is a violation of the permit unless the site is authorized with the TCEQ. This provision does not authorize Distribution and Marketing of Class A or Class AB Biosolids. This provision does not authorize the permittee to land apply biosolids on property owned, leased or under the direct control of the permittee.**

SECTION I. REQUIREMENTS APPLYING TO ALL SEWAGE SLUDGE OR BIOSOLIDS LAND APPLICATION

A. General Requirements

1. The permittee shall handle and dispose of sewage sludge or biosolids in accordance with 30 TAC § 312 and all other applicable state and federal regulations in a manner that protects public health and the environment from any reasonably anticipated adverse effects due to any toxic pollutants that may be present in the sludge or biosolids.
2. In all cases, if the person (permit holder) who prepares the sewage sludge supplies the sewage sludge to another person for land application use or to the owner or lease holder of the land, the permit holder shall provide necessary information to the parties who receive the sludge to assure compliance with these regulations.
3. The land application of processed or unprocessed chemical toilet waste, grease trap waste, grit trap waste, milk solids, or similar non-hazardous municipal or industrial solid wastes, or any of the wastes listed in this provision combined with biosolids, WTP residuals or domestic septage is prohibited unless the grease trap waste is added at a fats, oil and grease (FOG) receiving facility as part of an anaerobic digestion process.

B. Testing Requirements

1. Sewage sludge or biosolids shall be tested once during the term of this permit in accordance with the method specified in both 40 CFR Part 261, Appendix II and 40 CFR Part 268, Appendix I [Toxicity Characteristic Leaching Procedure (TCLP)] or other method that receives the prior approval of the TCEQ for the contaminants listed in 40 CFR Part 261.24, Table 1. Sewage sludge or biosolids failing this test shall be managed according to RCRA standards for generators of hazardous waste, and the waste's disposition must be in accordance with all applicable requirements for hazardous waste processing, storage, or disposal. Following failure of any TCLP test, the management or disposal of sewage sludge or biosolids at a facility other than an authorized hazardous waste processing, storage, or disposal facility shall be prohibited until such time as the permittee can demonstrate the sewage sludge or biosolids no longer exhibits the hazardous waste toxicity characteristics (as demonstrated by the results of the TCLP tests). A written report shall be provided to both the TCEQ Registration and Reporting Section (MC 129) of the Permitting and Registration Support Division and the Regional Director (MC Region 6) within seven (7) days after failing the TCLP Test.

The report shall contain test results, certification that unauthorized waste management has stopped, and a summary of alternative disposal plans that comply with RCRA standards for the management of hazardous waste. The report shall be addressed to: Director, Permitting and Registration Support Division (MC 129), Texas Commission on Environmental Quality, P.O. Box 13087, Austin, Texas 78711-3087. In addition, the permittee shall prepare an annual report on the results of all sludge toxicity testing. This annual report shall be submitted to the TCEQ Regional Office (MC Region 6) and the Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30th of each year. The permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

2. Biosolids shall not be applied to the land if the concentration of the pollutants exceeds the pollutant concentration criteria in Table 1. The frequency of testing for pollutants in Table 1 is found in Section I.C. of this permit.

TABLE 1

<u>Pollutant</u>	<u>Ceiling Concentration</u> <u>(Milligrams per kilogram)*</u>
Arsenic	75
Cadmium	85
Chromium	3000
Copper	4300
Lead	840
Mercury	57
Molybdenum	75
Nickel	420
PCBs	49
Selenium	100
Zinc	7500

* Dry weight basis

3. Pathogen Control

All sewage sludge that is applied to agricultural land, forest, a public contact site, or a reclamation site must be treated by one of the following methods to ensure that the sludge meets either the Class A, Class AB or Class B biosolids pathogen requirements.

- a. For sewage sludge to be classified as Class A biosolids with respect to pathogens, the density of fecal coliform in the sewage sludge must be less than 1,000 most probable number (MPN) per gram of total solids (dry weight basis), or the density of *Salmonella* sp. bacteria in the sewage sludge must be less than three MPN per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed. In addition, one of the alternatives listed below must be met:

Alternative 1 - The temperature of the sewage sludge that is used or disposed shall be maintained at or above a specific value for a period of time. See 30 TAC § 312.82(a)(2)(A) for specific information;

Alternative 5 (PFRP) - Sewage sludge that is used or disposed of must be treated in one of the Processes to Further Reduce Pathogens (PFRP) described in 40 CFR Part 503, Appendix B. PFRP include composting, heat drying, heat treatment, and thermophilic aerobic digestion; or

Alternative 6 (PFRP Equivalent) - Sewage sludge that is used or disposed of must be treated in a process that has been approved by the U. S. Environmental Protection Agency as being equivalent to those in Alternative 5.

- b. For sewage sludge to be classified as Class AB biosolids with respect to pathogens, the density of fecal coliform in the sewage sludge must be less than 1,000 MPN per gram of total solids (dry weight basis), or the density of *Salmonella* sp. bacteria in the sewage sludge be less than three MPN per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed. In addition, one of the alternatives listed below must be met:

Alternative 2 - The pH of the sewage sludge that is used or disposed shall be raised to above 12 std. units and shall remain above 12 std. units for 72 hours.

The temperature of the sewage sludge shall be above 52° Celsius for 12 hours or longer during the period that the pH of the sewage sludge is above 12 std. units.

At the end of the 72-hour period during which the pH of the sewage sludge is above 12 std. units, the sewage sludge shall be air dried to achieve a percent solids in the sewage sludge greater than 50%; or

Alternative 3 - The sewage sludge shall be analyzed for enteric viruses prior to pathogen treatment. The limit for enteric viruses is less than one Plaque-forming Unit per four grams of total solids (dry weight basis) either before or following pathogen treatment. See 30 TAC § 312.82(a)(2)(C)(i-iii) for specific information. The sewage sludge shall be analyzed for viable helminth ova prior to pathogen treatment. The limit for viable helminth ova is less than one per four grams of total solids (dry weight basis) either before or following pathogen treatment. See 30 TAC § 312.82(a)(2)(C)(iv-vi) for specific information; or

Alternative 4 - The density of enteric viruses in the sewage sludge shall be less than one Plaque-forming Unit per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed. The density of viable helminth ova in the sewage sludge shall be less than one per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed.

- c. Sewage sludge that meets the requirements of Class AB biosolids may be classified a Class A biosolids if a variance request is submitted in writing that is supported by substantial documentation demonstrating equivalent methods for reducing odors and written approval is granted by the executive director. The executive director may deny the variance request or revoke that approved variance if it is determined that the variance may potentially endanger human health or the environment, or create nuisance odor conditions.
- d. Three alternatives are available to demonstrate compliance with Class B biosolids

criteria.

Alternative 1

- i. A minimum of seven random samples of the sewage sludge shall be collected within 48 hours of the time the sewage sludge is used or disposed of during each monitoring episode for the sewage sludge.
- ii. The geometric mean of the density of fecal coliform in the samples collected shall be less than either 2,000,000 MPN per gram of total solids (dry weight basis) or 2,000,000 Colony Forming Units per gram of total solids (dry weight basis).

Alternative 2 - Sewage sludge that is used or disposed of shall be treated in one of the Processes to Significantly Reduce Pathogens (PSRP) described in 40 CFR Part 503, Appendix B, so long as all of the following requirements are met by the generator of the sewage sludge.

- i. Prior to use or disposal, all the sewage sludge must have been generated from a single location, except as provided in paragraph v. below;
- ii. An independent Texas Licensed Professional Engineer must make a certification to the generator of a sewage sludge that the wastewater treatment facility generating the sewage sludge is designed to achieve one of the PSRP at the permitted design loading of the facility. The certification need only be repeated if the design loading of the facility is increased. The certification shall include a statement indicating the design meets all the applicable standards specified in Appendix B of 40 CFR Part 503;
- iii. Prior to any off-site transportation or on-site use or disposal of any sewage sludge generated at a wastewater treatment facility, the chief certified operator of the wastewater treatment facility or other responsible official who manages the processes to significantly reduce pathogens at the wastewater treatment facility for the permittee, shall certify that the sewage sludge underwent at least the minimum operational requirements necessary in order to meet one of the PSRP. The acceptable processes and the minimum operational and record keeping requirements shall be in accordance with established U.S. Environmental Protection Agency final guidance;
- iv. All certification records and operational records describing how the requirements of this paragraph were met shall be kept by the generator for a minimum of three years and be available for inspection by commission staff for review; and
- v. If the sewage sludge is generated from a mixture of sources, resulting from a person who prepares sewage sludge from more than one wastewater treatment facility, the resulting derived product shall meet one of the PSRP, and shall meet the certification, operation, and record keeping requirements of this paragraph.

Alternative 3 - Sewage sludge shall be treated in an equivalent process that has been approved by the U.S. Environmental Protection Agency, so long as all of the following requirements are met by the generator of the sewage sludge.

- i. Prior to use or disposal, all the sewage sludge must have been generated from a

single location, except as provided in paragraph v. below;

- ii. Prior to any off-site transportation or on-site use or disposal of any sewage sludge generated at a wastewater treatment facility, the chief certified operator of the wastewater treatment facility or other responsible official who manages the processes to significantly reduce pathogens at the wastewater treatment facility for the permittee, shall certify that the sewage sludge underwent at least the minimum operational requirements necessary in order to meet one of the PSRP. The acceptable processes and the minimum operational and record keeping requirements shall be in accordance with established U.S. Environmental Protection Agency final guidance;
- iii. All certification records and operational records describing how the requirements of this paragraph were met shall be kept by the generator for a minimum of three years and be available for inspection by commission staff for review;
- iv. The Executive Director will accept from the U.S. Environmental Protection Agency a finding of equivalency to the defined PSRP; and
- v. If the sewage sludge is generated from a mixture of sources resulting from a person who prepares sewage sludge from more than one wastewater treatment facility, the resulting derived product shall meet one of the Processes to Significantly Reduce Pathogens, and shall meet the certification, operation, and record keeping requirements of this paragraph.

In addition to the Alternatives 1 – 3, the following site restrictions must be met if Class B biosolids are land applied:

- i. Food crops with harvested parts that touch the biosolids/soil mixture and are totally above the land surface shall not be harvested for 14 months after application of biosolids.
- ii. Food crops with harvested parts below the surface of the land shall not be harvested for 20 months after application of biosolids when the biosolids remain on the land surface for 4 months or longer prior to incorporation into the soil.
- iii. Food crops with harvested parts below the surface of the land shall not be harvested for 38 months after application of biosolids when the biosolids remain on the land surface for less than 4 months prior to incorporation into the soil.
- iv. Food crops, feed crops, and fiber crops shall not be harvested for 30 days after application of biosolids.
- v. Domestic livestock shall not be allowed to graze on the land for 30 days after application of biosolids.
- vi. Turf grown on land where biosolids are applied shall not be harvested for 1 year after application of the biosolids when the harvested turf is placed on either land with a high potential for public exposure or a lawn.
- vii. Public access to land with a high potential for public exposure shall be restricted for 1 year after application of biosolids.

viii. Public access to land with a low potential for public exposure shall be restricted for 30 days after application of biosolids.

ix. Land application of biosolids shall be in accordance with the buffer zone requirements found in 30 TAC § 312.44.

4. Vector Attraction Reduction Requirements

All bulk sewage sludge that is applied to agricultural land, forest, a public contact site, or a reclamation site shall be treated by one of the following Alternatives 1 through 10 for vector attraction reduction.

Alternative 1 - The mass of volatile solids in the sewage sludge shall be reduced by a minimum of 38%.

Alternative 2 - If Alternative 1 cannot be met for an anaerobically digested sludge, demonstration can be made by digesting a portion of the previously digested sludge anaerobically in the laboratory in a bench-scale unit for 40 additional days at a temperature between 30° and 37° Celsius. Volatile solids must be reduced by less than 17% to demonstrate compliance.

Alternative 3 - If Alternative 1 cannot be met for an aerobically digested sludge, demonstration can be made by digesting a portion of the previously digested sludge with percent solids of two percent or less aerobically in the laboratory in a bench-scale unit for 30 additional days at 20° Celsius. Volatile solids must be reduced by less than 15% to demonstrate compliance.

Alternative 4 - The specific oxygen uptake rate (SOUR) for sewage sludge treated in an aerobic process shall be equal to or less than 1.5 milligrams of oxygen per hour per gram of total solids (dry weight basis) at a temperature of 20° Celsius.

Alternative 5 - Sewage sludge shall be treated in an aerobic process for 14 days or longer. During that time, the temperature of the sewage sludge shall be higher than 40° Celsius and the average temperature of the sewage sludge shall be higher than 45° Celsius.

Alternative 6 - The pH of sewage sludge shall be raised to 12 or higher by alkali addition and, without the addition of more alkali shall remain at 12 or higher for two hours and then remain at a pH of 11.5 or higher for an additional 22 hours at the time the sewage sludge is prepared for sale or given away in a bag or other container.

Alternative 7 - The percent solids of sewage sludge that does not contain unstabilized solids generated in a primary wastewater treatment process shall be equal to or greater than 75% based on the moisture content and total solids prior to mixing with other materials. Unstabilized solids are defined as organic materials in sewage sludge that have not been treated in either an aerobic or anaerobic treatment process.

Alternative 8 - The percent solids of sewage sludge that contains unstabilized solids generated in a primary wastewater treatment process shall be equal to or greater than 90% based on the moisture content and total solids prior to mixing with other materials at the time the sludge is used. Unstabilized solids are defined as organic materials in sewage sludge that have not been treated in either an aerobic or anaerobic treatment process.

Alternative 9 -

- i. Biosolids shall be injected below the surface of the land.
- ii. No significant amount of the biosolids shall be present on the land surface within one hour after biosolids are injected.
- iii. When sewage sludge that is injected below the surface of the land is Class A or Class AB with respect to pathogens, the biosolids shall be injected below the land surface within eight hours after being discharged from the pathogen treatment process.

Alternative 10 -

- i. Biosolids applied to the land surface or placed on a surface disposal site shall be incorporated into the soil within six hours after application to or placement on the land.
- ii. When biosolids that are incorporated into the soil is Class A or Class AB with respect to pathogens, the biosolids shall be applied to or placed on the land within eight hours after being discharged from the pathogen treatment process.

C. Monitoring Requirements

Toxicity Characteristic Leaching Procedure (TCLP) Test	- once during the term of this permit
PCBs	- once during the term of this permit

All metal constituents and fecal coliform or *Salmonella* sp. bacteria shall be monitored at the appropriate frequency shown below, pursuant to 30 TAC § 312.46(a)(1):

<u>Amount of biosolids (*) metric tons per 365-day period</u>	<u>Monitoring Frequency</u>
0 to less than 290	Once/Year
290 to less than 1,500	Once/Quarter
1,500 to less than 15,000	Once/Two Months
15,000 or greater	Once/Month

(*) *The amount of bulk biosolids applied to the land (dry wt. basis).*

Representative samples of sewage sludge shall be collected and analyzed in accordance with the methods referenced in 30 TAC § 312.7

Identify each of the analytic methods used by the facility to analyze enteric viruses, fecal coliforms, helminth ova, *Salmonella* sp., and other regulated parameters.

Identify in the following categories (as applicable) the sewage sludge or biosolids treatment process or processes at the facility: preliminary operations (e.g., sludge or biosolids grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.

Identify the nature of material generated by the facility (such as a biosolid for beneficial use or land-farming, or sewage sludge or biosolids for disposal at a monofill) and whether the material is ultimately conveyed off-site in bulk or in bags.

SECTION II. REQUIREMENTS SPECIFIC TO BULK SEWAGE SLUDGE FOR APPLICATION TO THE LAND MEETING CLASS A, CLASS AB or B BIOSOLIDS PATHOGEN REDUCTION AND THE CUMULATIVE LOADING RATES IN TABLE 2, OR CLASS B PATHOGEN REDUCTION AND THE POLLUTANT CONCENTRATIONS IN TABLE 3

For those permittees meeting Class A, Class AB or B pathogen reduction requirements and that meet the cumulative loading rates in Table 2 below, or the Class B pathogen reduction requirements and contain concentrations of pollutants below listed in Table 3, the following conditions apply:

A. Pollutant Limits

Table 2

<u>Pollutant</u>	<u>Cumulative Pollutant Loading Rate (pounds per acre)*</u>
Arsenic	36
Cadmium	35
Chromium	2677
Copper	1339
Lead	268
Mercury	15
Molybdenum	Report Only
Nickel	375
Selenium	89
Zinc	2500

Table 3

<u>Pollutant</u>	<u>Monthly Average Concentration (milligrams per kilogram)*</u>
Arsenic	41
Cadmium	39
Chromium	1200
Copper	1500
Lead	300
Mercury	17
Molybdenum	Report Only
Nickel	420
Selenium	36
Zinc	2800

*Dry weight basis

B. Pathogen Control

All bulk sewage sludge that is applied to agricultural land, forest, a public contact site, a reclamation site, shall be treated by either Class A, Class AB or Class B biosolids pathogen reduction requirements as defined above in Section I.B.3.

C. Management Practices

1. Bulk biosolids shall not be applied to agricultural land, forest, a public contact site, or a reclamation site that is flooded, frozen, or snow-covered so that the bulk biosolids enters a wetland or other waters in the State.
2. Bulk biosolids not meeting Class A biosolids requirements shall be land applied in a manner which complies with Applicability in accordance with 30 TAC §312.41 and the Management Requirements in accordance with 30 TAC § 312.44.
3. Bulk biosolids shall be applied at or below the agronomic rate of the cover crop.
4. An information sheet shall be provided to the person who receives bulk Class A or AB biosolids sold or given away. The information sheet shall contain the following information:
 - a. The name and address of the person who prepared the Class A or AB biosolids that are sold or given away in a bag or other container for application to the land.
 - b. A statement that application of the biosolids to the land is prohibited except in accordance with the instruction on the label or information sheet.
 - c. The annual whole sludge application rate for the biosolids application rate for the biosolids that does not cause any of the cumulative pollutant loading rates in Table 2 above to be exceeded, unless the pollutant concentrations in Table 3 found in Section II above are met.

D. Notification Requirements

1. If bulk biosolids are applied to land in a State other than Texas, written notice shall be provided prior to the initial land application to the permitting authority for the State in which the bulk biosolids are proposed to be applied. The notice shall include:
 - a. The location, by street address, and specific latitude and longitude, of each land application site.
 - b. The approximate time period bulk biosolids will be applied to the site.
 - c. The name, address, telephone number, and National Pollutant Discharge Elimination System permit number (if appropriate) for the person who will apply the bulk biosolids.
2. The permittee shall give 180 days prior notice to the Executive Director in care of the Wastewater Permitting Section (MC 148) of the Water Quality Division of any change planned in the biosolids disposal practice.

E. Record Keeping Requirements

The documents will be retained at the facility site and/or shall be readily available for review by a TCEQ representative. The person who prepares bulk sewage sludge or a biosolids material shall develop the following information and shall retain the information at the facility site and/or shall be readily available for review by a TCEQ representative for a period

of five years. If the permittee supplies the sludge to another person who land applies the sludge, the permittee shall notify the land applier of the requirements for record keeping found in 30 TAC § 312.47 for persons who land apply.

1. The concentration (mg/kg) in the sludge of each pollutant listed in Table 3 above and the applicable pollutant concentration criteria (mg/kg), or the applicable cumulative pollutant loading rate and the applicable cumulative pollutant loading rate limit (lbs/ac) listed in Table 2 above.
2. A description of how the pathogen reduction requirements are met (including site restrictions for Class AB and Class B biosolids, if applicable).
3. A description of how the vector attraction reduction requirements are met.
4. A description of how the management practices listed above in Section II.C are being met.
5. The following certification statement:

“I certify, under penalty of law, that the applicable pathogen requirements in 30 TAC § 312.82(a) or (b) and the vector attraction reduction requirements in 30 TAC § 312.83(b) have been met for each site on which bulk biosolids are applied. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that the management practices have been met. I am aware that there are significant penalties for false certification including fine and imprisonment.”
6. The recommended agronomic loading rate from the references listed in Section II.C.3. above, as well as the actual agronomic loading rate shall be retained. The person who applies bulk biosolids shall develop the following information and shall retain the information at the facility site and/or shall be readily available for review by a TCEQ representative indefinitely. If the permittee supplies the sludge to another person who land applies the sludge, the permittee shall notify the land applier of the requirements for record keeping found in 30 TAC § 312.47 for persons who land apply:
 - a. A certification statement that all applicable requirements (specifically listed) have been met, and that the permittee understands that there are significant penalties for false certification including fine and imprisonment. See 30 TAC § 312.47(a)(4)(A)(ii) or 30 TAC § 312.47(a)(5)(A)(ii), as applicable, and to the permittee’s specific sludge treatment activities.
 - b. The location, by street address, and specific latitude and longitude, of each site on which biosolids are applied.
 - c. The number of acres in each site on which bulk biosolids are applied.
 - d. The date and time biosolids are applied to each site.

- e. The cumulative amount of each pollutant in pounds/acre listed in Table 2 applied to each site.
- f. The total amount of biosolids applied to each site in dry tons.

The above records shall be maintained on-site on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

F. Reporting Requirements

The permittee shall report annually to the TCEQ Regional Office (MC Region 6) and Compliance Monitoring Team (MC 224) of the Enforcement Division, by September 30th of each year the following information. The permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

1. Identify in the following categories (as applicable) the sewage sludge or biosolids treatment process or processes at the facility: preliminary operations (e.g., sludge or biosolids grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.
2. Identify the nature of material generated by the facility (such as a biosolid for beneficial use or land-farming, or sewage sludge for disposal at a monofill) and whether the material is ultimately conveyed off-site in bulk or in bags.
3. Results of tests performed for pollutants found in either Table 2 or 3 as appropriate for the permittee's land application practices.
4. The frequency of monitoring listed in Section I.C. that applies to the permittee.
5. Toxicity Characteristic Leaching Procedure (TCLP) results.
6. PCB concentration in sludge or biosolids in mg/kg.
7. Identity of hauler(s) and TCEQ transporter number.
8. Date(s) of transport.
9. Texas Commission on Environmental Quality registration number, if applicable.
10. Amount of sludge or biosolids disposal dry weight (lbs/acre) at each disposal site.
11. The concentration (mg/kg) in the sludge of each pollutant listed in Table 1 (defined as a monthly average) as well as the applicable pollutant concentration criteria (mg/kg) listed in Table 3 above, or the applicable pollutant loading rate limit (lbs/acre) listed in Table 2 above if it exceeds 90% of the limit.
12. Level of pathogen reduction achieved (Class A, Class AB or Class B).
13. Alternative used as listed in Section I.B.3.(a. or b.). Alternatives describe how the pathogen reduction requirements are met. If Class B biosolids, include information on how site restrictions were met.

14. Identify each of the analytic methods used by the facility to analyze enteric viruses, fecal coliforms, helminth ova, *Salmonella* sp., and other regulated parameters.
15. Vector attraction reduction alternative used as listed in Section I.B.4.
16. Amount of sludge or biosolids transported in dry tons/year.
17. The certification statement listed in either 30 TAC § 312.47(a)(4)(A)(ii) or 30 TAC § 312.47(a)(5)(A)(ii) as applicable to the permittee's sludge or biosolids treatment activities, shall be attached to the annual reporting form.
18. When the amount of any pollutant applied to the land exceeds 90% of the cumulative pollutant loading rate for that pollutant, as described in Table 2, the permittee shall report the following information as an attachment to the annual reporting form.
 - a. The location, by street address, and specific latitude and longitude.
 - b. The number of acres in each site on which bulk biosolids are applied.
 - c. The date and time bulk biosolids are applied to each site.
 - d. The cumulative amount of each pollutant (i.e., pounds/acre) listed in Table 2 in the bulk biosolids applied to each site.
 - e. The amount of biosolids (i.e., dry tons) applied to each site.

The above records shall be maintained on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

SECTION III. REQUIREMENTS APPLYING TO ALL SEWAGE SLUDGE OR BIOSOLIDS DISPOSED IN A MUNICIPAL SOLID WASTE LANDFILL

- A. The permittee shall handle and dispose of sewage sludge or biosolids in accordance with 30 TAC § 330 and all other applicable state and federal regulations to protect public health and the environment from any reasonably anticipated adverse effects due to any toxic pollutants that may be present. The permittee shall ensure that the sewage sludge or biosolids meets the requirements in 30 TAC § 330 concerning the quality of the sludge disposed in a municipal solid waste landfill.
- B. If the permittee generates sewage sludge or biosolids and supplies that sewage sludge or biosolids to the owner or operator of a municipal solid waste landfill (MSWLF) for disposal, the permittee shall provide to the owner or operator of the MSWLF appropriate information needed to be in compliance with the provisions of this permit.
- C. The permittee shall give 180 days prior notice to the Executive Director in care of the Wastewater Permitting Section (MC 148) of the Water Quality Division of any change planned in the sewage sludge or biosolids disposal practice.
- D. Sewage sludge or biosolids shall be tested once during the term of this permit in accordance with the method specified in both 40 CFR Part 261, Appendix II and 40 CFR Part 268, Appendix I (Toxicity Characteristic Leaching Procedure) or other method, which receives the prior approval of the TCEQ for contaminants listed in Table 1 of 40 CFR § 261.24. Sewage sludge or biosolids failing this test shall be managed according to RCRA standards for generators of hazardous waste, and the waste's disposition must be in accordance with all applicable requirements for hazardous waste processing, storage, or disposal.

Following failure of any TCLP test, the management or disposal of sewage sludge or biosolids at a facility other than an authorized hazardous waste processing, storage, or disposal facility shall be prohibited until such time as the permittee can demonstrate the sewage sludge or biosolids no longer exhibits the hazardous waste toxicity characteristics (as demonstrated by the results of the TCLP tests). A written report shall be provided to both the TCEQ Registration and Reporting Section (MC 129) of the Permitting and Registration Support Division and the Regional Director (MC Region 6) of the appropriate TCEQ field office within 7 days after failing the TCLP Test.

The report shall contain test results, certification that unauthorized waste management has stopped, and a summary of alternative disposal plans that comply with RCRA standards for the management of hazardous waste. The report shall be addressed to: Director, Permitting and Registration Support Division (MC 129), Texas Commission on Environmental Quality, P. O. Box 13087, Austin, Texas 78711-3087. In addition, the permittee shall prepare an annual report on the results of all sludge toxicity testing. This annual report shall be submitted to the TCEQ Regional Office (MC Region 6) and the Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30 of each year.

- E. Sewage sludge or biosolids shall be tested as needed, in accordance with the requirements of 30 TAC Chapter 330.
- F. Record Keeping Requirements

The permittee shall develop the following information and shall retain the information for five years.

1. The description (including procedures followed and the results) of all liquid Paint Filter Tests performed.
2. The description (including procedures followed and results) of all TCLP tests performed.

The above records shall be maintained on-site on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

G. Reporting Requirements

The permittee shall report annually to the TCEQ Regional Office (MC Region 6) and Compliance Monitoring Team (MC 224) of the Enforcement Division by September 30th of each year the following information. The permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

1. Identify in the following categories (as applicable) the sewage sludge or biosolids treatment process or processes at the facility: preliminary operations (e.g., sludge or biosolids grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.
2. Toxicity Characteristic Leaching Procedure (TCLP) results.
3. Annual sludge or biosolids production in dry tons/year.
4. Amount of sludge or biosolids disposed in a municipal solid waste landfill in dry tons/year.
5. Amount of sludge or biosolids transported interstate in dry tons/year.
6. A certification that the sewage sludge or biosolids meets the requirements of 30 TAC § 330 concerning the quality of the sludge disposed in a municipal solid waste landfill.
7. Identity of hauler(s) and transporter registration number.
8. Owner of disposal site(s).
9. Location of disposal site(s).
10. Date(s) of disposal.

The above records shall be maintained on-site on a monthly basis and shall be made available to the Texas Commission on Environmental Quality upon request.

SECTION IV. REQUIREMENTS APPLYING TO SLUDGE OR BIOSOLIDS TRANSPORTED TO ANOTHER FACILITY FOR FURTHER PROCESSING

These provisions apply to sludge or biosolids that is transported to another wastewater treatment facility or facility that further processes sludge or biosolids. These provisions are intended to allow transport of sludge or biosolids to facilities that have been authorized to accept sludge or biosolids. These provisions do not limit the ability of the receiving facility to determine whether to accept the sludge or biosolids, nor do they limit the ability of the receiving facility to request additional testing or documentation.

A. General Requirements

1. The permittee shall handle and dispose of sewage sludge or biosolids in accordance with 30 TAC Chapter 312 and all other applicable state and federal regulations in a manner that protects public health and the environment from any reasonably anticipated adverse effects due to any toxic pollutants that may be present in the sludge.
2. Sludge or biosolids may only be transported using a registered transporter or using an approved pipeline.

B. Record Keeping Requirements

1. For sludge or biosolids transported by an approved pipeline, the permittee must maintain records of the following:
 - a. the amount of sludge or biosolids transported;
 - b. the date of transport;
 - c. the name and TCEQ permit number of the receiving facility or facilities;
 - d. the location of the receiving facility or facilities;
 - e. the name and TCEQ permit number of the facility that generated the waste; and
 - f. copy of the written agreement between the permittee and the receiving facility to accept sludge or biosolids.
2. For sludge or biosolids transported by a registered transporter, the permittee must maintain records of the completed trip tickets in accordance with 30 TAC § 312.145(a)(1)-(7) and amount of sludge or biosolids transported.
3. The above records shall be maintained on-site on a monthly basis and shall be made available to the TCEQ upon request. These records shall be retained for at least five years.

C. Reporting Requirements

The permittee shall report the following information annually to the TCEQ Regional Office (MC Region 6) and Compliance Monitoring Team (MC 224) of the Enforcement Division, by September 30th of each year. The permittee must submit this annual report using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

1. Identify in the following categories (as applicable) the sewage sludge or biosolids treatment process or processes at the facility: preliminary operations (e.g., sludge or biosolids grinding and degritting), thickening (concentration), stabilization, anaerobic digestion, aerobic digestion, composting, conditioning, disinfection (e.g., beta ray irradiation, gamma ray irradiation, pasteurization), dewatering (e.g., centrifugation, sludge drying beds, sludge lagoons), heat drying, thermal reduction, and methane or biogas capture and recovery.
2. the annual sludge or biosolids production;
3. the amount of sludge or biosolids transported;
4. the owner of each receiving facility;
5. the location of each receiving facility; and
6. the date(s) of disposal at each receiving facility.

TCEQ Revision 06/2020

**Appendix I.C.
NPDES Permit
Part III Other
Requirements**

OTHER REQUIREMENTS

1. The permittee shall employ or contract with one or more licensed wastewater treatment facility operators or wastewater system operations companies holding a valid license or registration according to the requirements of 30 TAC Chapter 30, Occupational Licenses and Registrations, and in particular 30 TAC Chapter 30, Subchapter J, Wastewater Operators and Operations Companies.

This Category C facility must be operated by a chief operator or an operator holding a Class C license or higher. The facility must be operated a minimum of five days per week by the licensed chief operator or an operator holding the required level of license or higher. The licensed chief operator or operator holding the required level of license or higher must be available by telephone or pager seven days per week. Where shift operation of the wastewater treatment facility is necessary, each shift that does not have the on-site supervision of the licensed chief operator must be supervised by an operator in charge who is licensed not less than one level below the category for the facility.

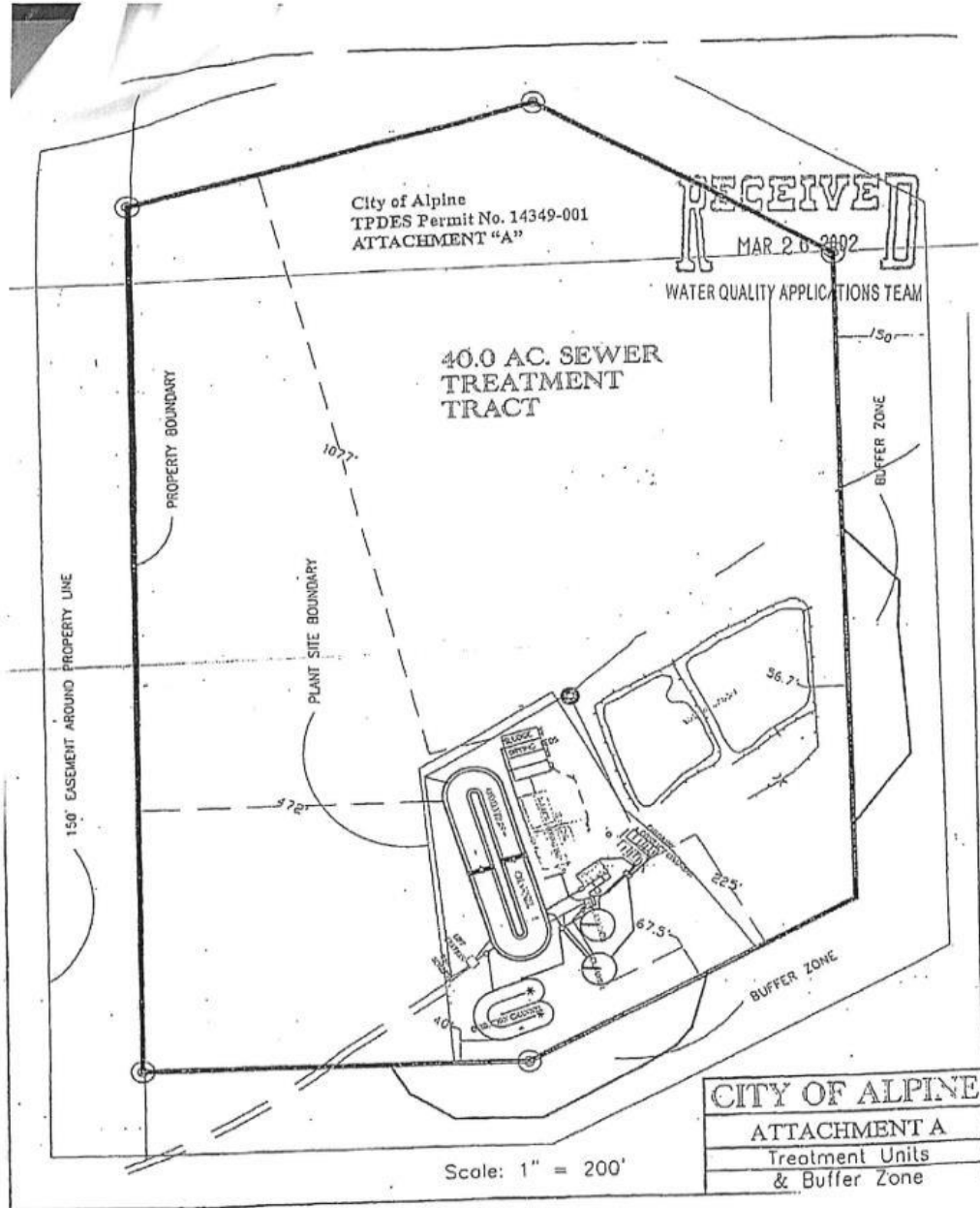
2. The facility is not located in the Coastal Management Program boundary.
3. The permittee has submitted sufficient evidence of legal restrictions prohibiting residential structures within the part of the buffer zone not owned by the permittee according to 30 TAC § 309.13(e)(3). The evidence of legal restrictions shall be submitted to the Executive Director in care of the TCEQ Wastewater Permitting Section (MC 148). The permittee shall comply with the requirements of 30 TAC § 309.13(a) through (d). See Attachment A.
4. The permittee shall provide facilities for the protection of its wastewater treatment facility from a 100-year flood.
5. In accordance with 30 TAC § 319.9, a permittee that has at least twelve months of uninterrupted compliance with its bacteria limit may notify the commission in writing of its compliance and request a less frequent measurement schedule. To request a less frequent schedule, the permittee shall submit a written request to the TCEQ Wastewater Permitting Section (MC 148) for each phase that includes a different monitoring frequency. The request must contain all of the reported bacteria values (Daily Avg. and Daily Max/Single Grab) for the twelve consecutive months immediately prior to the request. If the Executive Director finds that a less frequent measurement schedule is protective of human health and the environment, the permittee may be given a less frequent measurement schedule. For this permit, two/month may be reduced to one/month. **A violation of any bacteria limit by a facility that has been granted a less frequent measurement schedule will require the permittee to return to the standard frequency schedule and submit written notice to the TCEQ Wastewater Permitting Section (MC 148).** The permittee may not apply for another reduction in measurement frequency for at least 24 months from the date of the last violation. The Executive Director may establish a more frequent measurement schedule if necessary to protect human health or the environment.

CONTRIBUTING INDUSTRIES AND PRETREATMENT REQUIREMENTS

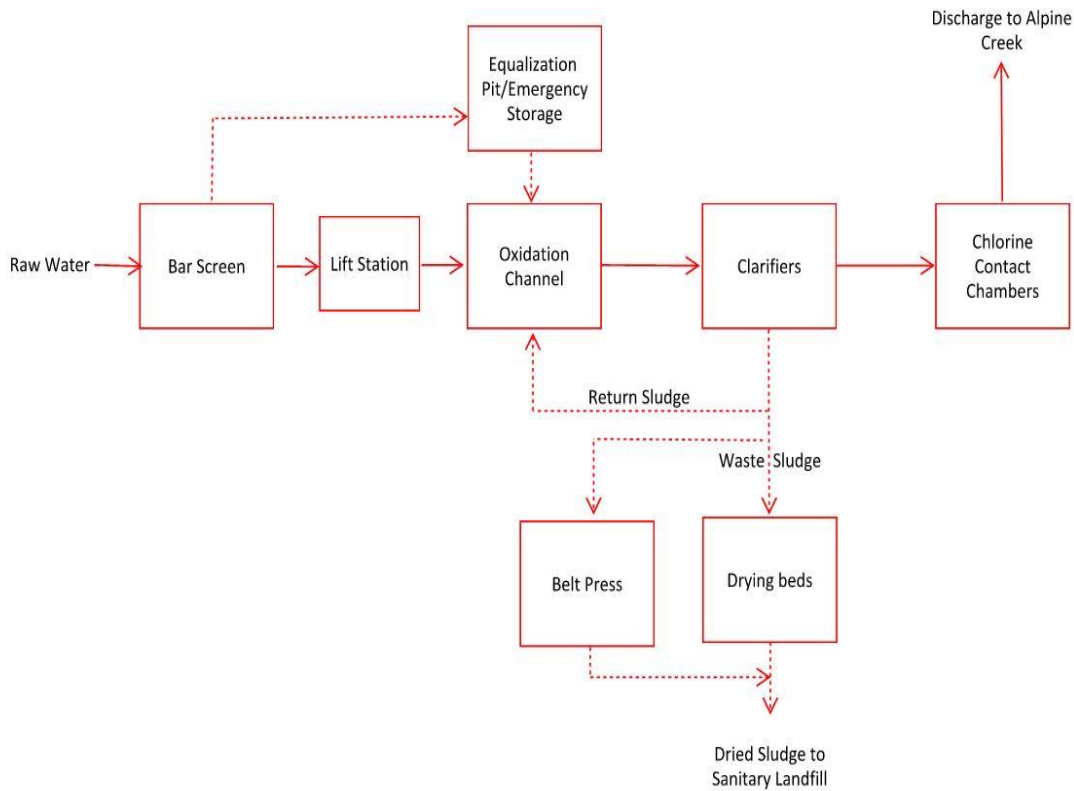
1. The following pollutants may not be introduced into the treatment facility:
 - a. Pollutants which create a fire or explosion hazard in the publicly owned treatment works (POTW), including, but not limited to, waste streams with a closed-cup flash point of less than 140° Fahrenheit (60° Celsius) using the test methods specified in 40 CFR § 261.21;
 - b. Pollutants which will cause corrosive structural damage to the POTW, but in no case shall there be discharges with a pH lower than 5.0 standard units, unless the works are specifically designed to accommodate such discharges;
 - c. Solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW, resulting in Interference;
 - d. Any pollutant, including oxygen-demanding pollutants (e.g., biochemical oxygen demand or BOD), released in a discharge at a flow rate and/or pollutant concentration which will cause Interference with the POTW;
 - e. Heat in amounts which will inhibit biological activity in the POTW, resulting in Interference, but in no case shall there be heat in such quantities that the temperature at the POTW treatment plant exceeds 104° Fahrenheit (40° Celsius) unless the Executive Director, upon request of the POTW, approves alternate temperature limits;
 - f. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin in amounts that will cause Interference or Pass Through;
 - g. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems; and
 - h. Any trucked or hauled pollutants except at discharge points designated by the POTW.
2. The permittee shall require any indirect discharger to the treatment works to comply with the reporting requirements of Sections 204(b), 307, and 308 of the Clean Water Act, including any requirements established under 40 CFR Part 403 [rev. *Federal Register/ Vol. 70/ No. 198/ Friday, October 14, 2005/ Rules and Regulations, pages 60134-60798*].
3. The permittee shall provide adequate notification to the Executive Director, care of the Wastewater Permitting Section (MC 148) of the Water Quality Division, within 30 days subsequent to the permittee's knowledge of either of the following:
 - a. Any new introduction of pollutants into the treatment works from an indirect discharger which would be subject to Sections 301 and 306 of the Clean Water Act if it were directly discharging those pollutants; and
 - b. Any substantial change in the volume or character of pollutants being introduced into the treatment works by a source introducing pollutants into the treatment works at the time of issuance of the permit.

Any notice shall include information on the quality and quantity of effluent to be introduced into the treatment works and any anticipated impact of the change on the quality or quantity of effluent to be discharged from the POTW.

Revised July 2007



Appendix II
Process Flow Diagrams



Appendix III Forms and Checklists

Checklist : WWTP Operation and Maintenance

Reference	Plant Operation and Maintenance	Yes	No	NA
217.330 (a)* and (b) 317.4(a)(8)	If the facility is connected to a public drinking water supply, are backflow-prevention devices installed and tested as required?			
217.327 317.7(d) and (g)	Are “non-potable water” signs posted at all hydrants and outlets?			
See permit: Operational Requirement No. 1, Monitoring Requirement No. 5, and 319.11(d)	Are all chart recorders and flow meters calibrated properly?			
305.125(5)	Are the chlorine scales functioning properly?			
See permit: Operational Requirement No. 1, 217.291–300, and 317.6(c)(2)	Is the ultraviolet system operating properly?			
See permit: Operational Requirement No. 1, 217.123(b), and 317.4(b)(4)	Is there vector control for all screening receptacles?			
See permit: Operational Requirement No. 1 and No. 4, 217.36(i), 217.63(i), and 317.3(e)(1) and (2)	Are there functional generators?			
See permit: Operational Requirement No. 1, 217.129(b), and 317.4(d)(2)	Is there a properly functioning clarifier– skimmerwiper?			
217.328 317.7(e)	Is the plant secured in an intruder-resistant manner with appropriate signs?			
TWC Chapter 26.121(a) [†]	Does the facility prevent unauthorized discharges at the plant (no evidence of unauthorized discharge)?			
See permit: Operational Requirement No. 1, 217.129(c) and 317.4(d)(3)	Is the clarifier sawtooth weir functioning properly (even flow with no short-circuiting)?			
See permit: Operational Requirement No. 1,	Is flow consistent throughout the aeration basin (no notable dead spots)? Are there two functioning rotors?			

* Numbers refer to subsections of Title 30, Texas Administrative Code.

[†] TWC = Texas Water Code

Reference	Plant Operation and Maintenance	Yes	No	NA
217.155(c)(3)(A)(i), and 317.4(g)(5)				
See permit: Operational Requirement No. 1, 217.33, and 317.4(c)	Are the flow-measuring devices functioning properly?			
See permit: Operational Requirement No. 1, 217.122 and 217.123, and 317.1(a)	Are bar screens properly maintained?			
See permit: Operational Requirement No. 4 and Permit Conditions No. 2.g, 217.36(a), 217.63(i), and 317.3(e)(2)	Does the facility maintain adequate safeguards to prevent the discharge of untreated or inadequately treated wastes during electrical power failures by means of alternate power sources, standby generators, or retention of inadequately treated wastewater?			
See permit: Operational Requirement No. 4 and Permit Condition No. 2.g, 217.36(i), 217.63(i), and 317.3(e)(2)(A)	Does the facility use electrical service from two separate commercial power companies with automatic switchover capabilities in effect as alternate power sources to prevent discharge of untreated or inadequately treated wastes during electrical power failures?			
See permit: Operational Requirement No. 4 and Permit Condition No. 2.g, 217.36(i), 217.63(i), and 317.3(e)(2)(B)	Does the facility use electrical service from two independent feeder lines or substations of the same electric utility with automatic switchover capabilities in effect as alternate power sources to prevent discharge of untreated or inadequately treated wastes during electrical power failures?			
See permit: Operational Requirement No. 4 and Permit Condition No. 2.g, 217.36(i), 217.63(i), and 317.3(e)(2)(C)	Does the facility use standby generators to prevent discharge of untreated or inadequately treated wastes during electrical power failures?			
See permit: Operational Requirement No. 4 and Permit Condition No. 2.g, 217.36(i), 217.63(i), and 317.3(e)(1)	Does the facility use retention to prevent discharge of untreated or inadequately treated wastes during electrical power failures?			

Daily Activity Report for Process-Control Tests

As applicable, use this chart for recording process-control tests performed on each unit in your system. Make additional copies as needed for each unit.

Month: _____, **20**_____ **Unit:** _____

Date	Flow	Sludge Temp.	Blanket Level	SV30	SVI	F/M Ratio	MCRT	GSA	WAS Rate	RAS Rate	DO	COD	pH	NH ₃ -N	BOD ₅	TSS/VSS	MLSS
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
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Checklist : Process Control for Activated-Sludge Facilities

Reference	Process Control (activated sludge)	Yes	No	NA
See permit: Operational Requirement No. 1	Is the quality of the mixed liquor within the recommended range?			
See permit: Operational Requirement No. 1	Is the depth of the clarifier sludge blanket within the recommended range?			
See permit: Operational Requirement No. 1	Is the dissolved-oxygen level in the aeration basin within the recommended range?			
See permit: Operational Requirement No. 1	Are the results of the 30-minute settleability test within the recommended range?			
See permit: Operational Requirement No. 1	Are the pH, chlorine, and dissolved oxygen levels in the effluent compliant with the permitted limitations on effluents?			
See permit: Operational Requirement No. 9	Does the system have enough adequately licensed operators?			
See permit: Operational Requirement No. 1	Does the facility prevent solids from entering the chlorine contact chamber?			
See permit: Operational Requirement No. 1	Does the facility prevent solids from discharging into the receiving waters?			

Use this section to make notes about your findings. If a question does not apply to your facility, mark “NA.” Describe all deficiencies or items needing attention and correct them as soon as possible. If reporting is required, see the requirements in the permit.

Checklist : Lift-Station Maintenance

Reference	Lift Station-Maintenance	Yes	No	NA
217.63(c) ^{†††}	Are the appropriate functional high-level alarms installed at each lift station?			
See permit: Operational Requirement No. 1	Does the facility prevent excessive grease within each wet well at each lift station?			
217.60(h)(1)	Are at least two fully operational pumps present at each lift station?			
See permit: Permit Condition No. 2	Does the facility prevent unauthorized discharges at each lift station?			
217.59(b)	Is each lift station secured in an intruder-resistant manner?			
217.330	If it is connected to a public drinking-water supply, does the facility provide adequate backflow- prevention assemblies at each lift station?			
See permit: Monitoring Requirement No. 7	Is the facility compliant with regulations regarding unauthorized discharges (notification requirements and public notice, if applicable)?			

Use this section to make notes about your findings. If a question does not apply to your facility, mark “NA.” Describe all deficiencies or items needing attention and correct them as soon as possible. If reporting is required, see the requirements in the permit.

City of Alpine WWTP Daily Worksheet

Date: _____ Day: _____ Operator: _____

Morning Weather: _____ Evening Weather: _____

LIFT STATION:

Yesterday Pump Run Time- #1: _____ #2: _____ #3: _____

Today Pump Run Time- #1: _____ #2: _____ #3: _____

Difference- #1: _____ #2: _____ #3: _____

Front Meter- Time: _____ MGD: _____ Totalizer: _____

AERATION:

#1: ON OFF #2: ON OFF

Oil Changed Runtime: _____ Oil Changed Runtime: _____

Current Runtime: _____ Current Runtime: _____

Difference: _____ Difference: _____

CLARIFIERS:

Sludge Blanket-#1: _____ #2: _____

T VALVES:

Yesterday Totalizer- #1: _____ #2: _____

Today Totalizer- #1: _____ #2: _____

Difference- #1: _____ #2: _____

Flow Rate- #1: _____ #2: _____

CHEMICAL FEED

CL2- #1 Weight: _____ #2 Weight: _____ Feed: _____

SO2- #1 Weight: _____ #2 Weight: _____ Feed: _____

RAS PUMPS:

Run Time- #1: _____ #2: _____

V NOTCH:

Yesterday Totalizer: _____ Yesterday Reuse: _____

Today Totalizer: _____ Today Reuse: _____

Difference: _____ Difference: _____

2-hr Peak: _____

UTILITIES:

Well Electric Usage: _____ Well Meter: _____

ANALYSES:

Cl Contact 1: _____ Cl Contact 2: _____ Cl Avg: _____

SO2: _____ DO: _____ pH: _____

BOD: _____ TSS: _____ E.coli: _____

Temp: _____ Entero: _____

COMMENTS:

Appendix IV Job Descriptions

Worker I / Meter Reader

Department: Public Utilities

Division: Water

Supervisor: Director of Public Utilities

Salary: Non exempt

Status: Full Time

Approved by Council on 01/04/2022

Education and Experience: A minimum of a High School diploma or GED is required and 1 year

Work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker I is assigned to.

General Purpose

Under close supervision, using established procedures and receiving detailed instructions, perform physical tasks as an entry-level Worker within the City of Alpine Public Utility Department.

Typical Duties

- Performs labor intensive work.
- Assists in the completion of paperwork, forms and reports as necessary.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment And supplies weighing up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, hand-held computers and Hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

Other Job Characteristics

- lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Utility Worker II

Education and Experience: A minimum of a High School diploma or GED is required and 2 years work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment.

General Purpose

Under management supervision provide leadership to co-workers, using established procedures and receiving detailed instructions perform physical tasks and required paperwork as a mid-level Worker II within the City of Alpine Public Utility.

Typical Duties

- Performs labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, work assignments, leadership, and guidance to others.
- Learns how to respond to citizen questions, concerns and complaints.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Skill at reading diagrams and technical drawings.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

Other Job Characteristics

- Lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required

Utility Worker III

Education and Experience: A minimum of a High School diploma or GED is required and 4 years work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment.

General Purpose

Under general supervision leads personnel assigned to within the City of Alpine Public Utility. Works on assignments that are complex in nature where considerable judgment and initiative are required in resolving problems and making recommendations to management. In addition to physical labor tasks Worker III is required to be proficient in completing regulatory paperwork and reporting findings to supervisors.

Typical Duties

- Leads Workers I and II to perform labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, work assignments, leadership, and guidance to others.
- Answers citizen questions and provides assistance to them.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, backhoe, etc., hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the set-up, operation and maintenance a variety of safety-related equipment according to utility safety procedures and SOP's.
- Assists in asset control and inventory activities.
- Leads basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Skill in handling multiple tasks and prioritizing.
- Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Skill at reading diagrams and technical drawings.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

Other Job Characteristics

- Lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.

- Operation of a motor vehicle through City traffic.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

UTILITY TECHNICIAN I

RESPONSIBILITIES OF POSITION:

Under close supervision, using established procedures and receiving detailed instructions, performs physical tasks as an entry-level worker within the City of Alpine Public Utility Department.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required and two (2) years' work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 24 months of employment depending on what City department Utility Technician I is assigned to. If certificates or licenses are not obtained within 24 months, demotion could occur.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs labor intensive work.
- Assists in the completion of paperwork, forms and reports as necessary.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighing up to 50 lbs. unassisted.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- Conducts daily water and chlorine residual samples from all major water storage locations for the city.
- Monitors all chlorinator stations. Changes and keeps up with chlorine gas tanks.

- Records daily all major locations water usage from the main meters.
- Completes ground and other maintenance work to upkeep all major water storage and well water locations.
- Operates and monitors SCADA water computer system.
 - Conducts maintenance, troubleshooting, and technical assistance in field work for radio (SCADA) locations.
 - Takes and records the monthly water use at the first, middle, and end of the month from all well locations.
 - Takes and records all well locations depths of the wells water levels.
 - Assists customers with bulk water orders (non-potable water) from bulk water distribution tank.
 - Reads customer residential water meters.
 - Fixes water leaks in the main water lines, service lines, and water meters.
 - Fixes sewer line and sewer backups while operating and using heavy equipment.
 - All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Knowledge of Federal, State, and Local laws.
- Skills in oral and written communication.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to operate a motor vehicle through City traffic.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.

- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

UTILITY TECHNICIAN II

RESPONSIBILITIES OF POSITION:

Under management supervision provide leadership to co-workers, using established procedures and receiving detailed instructions perform physical tasks and required paperwork as a mid-level Utility Technician II within the City of Alpine Public Utility.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required and three (3) years work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 24 months of employment. If certificates or licenses are not obtained within 24 months, demotion could occur.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, works assignments, leadership, and guidance to others.
- Learns how to respond to citizen questions, concerns and complaints.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools.
- Performs general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- Repairs light and medium equipment as needed.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Knowledge of basic or routine tasks and procedures that may require on the job training.
- Knowledge of Federal, State and Local laws.
- Skills in oral and written communication.
- Skills at reading diagrams and technical drawings.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.

- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Ability to use a smart phone and computer for word processing.
- Ability to perform tasks using established, often hands-on methods.
- Ability to utilize given financial and technical resources for tasks.
- Ability to manage assigned work with little intervention or input from supervisor.
- Ability to operate a motor vehicle through City traffic.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

UTILITY TECHNICIAN III

RESPONSIBILITIES OF POSITION:

Under management supervision, provide leadership to co-workers, using established procedures and receiving detailed instructions perform physical tasks and required paperwork as a mid-level Utility Technician III within the City of Alpine Public Utility.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required and three (3) years of work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 24 months of employment. If certificates or licenses are not obtained within 24 months, demotion could occur.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, works assignments, leadership, and guidance to others.
- Learns how to respond to citizen questions, concerns and complaints.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools.
- Performs general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- Supervises employees in a single work unit, team or project.
- Performs tasks using specialized technical or professional tools, machinery, procedures, or methods.
- Oversees purchasing, budgets, and account payments.
- Trains operators on running and maintaining machinery and lab equipment used at the wastewater plant.
- Writes instructions on how to perform the maintenance on the machinery.
- Maintains water, sludge, and trash pumps of all sizes stationary and portable.
- Conducts repairs and uses mowers and weed eaters.
- Conducts small repairs on backhoes, skid steer, power tools, mobile belt press, and different motors for equipment as needed.
- Conducts repairs on meters and lab equipment as needed.
- Uses technology such as Microsoft word, excel and SCADA.

- Monitors the chemical feed system for chlorine and sulfur dioxide gases.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Ability to operate a motor vehicle through City traffic.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.



INTEGRITY
EXCELLENCE
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Sustainable Systems Manual

Funded by TWDB - AMPSS

City of Alpine Wastewater System

FINAL

SEPTEMBER 2025

Prepared For:
City of Alpine



Project #: 24331



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1. SUSTAINABLE SYSTEMS

Wastewater systems are known to be significant energy consumers due to the multiple processes involved and large pumps. Energy is generally required for most stages in wastewater treatment processes making energy costs a substantial cost for the city. Additionally, the wastewater collection system made up of sewer lift stations requires power and continuous operation to move sewer. Given that wastewater systems are not generally designed with energy efficiency being a high priority, there are plenty of opportunities for energy improvements. As part of this project, an energy audit for 15 months of electric bills and a site visit was completed to determine the largest energy consumers, reveal electrical components where improvements can be made, and detect issues with underperforming and aging electrical equipment.

2. ENERGY ASSESSMENT

As part of the energy audit and bill analysis, electrical bills were reviewed from the past 15 months for several different items. These bills contained kilowatt hour usage, demand, transmission costs, distribution costs, energy efficiency costs, and additional pass-through costs by the electric provider. Not surprisingly, the highest cost section on these bills is the energy usage cost, making up around 60% of the total cost. The rate per kilowatt hour at all sites remained constant at 3.1 cents per kilowatt hour. The second highest cost at all sites was the demand charge at approximately \$5 per kilowatt of demand and around 20% of the total electric bill. Electric demand is defined as the highest usage of power at any given time throughout the month. The demand is a small fraction of the total usage per month, but the price per kilowatt is significantly higher. Distribution, transmission, and pass-through costs accounted for approximately 15% of the total electric bill. Lastly, the energy efficiency charge accounted for about 5% of the total electric bill. Costs like the distribution, transmission, and pass-through charges are a set percentage by the utility and therefore will not change substantially with energy efficiency measures. However, the majority of the electric bill, consisting of usage, demand, and energy efficiency costs can be lowered greatly through electrical improvements. Energy usage is steadily increasing at all sites at a rate of about 5% every six months making it advantageous to pursue efficiency measures. The WWTP accounts for approximately 90% of the city's total wastewater electric usage due to the large number and size of electrical loads. Another observation through the electric bills is that there are two electrical meters that do not have any energy usage and are still being charged a monthly meter fee. There are also two additional meters that have a very small usage of electricity at less than 100 kilowatt hours monthly. A summary of the electrical usage can be seen below in Table 1.

Table 1 - Energy Usage Summary Table

Site	Average Monthly Usage	Average Monthly Demand
WWTP	53,190 kWh	112 kW
Old Marathon Lift Station	5,060 kWh	26 kW
Holiday Inn Lift Station	700 kWh	14 kW
Mobile Home Park Lift Station	800 kWh	19 kW

A site visit was conducted in which all electrical loads, including motors, HVAC, controls, and lighting for the entire wastewater system, were analyzed to determine if energy efficiency could be improved. One of the largest energy consumers for both the WWTP and the lift stations are motors. These motors range in size from 0.5 HP to 60 HP and are the drivers behind most of the processes. These motors were analyzed for sizing, efficiency, controls, and starting method of the motor. A summary of these motors can be found below in Table 2.

In addition to motors, the HVAC system in the WWTP office was also analyzed. The HVAC unit for this office is a Bard model W36A2-A10 single package commercial vertical unit. This unit was manufactured in 2018 making it approximately 7 years old. Due to the site conditions and usage of the unit, it is predicted that this unit has a remaining lifespan of less than 10 years. This 3-ton unit provides 35,000 Btuh with a 9 EER making the energy usage around 3.89 kWh. It is estimated that this unit operates for around 4,500 hours a year, making the total energy usage 17,505 kWh per year. While a 9 EER is a standard efficiency for HVAC units, higher EER ratings can easily pay for the additional cost of the HVAC upgrade and result in large electrical savings over time.

Table 2 - Motor Load Summary Table

Equipment	Quantity	Horsepower	Operations	Controls	Efficiency
Aerators	2	60	Continuous	Variable Frequency Drive (VFD), speed based on Dissolved Oxygen content	95% (High Efficiency)
Assist Pump	2	25	Intermittent, once every 2 weeks	ATL Starters	92.6% (High Efficiency)
RAS Pumps	2	10	Continuous	ATL Starters	91.7% (High Efficiency)
Belt Press	2	5, 1.5	Intermittent, once every 2 weeks	ATL Starters	89.5%, 84%
Bar Screen	1	0.75	Continuous	ATL Starters	79.6%
Clarifiers	2	0.75, 0.5	Continuous	ATL Starters	82.5%, 78.5%
WWTP Lift Station Pumps	3	10	Continuous, Alternate where 2 pumps are always running.	ATL Starters	81%
Holiday Inn Lift Station Pumps	2	5	Continuous, Alternate where 1 pump is always running.	ATL Starters	85%
Mobile Home Park Lift Station Pumps	2	7.5	Continuous, Alternate where 1 pump is always running.	ATL Starters	88.5%
Old Marathon Lift Station Pumps	2	25, 20	Continuous, Alternate where 1 pump is always running.	ATL Starters	93.6% (High Efficiency), 91.7%

Lighting was also evaluated as part of the energy assessment for potential electrical savings. The first lights evaluated were the three area lights that provide illumination to the aerator basins. After talking to plant operators, it was determined that these lights are rarely used. These lights also do not pull much wattage and are a very small load in relation to the entire plant. The next lights analyzed in the

chlorine room were determined to be LED linear fixtures. The belt press lights were also evaluated in which it was determined that there was one linear 4' fixture containing fluorescent bulbs. This fixture is estimated to consume 60W of power and is not operated frequently. Most of the lighting at the plant was in the WWTP office which contained five 2' x 4' lay in fluorescent fixtures. These fixtures consume approximately 120W of energy for each light and are operated with motion sensing switches. It was also noticed that the office lights do not put out adequate lumen levels to meet the required footcandle requirements.

3. ENERGY EFFICIENCY IMPROVEMENTS

Due to motors being the majority of the electrical load for the wastewater system, an extensive evaluation was conducted to determine how energy efficiency improvements can be made. The largest of these motors are the two 60 HP aerators that run continuously. These motors are high efficiency and operate on variable frequency drives. These VFDs have operated satisfactory and adjust the speed based on the dissolved oxygen content. Due to the current operating methods and high efficiency of these motors, no recommendations are made for the aerators at this time.

The second largest group of pumps are the two 25 HP assist pumps. According to operators, these pumps are used about every two weeks depending on the influent flow at the plant. These motors are also highly efficient but have across-the-line starters. Speed control is not required for the operation of these pumps, making these pumps not an ideal candidate for VFD implementation. However, energy can be saved during the startup of these pumps by lowering the in-rush demand that these pumps require to start. Soft starts are recommended to be added to these pumps to lower the starting current of these pumps. Soft starts will also help extend the lifespan of the pumps. This is estimated to save approximately \$2,000 in demand costs every year. At this rate, it is projected that the break-even point for the cost of soft starts with demand savings is approximately 8 years. This will give the city 12-17 years of savings through the rest of the life of the soft starts. It is estimated that the city can save about \$30,000 over a 25-year period as a result of this implementation.

The 10 HP RAS pumps are also high efficiency motors but operate the whole time the WWTP is operational. Like the 25 HP assist pumps, speed control is not required for the operation of these pumps. It is recommended that soft starts be added to the pumps to lower the demand at the plant. It is projected that this upgrade will save the city approximately \$1,000 a year in demand costs and have a break-even point of about 10 years. This would result in savings of about \$15,000 over the lifespan of the soft starts.

While the belt press does not have high efficiency motors, it was indicated on site that the motors are not operated frequently enough to justify replacing them with high efficiency motors at this time. If the belt press is utilized more frequently in the future, it is recommended that the motors be upgraded to more efficient options.

The bar screen and clarifier motors are used continuously, making these motors prime candidates for

motor upgrades. While these motors are small in comparison to the other WWTP motors, cost savings can be seen with premium efficiency motors through energy usage and efficiency costs. The clarifier #1 motor is brand new and has a higher efficiency in comparison to the other motors. As a result, there are currently no recommendations for the clarifier #1 motor. However, the belt press and clarifier #2 motors are older and have lower motor efficiencies. It is recommended that these motors be replaced with premium efficiency motors at the end of their lifespan. The costs of these motors vary, but it is projected that the city will experience cost savings for the 10 years during the lifespan of these motors.

The lift station motors were also analyzed extensively for possible energy improvements. While VFD or soft start incorporation for these motors would lower energy costs, it is not a recommended design practice due to the low starting torque these motors would produce with variable frequency drives or soft starts. Lift stations are notoriously known for clogged pumps from the various foreign objects that often enter the wastewater system. VFDs or soft starts often do not produce enough torque during startup to clear these objects from the pumps, resulting in higher operation costs from having to pull and clean pumps. As a result, across the line starters are recommended to ensure the motors have enough starting torque to clear any blockages.

The lift station pumps at the WWTP, Holiday Inn lift station, and Mobile Home Park lift station are not premium efficiency motors. The lowest efficiency lift station motors are currently at the WWTP. These motors offer an opportunity for significant energy improvements with the installation of premium efficiency motors. The lift station pumps at the WWTP can easily be upgraded to premium efficiency motors for substantial energy savings. It is estimated that upgrading the three 10 HP lift pumps to premium efficiency motors will save approximately 40,000 kWh every year. This will result in cost savings of approximately \$2,000 every year in energy charges. While these savings might not justify immediate replacement of the pumps due to the high cost of lift pumps, it is recommended that the motors be replaced with high efficiency motors as the pumps near the end of their useful life.

The lift pumps at the Holiday Inn lift station are only 5 HP and have a higher efficiency than the lift pumps at the WWTP, but there is still room for improvement with high efficiency motors. Improving the efficiency of the motors at this site would save approximately 7,000 kWh every year for a yearly savings of \$750. These savings over the lifespan of the pump will easily pay for the difference in price between a standard and high efficiency motor.

Like the other lift stations, the cost savings for the Mobile Home Park might not be enough to justify immediate replacement of the pumps. These pumps are slightly larger at 7.5 HP when compared to the Holiday Inn lift station but also currently have higher efficiency. Due to the current efficiency, it is estimated that approximately 6,500 kWh will be saved yearly for an approximate savings of \$650 every year.

The last set of lift pumps that were analyzed are at the Old Marathon lift station. These pumps are

the largest of all lift pumps and currently have the highest pump efficiency. The 25 HP lift pump at the site is already a premium efficiency pump with a rated efficiency of 93.6%. There is a potential for small cost savings with this pump once it quits working if a higher efficiency pump can be sourced. The 20 HP pump at this site also yields a high efficiency but is not considered a premium efficiency pump. There is an opportunity with this pump to upgrade to a premium efficiency pump during replacement to save approximately 8000 kWh a year for an estimated cost savings of \$1,000 per year.

The existing HVAC unit for the WWTP office has an EER rating of 9, making it an ideal candidate for power savings. This unit can be replaced with a higher efficiency unit such as a 15 EER unit that will consume approximately 2.334 kWh. This efficiency upgrade will save approximately 7,000 kWh yearly for an approximate savings of \$750 every year. Due to this unit only consuming approximately 50% of its average lifespan, it is not recommended that the unit be replaced immediately. It is recommended that the city investigate replacing this unit with a high efficiency unit once it gets close to the anticipated lifespan.

Energy usage from lighting at the WWTP is not currently optimized due to lighting being a mix of fluorescent and LED lights. Fluorescent lights consume on average about 75% more energy when compared to their LED counterparts. While upgrading to LED lighting at the whole plant might not be a substantial energy saver when compared to larger loads such as motors, this improvement is easy to make and very cost effective. There are no current recommendations for the chlorine room light as it is currently an LED fixture and used sporadically. It was also determined on site that lights for the aerator basins and belt press are currently not used enough to notice a difference in energy usage with LED lights. It is recommended that the focus for these improvements be the lighting at the WWTP office. Replacing the WWTP office 2' x 4' lay in lights with LED fixtures is estimated to save approximately 1,500 kWh per year for an approximate cost savings of roughly \$150 per year. This savings equates to roughly the cost of one lay in fixture making the break even point roughly five years for replacing the five lay in fluorescent lights with LED fixtures. This will give the city at least 15 years of savings over the lifespan of the LED lights and decrease maintenance greatly as fluorescent bulbs will not need to be sourced and replaced for the office. The motion sensing switch that currently controls the lights is an effective lighting control measure to ensure the lights are not operating when no one is in the office. In addition to efficiency improvements, the new WWTP office lighting would give the city the opportunity to ensure the office has proper light levels for any work that needs to be accomplished.

One easy way to improve electrical efficiency is to check all electrical connections as loose or over-tightened connections can lead to electrical faults and energy losses. A loose or corroded connection overheats or even arcs, whereas over tightening can cause the bolt or screw to break conductor strands, cut the wire and damage the connection. A loose or dirty connection has increased resistance, which results in higher power losses. By simply tightening and cleaning electrical connections, you can lower these energy costs. When considered over a long period, these energy losses can be significant. These faulty connections can be identified in a variety of ways, but one common way is through

infrared equipment. Infrared scanners and cameras are used to inspect electrical equipment because excess heat is usually the first sign of electrical issues and power losses. Infrared safety inspections of electrical equipment can identify excess heat on apparatuses and detect electrical issues such as loose connections, faulty fuses, defective breakers, damaged switches, and overloaded or imbalanced circuits. An electrical contractor should check torque on all terminations and set torques to the equipment manufacturer's specifications or industry standard torques.

4. PUBLIC PARTICIPATION PROGRAMS

Much of the wastewater that enters the wastewater collection system and the wastewater treatment plant comes from sources directly from wastewater system customers. Other sources include runoff, stormwater, or infiltration, among others. Because most of the sources of wastewater is directly or indirectly from customers, public education and public participation programs can be a significant benefit to the City. Some of the items that are recommended for public education and participation are fats, oils, and greases (FOG), "flushable" products, and drug disposal.

FOG have a negative impact on wastewater collection and treatment systems as they can block sewer lines, impact wet wells and pumps, and have a negative impact on wastewater treatment processes. FOG are a prime cause of sanitary sewer overflows (SSOs), which have a negative impact on regulatory requirements, staff time and resources, and public perception of the City. It is also recommended that the City of Alpine develop a FOG program. Resources regarding FOG are contained in Appendix A. Electronic copies have been provided to the City of Alpine.

There are many products on the market that are considered "flushable" that have a detrimental impact on the wastewater system. These items include wipes, paper towels, personal hygiene items, and cat litter. These items do not degrade in the wastewater system and frequently are the cause of blockages and failed pumps. Resources regarding "flushables" are contained in Appendix B. Electronic copies have been provided to the City of Alpine. The following websites are also excellent resources for "flushables." A link to these websites has been emailed to the City of Alpine.

[Don't Flush that! – We Were Wondering: a TCEQ Blog -
https://blog.tceq.texas.gov/2021/09/22/dont-flush-that/](https://blog.tceq.texas.gov/2021/09/22/dont-flush-that/)

[U.S. EPA Water on X: "Toilets are not trash cans. Please remember napkins, paper towels, and so called "flushable" wipes can all clog your pipes. https://t.co/lqtuQXUHeP #WipesClogPipes
https://t.co/fK3KDeDq5s" / X](https://t.co/lqtuQXUHeP)



<https://oracwa.org/non-flushables-comm-toolkit/#:~:text=Products%20such%20as%20wipes%2C%20paper,sewer%20backups%20and%20costly%20repairs>

Pharmaceuticals in wastewater have a negative impact on the treatment of the wastewater and in the quality of the effluent and sludge. Public drug-take back programs are a means of providing the public with suitable means to dispose of pharmaceuticals that do not cause problems with the wastewater system.

Appendix A – FOG Resources

FATS, OILS, & GREASE (FOG)



Management Plan Checklist

This checklist will help your establishment steer clear of FOG-related problems and their associated costs.

1. Have you heard about the potential problems fats, oils, and grease can cause to the sanitary sewer system (both private and public)?		
☐ Yes ☐ No ☐ Not sure		
2. Does your establishment have a grease trap or interceptor?		☐ Yes ☐ No
☐ If yes, do you have a cleaning schedule?		
☐ If no, do you have a plan that prevents grease entering the sanitary sewers?		
3. Is your grease trap or interceptor being cleaned regularly (by staff or a contractor)?		☐ Yes ☐ No
☐ If yes, do you monitor amount of grease removed? (If the trap more than 50% full at time of cleaning, frequency of cleaning should be increased.)		
4. Is management witnessing or inspecting the cleaning to be sure Best Management Practices (BMPs) are being followed?		☐ Yes ☐ No
5. Is the cleaning and maintenance log current?		☐ Yes ☐ No
☐ Log records volume of grease removed ☐ Frequency of cleaning is ____ weeks or ____ months		
6. Do employees receive training on proper handling and disposal of grease?		☐ Yes ☐ No
7. Do employees remove grease by dry methods (scraping, wiping, sweeping) before using wet methods?		☐ Yes ☐ No
8. Do employees know not to pour grease down the drain?		☐ Yes ☐ No
☐ Employees have been trained on designated sites for grease collection.		
☐ Scrapers/other tools are readily available for removing grease from surfaces and equipment.		
9. The following cleaning practices are in place (check all that apply):		
☐ use of rubber scrapers to remove FOG from cookware, utensils, and chafing dishes, etc		
☐ use of absorbent materials to soak up oil and grease under fryer baskets		
☐ use of paper towels to wipe down work areas (cloth towels will eventually release grease during washing)		
☐ water temperature is kept at 140 degrees F or below in sinks with grease traps		
☐ "No Grease" signs are posted near drains		
☐ drain screens are placed in all sinks and floor drains		
10. Our spill clean-up plan includes the following (check all that apply):		
☐ procedures for different types of spills ☐ training schedules for employees		
☐ designated employee to monitor cleanup ☐ a plan posted in work area		
☐ clean-up kits in place and well-marked with absorbent materials available		
11. Are exhaust hood filters cleaned on a regular basis?		☐ Yes ☐ No
12. Do you have a procedure for cleaning exhaust hoods?		☐ Yes ☐ No
13. Does runoff from hood cleaning flow through a grease trap?		☐ Yes ☐ No



Management Plan Checklist (cont.)

14. Are floor mats cleaned inside the premises, and is cleaning water discharged to a sink or floor drain with a grease trap? ☐ Yes ☐ No

15. The following items are cleaned so runoff goes to a grease trap (check all that apply):

- ☐ grease filters ☐ grills ☐ cleaning bucket water from cleaning greasy surfaces

16. Spills of grease are wiped up before the following items are cleaned (check all that apply):

- ☐ floor mats ☐ floors

17. Are only licensed companies used to haul away fats, oils, and grease?

☐ Yes ☐ No

If so, who? (Name of company): _____

18. The following Best Management Practices (BMPs) are followed in storing fats, oils, and grease (check all that apply):

- ☐ all storage containers are covered
☐ storage containers are placed away from storm drains and catch basins
☐ if containers must be near catch basins or drains, containers are bermed with absorbent pads to prevent spills reaching drain
☐ a spill prevention plan is in place (note – do not use kitty litter or other flowable materials for cleaning spills near storm drains)

19. All employees are trained in Best Management Practices (BMPs) for fats, oils, and grease (check all that apply):

- ☐ training is updated and tracked regularly ☐ cleanup guidelines are posted
☐ "No Grease" signs are posted near drains without grease traps
☐ a spill prevention plan is in place (note – do not use kitty litter or other flowable materials for cleaning spills near storm drains)
☐ employees are trained to properly use dumpsters and recycling containers
 ☐ always keep them covered ☐ stay alert for signs of leaks
☐ pick up spilled material and litter regularly
☐ if water is used to clean area, direct water to sanitary sewer

Establishment Information

Food Service Facility Name

Address

Point Of Contact

Phone Number

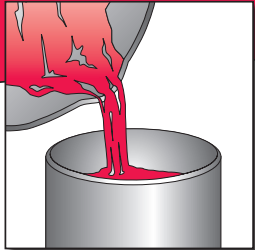
Email

Let's Tackle the Grease in This Kitchen!

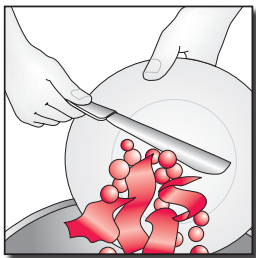
Why should I help?

- Prevent grease buildups from blocking sewer lines.
- Stop sewer overflows into streets and storm drains.
- Save money spent on costly cleanups of sewage spills.
- Reduce the number of times you have to clean your grease trap (food service).
- Protect the quality of our water.

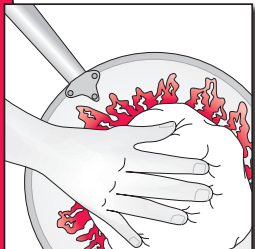
DO!



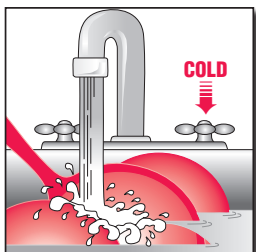
- ✓ Put oil and grease in covered collection containers.



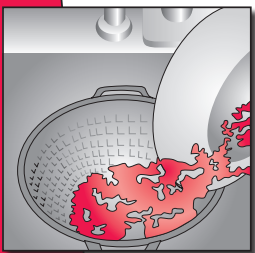
- ✓ Scrape food scraps from dishes into trash cans and garbage bags and dispose of properly. Avoid using your garbage disposal.



- ✓ Remove oil and grease from dishes, pans, fryers, and griddles. Cool first before you skim, scrape, or wipe off excess grease.



- ✓ Prewash dishes and pans with cold water before putting them in the dishwasher.



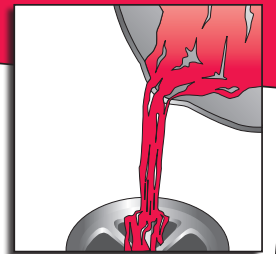
- ✓ Cover kitchen sink with catch basket and empty into garbage can as needed.



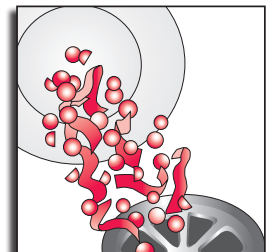
- ✓ Cover floor drain with fine screen and empty into garbage can as needed.

DON'T!

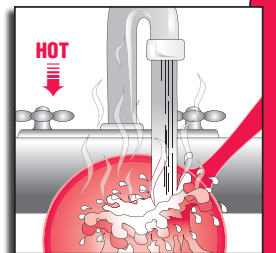
- ✗ Don't pour oil and grease down the drain.



- ✗ Don't put food scraps down the drain.



- ✗ Don't run water over dishes, pans, fryers, and griddles to wash oil and grease down the drain.
- ✗ Don't rinse off oil and grease with hot water.



More Ways to Tackle Grease

- ▶ Use environmentally safe cleaning products instead of harsh detergents or cleaners that can damage sewer lines.
- ▶ If you generate large amounts of used cooking oil, reuse or recycle it. To find a recycler, check the phone book under "recyclers" or "rendering companies."
- ▶ If you generate small amounts of used cooking oil, reuse it as often as possible and then pour it into a container you can throw away. Never pour it down the drain.
- ▶ Start a compost pile at your home with scraps that are not meat. The TCEQ publication *Mulching and Composting: A "Take Care of Texas" Guide* (GI-36) provides basic information to get you started.



For more information, contact the
Texas Commission on Environmental Quality (TCEQ)
Small Business & Local Government Assistance Section
1-800-447-2827 • TexasEnviroHelp.org



¡Ataquemos a la Grasa en Esta Cocina!

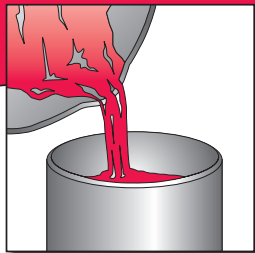


¿Por qué tengo que ayudar?

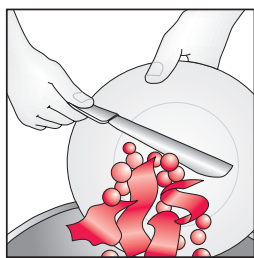


- Evitar acumulaciones de grasa que obstruyan las líneas de drenaje.
- Detener los desbordamientos de drenaje hacia la calle y desagües pluviales.
- Ahorrar dinero gastado en limpiezas costosas de derrames de aguas residuales.
- Reducir el número de veces que se tienen que limpiar las trampas de grasa (servicio de alimentos).
- Proteger la calidad de nuestra agua.

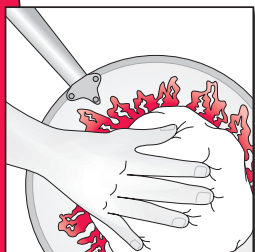
¡HAGA ESTO!



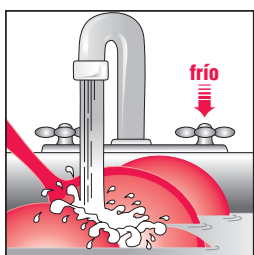
Ponga el aceite y la grasa en contenedores cerrados para colección.



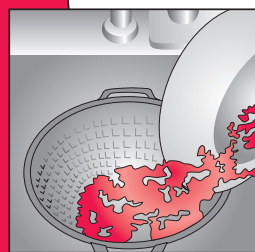
Quite las sobras de comida en botes o bolsas de basura y disponga de ellos adecuadamente. Evite usar su trituradora de basura.



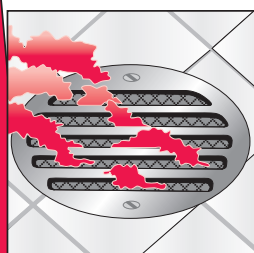
Quítele el aceite y la grasa a los trastes, ollas, freidoras y parrillas. Primero enfríe antes de tallar o limpiar el exceso de grasa.



Enjuague los trastes y ollas con agua fría antes de ponerlos en la lavadora para trastes.



Cubra el fregadero de la cocina con una canasta para capturar comida y vacíelo en el bote para basura, como sea necesario.

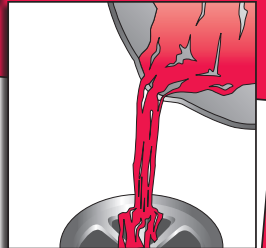


Cubra el resumidero en el piso con un cedazo fino y vacíelo en el bote de la basura, como sea necesario.

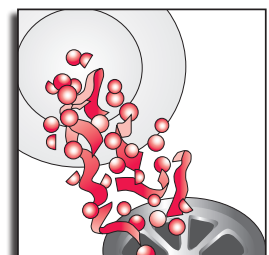
¡NO HAGA ESTO!



No vacíe aceite y grasa por el desagüe. **X**

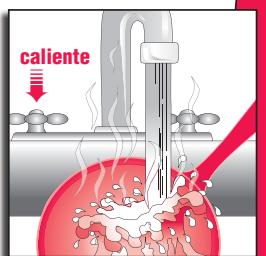


No tire sobras de comida por el desagüe. **X**



No enjuague los trastes, ollas, freidoras y parrillas con agua para tirar el aceite y la grasa por el desagüe. **X**

No enjuague el aceite y grasa con agua caliente. **X**

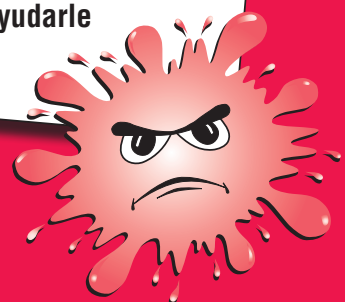
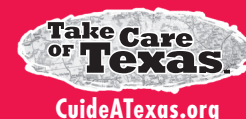


Otras Maneras de Atacar la Grasa

- ▶ Use productos de limpieza ambientalmente seguros en lugar de detergentes o limpiadores ásperos que pueden dañar las líneas de drenaje.
- ▶ Si genera en la cocina grandes cantidades de aceite usado, reúselo o recíclalo. Para encontrar a un reciclador, revise el directorio telefónico bajo "recicladores."
- ▶ Si usted genera cantidades pequeñas de aceite usado para cocinar, reuse tan seguido como sea posible y luego vacíelo en un contenedor que pueda tirar. *Nunca* vacíelo por el desagüe.
- ▶ Empiece una pila de composta en su hogar con sobras que no sean carne. La publicación de la TCEQ *Mulching and Composting: A "Take Care of Texas" Guide* (GI-36) (*Acolchados y Compostaje: Una guía de "Cuide a Texas"*) proporciona información básica para ayudarle a empezar.



Para mayor información comuníquese a la Comisión de Calidad Ambiental de Texas (TCEQ por su nombre en inglés)
Sección de Asistencia a Pequeños Negocios y Gobiernos Locales
1-800-447-2827 • TexasEnviroHelp.org



Appendix B – Flushables Resources

NON-FLUSHABLES COMMUNICATION TOOLKIT

Communications Guidance for Non-Flushables/Wipes Education and Outreach

PURPOSE:

Wipes don't break down when flushed. Many wipes labeled "flushable" when flushed will clog pipelines, pumps and cause sewage overflows in residences and the environment. Especially during the COVID-19 pandemic when we are encouraged to disinfect environments to prevent the spread of the virus, wastewater operators are concerned that there could be an increase in wipes use. The EPA and other national organizations as well as statewide and local wastewater agencies are working to get the message out to avoid costly as well as environmental impacts of wipes in our sewer and treatment systems.

There is urgency in getting this message out now, especially as there has been a higher demand for disinfecting wipes, baby wipes and toilet paper. While wipes/non-flushable education has been a priority for our industry, this is an especially important time to educate the public, businesses, and officials on this important information and create behavior changes as we anticipate great use of wipes in this time.

ENGAGEMENT GOALS:

The primary goal of outreach, especially led by local water/wastewater agencies, is to provide education and improve awareness of the fact that many wipes are inappropriately labeled as flushable and should not be flushed. This outreach should help to change behaviors to reduce wipes in our wastewater systems.

AUDIENCES:

Elected officials
General public
Commissions
Large business / industry
Healthcare providers
First responders
Media
Water/Wastewater Employees

KEY MESSAGES:

- **ONLY Toilet Paper Goes in Your Toilet!** All wipes, facial tissues ('kleenex'), paper towels, napkins and feminine products should be thrown in the garbage and not the toilet.
- Toilet paper is designed to break down and dissolve. All other paper products are made of sturdy, non-woven fibers that don't break down like toilet paper and cause costly impacts to our wastewater systems, environment and sewer backups at residences.

Non-Flushable Communication Toolkit

- Many wipes, even ones that are labeled “flushable” clog sewer lines, pumps stations, increase utility maintenance, and create environmental concerns through backups in residences and/or the environment.
- “Do Not Flush” labeling and disposal instructions on packaging for wipes NOT intended for flushing (i.e. baby wipes, cleaning wipes) are widely inconsistent among brands (Ryerson 2019).
- Even if a wipe breaks apart into fragments, the microscopic long fibers are not removed in wastewater.
- Only flush the 3Ps: “poo, pee, and toilet paper.”
- Clogs from wipes cause equipment damage, costing ratepayers millions, and compromise the safety of our wastewater treatment plant operators.

TOOLS/ASSETS:

- [Wipes Clog Pipes](#) — direct mail postcard (pdf)
- [The Toilet is Not a Trash Can](#) — billing insert fact card (pdf)
- Social media content – ranging from [news articles](#) to [fun videos](#) and [informational images](#). Great idea to follow [NEORS](#)D’s Twitter account who is the leader in humor and educational posts.

For your own efforts, consider utilizing these items to convey the message to your constituents and audiences that will be engaging and persuasive.

- Website content (please use any of the content on our site)
- Photos (for social media and print materials)
- Graphics (feel free to use what you see on our site, including the image above)



FOR IMMEDIATE RELEASE

Contact: Kristina Mainwaring,
Public Information Administrator
Phone: (541) 883-5270
Email: kmainwaring@klamathfalls.city

PUBLIC SERVICE ANNOUNCEMENT

“Think Before You Flush”

KLAMATH FALLS, OR, March 20, 2020 To the Residents of the Klamath Falls area, our local sewer agencies have been receiving reports of municipalities either experiencing sanitary sewer overflows because of increased use and flushing of wipes, and a situation where a publicly owned wastewater treatment facility experienced a loss of adequate treatment that they believe is due to the increased toxicity loading possibly due to the disinfectants in the wipes. Your local sewer agencies are sending this reminder out to the Klamath Falls areas that “wipes” are not flushable even if it is indicated on the package, and that overuse of certain disinfectants may cause significant upsets in the sewer conveyance and treatment systems. Our wastewater treatment facilities are our last line of defense in protecting the environment from household wastes entering the receiving streams. Please do your part and “Think Before You Flush.”

Thank you for your consideration and assistance during this time of uncertainty. A message from local sewer agencies; the City of Klamath Falls and South Suburban Sanitation District.

###

If you would like more information about this topic, please call City Administration at (541) 883-5316.



City of Alpine Wastewater Utility Emergency Response Plan Template

FINAL

SEPTEMBER 2025



City of Alpine

Emergency Response Plan

Utility and ERP Information

Please fill in the information below as indicated.

NPDES Permit No. or Nos.	WQ0014349001
Facility Street Address(es)	2418 North State Highway 118
Facility Access Address(es)	30.398100, -103.644800
City, State Zip Code	Alpine, TX 79830
Phone number	432-837-3301
Population Served	6,000
Prepared by	Mark Lawrence, Jacob Martin LLC
Reviewed by	
Date completed	

PLAN DISTRIBUTION

Please fill in the recipient’s name and title, the person who gave them the plan and on what date.

RECIPIENT/TITLE	DISTRIBUTED BY	DATE

CHANGE HISTORY

Please describe the changes made to this plan since its original development, who made the changes and on what date the changes were incorporated into this plan.

DESCRIPTION OF CHANGE	NAME/TITLE	DATE

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1. UTILITY INFORMATION

During an incident, you need to have system information about your wastewater utility readily available for your personnel, first responders, repair contractors/vendors, the media, and other response partner agencies.

1.1 Utility Overview

Provide basic information about your utility.

Utility Information	
NPDES Permit No.	WQ0014349001
Utility name and address	City of Alpine Municipal Wastewater Treatment Facility, 2413 N. Highway 118, Brewster County, TX 79830
Owner	City of Alpine
Directions to utility from major roadway, include lat./long. coordinates	Located approximately 2.5 miles northeast of the City of Alpine, east of State Highway 118, approximately 1.5 miles down the private road just south of the U.S. Court Building and across from Lost Alaskan Recreational Vehicle Park on State Highway 118, in Brewster County, Texas 79830. 30.398100, -103.644800
Total population served and total service connections	Population: 6,000 Service Connections: 2,980
Name, title, phone number of primary contact (e.g., ERP Lead)	Catherine Eaves, Mayor, 432-837-3301
Alternate contact	Megan Antrim, City Manager, 432-837-3301
Location of treatment and collection schematics and operation manuals	WWTP Operations Center

Use this checklist to ensure the following additional utility information (as applicable) is included or referenced as a part of your ERP.

- ☒ Map of collection systems
- ☒ Process flow diagram
- ☒ Site plans and “as built” drawings for the following components of your system (as applicable):
 - ☐ Wastewater treatment facilities
 - ☐ Chemical storage locations
 - ☐ Pumping and overflow storage facilities
 - ☐ Lift stations and station pumps
 - ☐ Valve vault sites
- ☒ Collection system diagrams and instrumentation information
- ☒ Equipment specifications and operation instructions
- ☒ Emergency power and light generation operation specifications

- ☒ Supervisory Control and Data Acquisition (SCADA) system operation instructions
- ☒ Communications systems operation instructions

1.2 Personnel Information

Attach your personnel roster here or fill out the table below. Text in *italics* throughout this template is provided as examples only.

[illegible]

1.3 Utility Components

List all the components necessary to maintain effective operation of your utility. Simply add more rows to the tables below if you have additional components. Text in italics represents examples – be sure to delete italicized text as necessary as you fill out the tables below and throughout this template.

Collection System – Gravity Flow, Combined Sewer(s), Force Main(s) and Pump/Lift Station(s)

Name/Location	Area Served	Comments
Travelodge Lift Station, 30.366350, -103.638059	Eastern Side of town	
Mobile Home Park Lift Station, 30.364825, -103.636934	Eastern Side of town	
Holiday Inn Lift Station, 30.363084, -103.641774	Eastern Side of town	
Old Marathon Lift Station, 30.361817, -103.641324	Eastern Side of town	

Treatment Plant(s)

Plant name	Location	Capacity	Treatment Type
City of Alpine WWTP	2418 N. State Highway 118, Brewster County, TX 79830	0.9 MGD	Activated Sludge

Onsite and Offsite Treatment Chemical Storage Facility/Facilities

Name/Location	Chemical(s)	Comments

Outfall(s)			
Outfall Name	Location/Depth	Capacity/Comment	Treatment Requirements/Associated Treatment Plant/Associated Component
001	2418 N. State Highway 118, Brewster County, TX 79830	0.9 MGD	City of Alpine WWTP

Other Key Facilities		
Location	Function	Comments

1.4 Industry Chemical Handling and Storage Facilities

List surrounding chemical production, handling or storage industries that could impact your utility during incidents such as accidental releases, wildfires, hurricanes, floods, or earthquakes.

Chemical Handling Facilities			
Facility Name	Location	Distance	Chemical and Exposure Pathway

Chemical Storage Tanks

Facility Name	Location	Distance	Chemical and Exposure Pathway

1.5 Safety

List safety materials and important safety information to help protect utility personnel during an incident. You may also reference your utility Health and Safety Plan, if available.

Safety Materials

Type	Location
Toxic material detection and testing supplies	Allocate to Fire dept.
Emergency food and water supplies	
Emergency PPE	
Other equipment (note what is present at each location)	

Safety Information

Topic	Description
Wind speed	Utility personnel may not work outdoors when the sustained wind speed is 45 mph or greater.
Other	

1.6 Response Resources

Provide an inventory of available resources (e.g., equipment, supplies) either maintained on site or readily available off site (e.g., neighboring utility) in the table below, or insert an existing inventory sheet.

Resources			
Kind	Type	Quantity	Location
Generator	Diesel	1	WWTP Caterpillar Model D150-8, 2009, 150kW
Fuel			
Pump			
Other			

1.7 Key Local Services

Note the closest locations of key logistical and medical services that you or mutual aid and assistance providers may need during an incident. Include a map if available.

Essential Services		
Facility	Location/Description	Contact Information
Hospital	Big Bend Regional Medical Center 2600 North Hwy 118, Alpine TX 25 bed facility	(432) 837-3447
Fuel/Gas station	See Main City Emergency Response Plan for catastrophic agreements for banking, waste management and fuel.	
Pharmacy		
ATM		
Grocery store		
Other service	TDEM STAR requests, Web EOC, Agreements with American Red Cross for sheltering	

2 RESILIENCE STRATEGIES

This section contains strategies and resources to improve the resilience of your utility, including both physical security and cybersecurity.

2.1 Emergency Response Roles

Describe the roles and responsibilities for key utility and external response partner personnel in the tables below. You can add, edit, or delete rows as necessary.

Wastewater Utility and Partner Roles		
Name/Title	Emergency Response Role	Responsibilities
Incident Commander-	Lead decision maker	Overall management of crisis; Safety and PIO report to IC
Operations Chief –	Provides IC needed plan to make the plant run	Gets personnel to make the utility functional
Planning Chief-	Plans how to keep all the parts moving to the goal	Forecasts needs and possible issues to prevent
Logistics Chief-	Provides assets as needed on time	Makes sure that needed supplies and equipment are in place at the time it's needed
Finance Chief –	Payroll, funds and grants	Pay employees and contractors; keep records for reimbursement
See Attached ICS Form 207		Fill out Form 207 Organizational Chart for each incident. All forms available: https://training.fema.gov/emiweb/is/icsresource/icsforms/
Incident Commander-	Lead decision maker	Overall management of crisis; Safety and PIO report to IC

External Response Partner Roles

Name/Title	Organization	Responsibilities During an Incident
Local Partners		
Tom Santry	County Emergency Management/EOC	Coordinate with TDEM (region 4)
Dispatch	911	Provide fire, police and medical services
Darrell Losoya Chief of Police	Police	City policing
Fire Chief	Fire/HazMat	City fire response
Brewster County	LEPC	Coordinate with TDEM (region 4)
Catherine Eaves Mayor	Elected officials	Top official
	<i>Neighboring wastewater utility</i>	
	<i>Neighboring water utility</i>	
AEP North	Power utility	Main power
Health Dept.	Health department	Drinking water testing and health preparedness
	<i>Contractor/vendor</i>	
	<i>Industry representative</i>	
	<i>Mutual aid</i>	
Megan Antrim Interim City Manager	Other	
State Partners		
TDEM-(region 4)	Primacy Agency	All emergency needs
TX DSHS	Health department	Emergency preparedness
DPS	Police	Needs beyond local police
TxWARN	WARN	Utility assistance
DSHS	Laboratories	Unusual extra needs
Federal Partners		
Region 6	EPA regional office	Emergencies that require large scale response
El Paso	FBI field office	Federal issues
Southwest Region	<i>United States Fish and Wildlife Service (USFWS)</i>	Fish and wildlife concerns
	Other	

2.2 Incident Command System (ICS) Roles

ICS is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. An ICS Incident Organization Chart (ICS Form 207), available at FEMA's [ICS Resource Center](#), may be completed for your utility and inserted here or attached to your ERP.

2.3 Communication

Communication during an incident is critical to relay information to employees, response partners and critical customers about potential risks to health, infrastructure, and the environment. Section 2.4 addresses media outreach.

2.3.1 Internal Communication

List all utility emergency response team members, their response role, title, and contact information.

Contact List

Name	Role/Title	Phone	Alternate Phone	Email
Eddie Molinar	Public Works Director	432-837-4326		eddie.molinar@ci.alpine.tx.us
Raul Melendez	Assistant Director	432-837-3301		raul.melendez@ci.alpine.tx.us

2.3.2 External Response Partner Communication

List all external response partners, their response role or position as well as contact information.

External Response Partner Contact List

Organization or Department	Point Person Name or Position	Phone	Alternate Phone	Email or Website
Local Partners				
County emergency management/EOC	Tom Santry	432-837-9876		tdms.org
911	Dispatch	911		dispatch@ci.alpine.tx.us
Police	Darrell Losoya	432-837-3301		police@ci.alpine.tx.us
Fire/HazMat	Mike Scudder	432-837-2366		
LEPC	Matt Van Ostrand	432-837-9876		emc@co.brewster.tx.us
Elected officials				
Wastewater utility	Eddie Molinar	432-834-7364		water-Sewer@ci.alpine.tx.us
Water utility	Eddie Molinar	432-837-0047		cityofalpine.com
Power utility	AEP North	877-373-4858		aeptexas.com
Health department	Brewster County Region 10	432-837-3877		
Contractor/vendor				
Industry rep.				
Mutual aid				
Other				
State Partners				
Primacy agency	David Marquez TDEM Region 7	915-849-4005		David.marquez@tdem.texas.gov
Health department	Tx DSHS	888-963-7111		Health Emergency Preparedness
Police	DPS	512-424-2000		https://www.dps.texas.gov/tle/contact
WARN	TXWARN	866-989-9276		info@txwarn.org
Laboratories	DSHS	512-779-7318		labinfo@dshs.texas.gov
Environmental	TCEQ	915-834-4949		Tceq.texas.gov
LCRA Environmental Laboratory Services		877-362-5272		Environmental.lab@lcra.org
Federal Partners				
EPA regional office	Region 6	214-665-8318		Epa.gov
FBI field office	El Paso	915-832-5000		Fbi.gov

External Response Partner Contact List

Organization or Department	Point Person Name or Position	Phone	Alternate Phone	Email or Website
USFWS	Southwest Region	505-248-6911		Fws.gov
Other				

2.3.3 Critical Customer Communication

List critical customers below who should be given priority notification due to their reliance on wastewater services either for public health, large discharges, or pretreatment programs.

Critical Customer Contact List

Organization or Department	Point Person Name or Position	Contact Instructions	Phone	Alternate Phone	Email or Website
Big Bend Regional Medical Center 2600 N Hwy 118			432-837-3447		Bigbendhealthcare.com
Alpine Retirement Homes- 901 N Orange			432-837-2259		Alpineretirementhomes.com
Sunshine House-402 E Holland	Judy Ford		432-837-5402		Sunshinehousealpine.com
Alpine ISD 704 W Sul Ross Ave #4428	Dr. Michelle Rinehart		432-837-7700		mrinehart@alpineisd.net
Alpine Elementary 200 W Avenue A	Curtis Wubben		432-837-7730		Alpine.esc18.net/elementary-school
Middle School 801 Middle School Dr	Judith Pardo-Alferez		432-837-7720		Alpine.esc18.net/middle-school
Alpine High School 300 E Hendryx Ave	Jarrett Vickers		432-837-7710		Alpine.esc18.net/high-school

2.3.4 Communication Equipment Inventory

If not already listed in Section 1.6 above, inventory your utility's communication equipment below.

Communication Equipment

Type	Assigned to	Location	Number/Frequency/Channel

Communication Equipment			
Type	Assigned to	Location	Number/Frequency/Channel

2.4 Media Outreach

If it becomes necessary to communicate with the public concerning a contamination event in your wastewater system or the accidental release of raw sewage, the communication will most likely occur through the media. List contact information below for all media outlets that your utility may coordinate with during notification efforts. Additionally, include existing communication plans if applicable.

Contact List

Organization or Department	Point Person Name & Position	Phone	Alternate phone	Email or Website
Alpine Avalanche Newspaper –		432-837-3334		Alpineavalanche.com
Radio		432-837-2144		Bigbendradio.com
Big Canyon Television		432-837-7484		Bigcanyontv.com
City website		432-837-3301		Cityofalpine.com

2.5 Public Notification Templates

You may wish to consider developing a communications plan and drafting both press releases and discharge restriction notices (e.g., do not flush) in advance of any incident. If applicable, insert your templates for public notification of sewage overflows here, or reference where they may be found. Ensure that your templates are consistent with any requirements in your NPDES permit. Check your state regulations for public notification requirements regarding sanitary sewer overflows or combined sewer overflows.

3 EMERGENCY PLANS AND PROCEDURES

This section contains plans and procedures that can be implemented in the event of a malevolent act or natural hazard that threatens your utility's ability to collect and treat wastewater.

3.1 Core Response Procedures

Core procedures are the "building blocks" for incident specific response procedures, as they are typically implemented across a broad variety of incidents (e.g., hurricane, earthquake, flood). List all your core procedures here.

Access

Item	Description
Debris clearing	Public Works Director designates crews
Alternate routes	Police Chief designates any needed alternate routes
Identification badges	Operations Chief designates staff to prepare additional identification
Other	

Physical Security

Item	Description
Access control procedures	Operations Chief designates water treatment plant staff to control access supported by city police
Restricted areas	Operations Chief designates city staff to mark and control restricted areas supported by city police
Evidence protection measures	City police ensure any evidence is collected and processed
Security culture	Operations Chief designates a Safety Officer to coordinate with city police to provide security net
Other	

Cybersecurity

Item	Description
Disconnect procedure	Operations Chief designates city IT persons to disable connectivity as needed
Notification	Operations Chief designates city IT person to provide information to PIO for distribution
Assess procedure	Operations Chief designates city IT person to provide updates on situation
Implementation processes	Operations Chief designates city IT person to process needed repairs
Documentation	Operations Chief designates city IT person to document all IT steps
Other	

Power Loss

Item	Description
<i>Backup power systems</i>	
<i>Power utility</i>	
<i>Fuel plan</i>	
<i>Maintenance plan</i>	
Other	

Alternate Wastewater Services

Item	Description
Portable toilets	Provider name: contact TDEM Phone: 214-861-2436 Contract No. (if applicable): Available supply: Distribution point (notify public of location):
Interconnections	Provider name: contact TDEM Phone: 214-861-2436

Sampling and Analysis

Item	Description
<i>Sampling procedures</i>	<i>See DSCR and SWCRP Appendices</i>
<i>Pre-identified sampling locations</i>	
<i>Sampling containers and preservatives</i>	
<i>Sample collection</i>	

Sampling and Analysis

Item	Description
Sample transportation	
Laboratory capabilities	
Interpreting results	
Other	

Local Contract/State/Federal Laboratory Contact List

Name	Address	Analytes/Methods	Phone	Email or Website
LCRA	3505 Montopolis Drive, Austin, TX 78744	Annual test/compliance	877-362-5272	www.lcra.org/services/els/
El Paso Dept of Public Health	5115 El Paso Drive El Paso, TX 79905		915-543-3255	Elpasotexas.gov/public-health/programs/laboratory

Family and Utility Personnel Well Being

Item	Description
Family disaster plan	
Assembly area	
Supplies	
Alternate work and shelter locations	
Extreme temperatures	
Other	

3.2 Incident-Specific Response Procedures

Insert applicable Incident-Specific Response Procedures (ISRPs), specialized procedures tailored to an incident type. Incidents may include, but are not limited to, the following:

- Pandemic
- Cybersecurity
- Earthquake
- Extreme Cold and Winter Storms
- Extreme Heat
- Flooding
- Hurricane
- Tornado
- Tsunami
- Volcanic Activity
- Wildfire
- Power Outage

EPA's website provides several [incident action checklists](#) (IACs) that you can use to help develop your own ISRPs.

4 MITIGATION ACTIONS

This section of your ERP should include actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and wastewater services provided to your community and individuals, including the development of alternative wastewater services and construction of flood protection barriers.

4.1 Storage and Treatment Mitigation Actions

List information to mitigate impacts during incidents.

Storage and Treatment Mitigation Actions			
Option	Provider	Contact Information	Comments

4.2 Other Mitigation Actions

List any mitigation procedures or projects implemented at your utility, such as raising facilities and controls or constructing berms to protect against flood damage.

Mitigation Actions		
Type	Location	Comments

5 DETECTION STRATEGIES

This section contains strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

List the detection strategies and methods your utility uses to aid in the detection of malevolent acts or natural hazards. Also list the corresponding procedure to be used if the threat is detected.

Detection Strategies		
Threat	Detection Method	Plan/Procedure
Unauthorized entry	Alarm from intrusion detection system	Call 911
Influent contamination	Notification from 911 for releases resulting from transportation accidents	Influent Contamination Incident Response Plan
Cyber intrusion	- Automated IT and operation technology (OT) system intrusion detection monitoring - Notification from utility staff	Cybersecurity Response Plan, Cyber Incident Action Checklist
Hazardous chemical release	Chlorine gas in air monitors	Call Fire Department, Chlorine Leak Response Plan, Exposure and Planned Entry Procedures
Hurricane	Weather Service alerts	Hurricane Response Plan, Hurricane Incident Action Checklist
Flood	Notification from National Weather Service	Flood Response Plan, Flood Incident Action Checklist
Power outage	- Notification from energy provider - Alarm from line power sensor	Commercial Power Outage Response Plan, Generator Start-up Checklist
Other		



City of Alpine

Emergency Response Plan

Utility and ERP Information

Please fill in the information below as indicated.

NPDES Permit No. or Nos.	WQ0014349001
Facility Street Address(es)	2418 North State Highway 118
Facility Access Address(es)	30.398100, -103.644800
City, State Zip Code	Alpine, TX 79830
Phone number	432-837-3301
Population Served	6,000
Prepared by	Mark Lawrence, Jacob Martin LLC
Reviewed by	
Date completed	

PLAN DISTRIBUTION

Please fill in the recipient’s name and title, the person who gave them the plan and on what date.

RECIPIENT/TITLE	DISTRIBUTED BY	DATE

CHANGE HISTORY

Please describe the changes made to this plan since its original development, who made the changes and on what date the changes were incorporated into this plan.

DESCRIPTION OF CHANGE	NAME/TITLE	DATE

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1. UTILITY INFORMATION

During an incident, you need to have system information about your wastewater utility readily available for your personnel, first responders, repair contractors/vendors, the media, and other response partner agencies.

1.1 Utility Overview

Provide basic information about your utility.

Utility Information	
NPDES Permit No.	WQ0014349001
Utility name and address	City of Alpine Municipal Wastewater Treatment Facility, 2413 N. Highway 118, Brewster County, TX 79830
Owner	City of Alpine
Directions to utility from major roadway, include lat./long. coordinates	Located approximately 2.5 miles northeast of the City of Alpine, east of State Highway 118, approximately 1.5 miles down the private road just south of the U.S. Court Building and across from Lost Alaskan Recreational Vehicle Park on State Highway 118, in Brewster County, Texas 79830. 30.398100, -103.644800
Total population served and total service connections	Population: 6,000 Service Connections: 2,980
Name, title, phone number of primary contact (e.g., ERP Lead)	Catherine Eaves, Mayor, 432-837-3301
Alternate contact	Megan Antrim, City Manager, 432-837-3301
Location of treatment and collection schematics and operation manuals	WWTP Operations Center

Use this checklist to ensure the following additional utility information (as applicable) is included or referenced as a part of your ERP.

- ☒ Map of collection systems
- ☒ Process flow diagram
- ☒ Site plans and “as built” drawings for the following components of your system (as applicable):
 - ☐ Wastewater treatment facilities
 - ☐ Chemical storage locations
 - ☐ Pumping and overflow storage facilities
 - ☐ Lift stations and station pumps
 - ☐ Valve vault sites
- ☒ Collection system diagrams and instrumentation information
- ☒ Equipment specifications and operation instructions
- ☒ Emergency power and light generation operation specifications

- ☒ Supervisory Control and Data Acquisition (SCADA) system operation instructions
- ☒ Communications systems operation instructions

1.2 Personnel Information

Attach your personnel roster here or fill out the table below. Text in *italics* throughout this template is provided as examples only.

[illegible]

1.3 Utility Components

List all the components necessary to maintain effective operation of your utility. Simply add more rows to the tables below if you have additional components. Text in italics represents examples – be sure to delete italicized text as necessary as you fill out the tables below and throughout this template.

Collection System – Gravity Flow, Combined Sewer(s), Force Main(s) and Pump/Lift Station(s)

Name/Location	Area Served	Comments
Travelodge Lift Station, 30.366350, -103.638059	Eastern Side of town	
Mobile Home Park Lift Station, 30.364825, -103.636934	Eastern Side of town	
Holiday Inn Lift Station, 30.363084, -103.641774	Eastern Side of town	
Old Marathon Lift Station, 30.361817, -103.641324	Eastern Side of town	

Treatment Plant(s)

Plant name	Location	Capacity	Treatment Type
City of Alpine WWTP	2418 N. State Highway 118, Brewster County, TX 79830	0.9 MGD	Activated Sludge

Onsite and Offsite Treatment Chemical Storage Facility/Facilities

Name/Location	Chemical(s)	Comments

Outfall(s)			
Outfall Name	Location/Depth	Capacity/Comment	Treatment Requirements/Associated Treatment Plant/Associated Component
001	2418 N. State Highway 118, Brewster County, TX 79830	0.9 MGD	City of Alpine WWTP

Other Key Facilities		
Location	Function	Comments

1.4 Industry Chemical Handling and Storage Facilities

List surrounding chemical production, handling or storage industries that could impact your utility during incidents such as accidental releases, wildfires, hurricanes, floods, or earthquakes.

Chemical Handling Facilities			
Facility Name	Location	Distance	Chemical and Exposure Pathway

Chemical Storage Tanks

Facility Name	Location	Distance	Chemical and Exposure Pathway

1.5 Safety

List safety materials and important safety information to help protect utility personnel during an incident. You may also reference your utility Health and Safety Plan, if available.

Safety Materials

Type	Location
Toxic material detection and testing supplies	Allocate to Fire dept.
Emergency food and water supplies	
Emergency PPE	
Other equipment (note what is present at each location)	

Safety Information

Topic	Description
Wind speed	Utility personnel may not work outdoors when the sustained wind speed is 45 mph or greater.
Other	

1.6 Response Resources

Provide an inventory of available resources (e.g., equipment, supplies) either maintained on site or readily available off site (e.g., neighboring utility) in the table below, or insert an existing inventory sheet.

Resources			
Kind	Type	Quantity	Location
Generator	Diesel	1	WWTP Caterpillar Model D150-8, 2009, 150kW
Fuel			
Pump			
Other			

1.7 Key Local Services

Note the closest locations of key logistical and medical services that you or mutual aid and assistance providers may need during an incident. Include a map if available.

Essential Services		
Facility	Location/Description	Contact Information
Hospital	Big Bend Regional Medical Center 2600 North Hwy 118, Alpine TX 25 bed facility	(432) 837-3447
Fuel/Gas station	See Main City Emergency Response Plan for catastrophic agreements for banking, waste management and fuel.	
Pharmacy		
ATM		
Grocery store		
Other service	TDEM STAR requests, Web EOC, Agreements with American Red Cross for sheltering	

2 RESILIENCE STRATEGIES

This section contains strategies and resources to improve the resilience of your utility, including both physical security and cybersecurity.

2.1 Emergency Response Roles

Describe the roles and responsibilities for key utility and external response partner personnel in the tables below. You can add, edit, or delete rows as necessary.

Wastewater Utility and Partner Roles		
Name/Title	Emergency Response Role	Responsibilities
Incident Commander-	Lead decision maker	Overall management of crisis; Safety and PIO report to IC
Operations Chief –	Provides IC needed plan to make the plant run	Gets personnel to make the utility functional
Planning Chief-	Plans how to keep all the parts moving to the goal	Forecasts needs and possible issues to prevent
Logistics Chief-	Provides assets as needed on time	Makes sure that needed supplies and equipment are in place at the time it's needed
Finance Chief –	Payroll, funds and grants	Pay employees and contractors; keep records for reimbursement
See Attached ICS Form 207		Fill out Form 207 Organizational Chart for each incident. All forms available: https://training.fema.gov/emiweb/is/icsresource/icsforms/
Incident Commander-	Lead decision maker	Overall management of crisis; Safety and PIO report to IC

External Response Partner Roles

Name/Title	Organization	Responsibilities During an Incident
Local Partners		
Tom Santry	County Emergency Management/EOC	Coordinate with TDEM (region 4)
Dispatch	911	Provide fire, police and medical services
Darrell Losoya Chief of Police	Police	City policing
Fire Chief	Fire/HazMat	City fire response
Brewster County	LEPC	Coordinate with TDEM (region 4)
Catherine Eaves Mayor	Elected officials	Top official
	<i>Neighboring wastewater utility</i>	
	<i>Neighboring water utility</i>	
AEP North	Power utility	Main power
Health Dept.	Health department	Drinking water testing and health preparedness
	<i>Contractor/vendor</i>	
	<i>Industry representative</i>	
	<i>Mutual aid</i>	
Megan Antrim Interim City Manager	Other	
State Partners		
TDEM-(region 4)	Primacy Agency	All emergency needs
TX DSHS	Health department	Emergency preparedness
DPS	Police	Needs beyond local police
TxWARN	WARN	Utility assistance
DSHS	Laboratories	Unusual extra needs
Federal Partners		
Region 6	EPA regional office	Emergencies that require large scale response
El Paso	FBI field office	Federal issues
Southwest Region	<i>United States Fish and Wildlife Service (USFWS)</i>	Fish and wildlife concerns
	Other	

2.2 Incident Command System (ICS) Roles

ICS is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. An ICS Incident Organization Chart (ICS Form 207), available at FEMA's [ICS Resource Center](#), may be completed for your utility and inserted here or attached to your ERP.

2.3 Communication

Communication during an incident is critical to relay information to employees, response partners and critical customers about potential risks to health, infrastructure, and the environment. Section 2.4 addresses media outreach.

2.3.1 Internal Communication

List all utility emergency response team members, their response role, title, and contact information.

Contact List

Name	Role/Title	Phone	Alternate Phone	Email
Eddie Molinar	Public Works Director	432-837-4326		eddie.molinar@ci.alpine.tx.us
Raul Melendez	Assistant Director	432-837-3301		raul.melendez@ci.alpine.tx.us

2.3.2 External Response Partner Communication

List all external response partners, their response role or position as well as contact information.

External Response Partner Contact List

Organization or Department	Point Person Name or Position	Phone	Alternate Phone	Email or Website
Local Partners				
County emergency management/EOC	Tom Santry	432-837-9876		tdms.org
911	Dispatch	911		dispatch@ci.alpine.tx.us
Police	Darrell Losoya	432-837-3301		police@ci.alpine.tx.us
Fire/HazMat	Mike Scudder	432-837-2366		
LEPC	Matt Van Ostrand	432-837-9876		emc@co.brewster.tx.us
Elected officials				
Wastewater utility	Eddie Molinar	432-834-7364		water-Sewer@ci.alpine.tx.us
Water utility	Eddie Molinar	432-837-0047		cityofalpine.com
Power utility	AEP North	877-373-4858		aeptexas.com
Health department	Brewster County Region 10	432-837-3877		
Contractor/vendor				
Industry rep.				
Mutual aid				
Other				
State Partners				
Primacy agency	David Marquez TDEM Region 7	915-849-4005		David.marquez@tdem.texas.gov
Health department	Tx DSHS	888-963-7111		Health Emergency Preparedness
Police	DPS	512-424-2000		https://www.dps.texas.gov/tle/contact
WARN	TXWARN	866-989-9276		info@txwarn.org
Laboratories	DSHS	512-779-7318		labinfo@dshs.texas.gov
Environmental	TCEQ	915-834-4949		Tceq.texas.gov
LCRA Environmental Laboratory Services		877-362-5272		Environmental.lab@lcra.org
Federal Partners				
EPA regional office	Region 6	214-665-8318		Epa.gov
FBI field office	El Paso	915-832-5000		Fbi.gov

External Response Partner Contact List

Organization or Department	Point Person Name or Position	Phone	Alternate Phone	Email or Website
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Other				

2.3.3 Critical Customer Communication

List critical customers below who should be given priority notification due to their reliance on wastewater services either for public health, large discharges, or pretreatment programs.

Critical Customer Contact List

Organization or Department	Point Person Name or Position	Contact Instructions	Phone	Alternate Phone	Email or Website
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Sunshine House-402 E Holland	Judy Ford		432-837-5402		Sunshinehousealpine.com
Alpine ISD 704 W Sul Ross Ave #4428	Dr. Michelle Rinehart		432-837-7700		mrinehart@alpineisd.net
Alpine Elementary 200 W Avenue A	Curtis Wubben		432-837-7730		Alpine.esc18.net/elementary-school
Middle School 801 Middle School Dr	Judith Pardo-Alferez		432-837-7720		Alpine.esc18.net/middle-school
Alpine High School 300 E Hendryx Ave	Jarrett Vickers		432-837-7710		Alpine.esc18.net/high-school

2.3.4 Communication Equipment Inventory

If not already listed in Section 1.6 above, inventory your utility's communication equipment below.

Communication Equipment

Type	Assigned to	Location	Number/Frequency/Channel

Communication Equipment			
Type	Assigned to	Location	Number/Frequency/Channel

2.4 Media Outreach

If it becomes necessary to communicate with the public concerning a contamination event in your wastewater system or the accidental release of raw sewage, the communication will most likely occur through the media. List contact information below for all media outlets that your utility may coordinate with during notification efforts. Additionally, include existing communication plans if applicable.

Contact List

Organization or Department	Point Person Name & Position	Phone	Alternate phone	Email or Website
Alpine Avalanche Newspaper –		432-837-3334		Alpineavalanche.com
Radio		432-837-2144		Bigbendradio.com
Big Canyon Television		432-837-7484		Bigcanyontv.com
City website		432-837-3301		Cityofalpine.com

2.5 Public Notification Templates

You may wish to consider developing a communications plan and drafting both press releases and discharge restriction notices (e.g., do not flush) in advance of any incident. If applicable, insert your templates for public notification of sewage overflows here, or reference where they may be found. Ensure that your templates are consistent with any requirements in your NPDES permit. Check your state regulations for public notification requirements regarding sanitary sewer overflows or combined sewer overflows.

3 EMERGENCY PLANS AND PROCEDURES

This section contains plans and procedures that can be implemented in the event of a malevolent act or natural hazard that threatens your utility's ability to collect and treat wastewater.

3.1 Core Response Procedures

Core procedures are the "building blocks" for incident specific response procedures, as they are typically implemented across a broad variety of incidents (e.g., hurricane, earthquake, flood). List all your core procedures here.

Access

Item	Description
Debris clearing	Public Works Director designates crews
Alternate routes	Police Chief designates any needed alternate routes
Identification badges	Operations Chief designates staff to prepare additional identification
Other	

Physical Security

Item	Description
Access control procedures	Operations Chief designates water treatment plant staff to control access supported by city police
Restricted areas	Operations Chief designates city staff to mark and control restricted areas supported by city police
Evidence protection measures	City police ensure any evidence is collected and processed
Security culture	Operations Chief designates a Safety Officer to coordinate with city police to provide security net
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Cybersecurity

Item	Description
Disconnect procedure	Operations Chief designates city IT persons to disable connectivity as needed
Notification	Operations Chief designates city IT person to provide information to PIO for distribution
Assess procedure	Operations Chief designates city IT person to provide updates on situation
Implementation processes	Operations Chief designates city IT person to process needed repairs
Documentation	Operations Chief designates city IT person to document all IT steps
Other	

Power Loss

Item	Description
<i>Backup power systems</i>	
<i>Power utility</i>	
<i>Fuel plan</i>	
<i>Maintenance plan</i>	
Other	

Alternate Wastewater Services

Item	Description
Portable toilets	Provider name: contact TDEM Phone: 214-861-2436 Contract No. (if applicable): Available supply: Distribution point (notify public of location):
Interconnections	Provider name: contact TDEM Phone: 214-861-2436

Sampling and Analysis

Item	Description
<i>Sampling procedures</i>	<i>See DSCR and SWCR Appendices</i>
<i>Pre-identified sampling locations</i>	
<i>Sampling containers and preservatives</i>	
<i>Sample collection</i>	

Sampling and Analysis

Item	Description
Sample transportation	
Laboratory capabilities	
Interpreting results	
Other	

Local Contract/State/Federal Laboratory Contact List

Name	Address	Analytes/Methods	Phone	Email or Website
LCRA	3505 Montopolis Drive, Austin, TX 78744	Annual test/compliance	877-362-5272	www.lcra.org/services/els/
El Paso Dept of Public Health	5115 El Paso Drive El Paso, TX 79905		915-543-3255	Elpasotexas.gov/public-health/programs/laboratory

Family and Utility Personnel Well Being

Item	Description
Family disaster plan	
Assembly area	
Supplies	
Alternate work and shelter locations	
Extreme temperatures	
Other	

3.2 Incident-Specific Response Procedures

Insert applicable Incident-Specific Response Procedures (ISRPs), specialized procedures tailored to an incident type. Incidents may include, but are not limited to, the following:

- Pandemic
- Cybersecurity
- Earthquake
- Extreme Cold and Winter Storms
- Extreme Heat
- Flooding
- Hurricane
- Tornado
- Tsunami
- Volcanic Activity
- Wildfire
- Power Outage

EPA's website provides several [incident action checklists](#) (IACs) that you can use to help develop your own ISRPs.

4 MITIGATION ACTIONS

This section of your ERP should include actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and wastewater services provided to your community and individuals, including the development of alternative wastewater services and construction of flood protection barriers.

4.1 Storage and Treatment Mitigation Actions

List information to mitigate impacts during incidents.

Storage and Treatment Mitigation Actions			
Option	Provider	Contact Information	Comments

4.2 Other Mitigation Actions

List any mitigation procedures or projects implemented at your utility, such as raising facilities and controls or constructing berms to protect against flood damage.

Mitigation Actions		
Type	Location	Comments

5 DETECTION STRATEGIES

This section contains strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

List the detection strategies and methods your utility uses to aid in the detection of malevolent acts or natural hazards. Also list the corresponding procedure to be used if the threat is detected.

Detection Strategies		
Threat	Detection Method	Plan/Procedure
Unauthorized entry	Alarm from intrusion detection system	Call 911
Influent contamination	Notification from 911 for releases resulting from transportation accidents	Influent Contamination Incident Response Plan
Cyber intrusion	- Automated IT and operation technology (OT) system intrusion detection monitoring - Notification from utility staff	Cybersecurity Response Plan, Cyber Incident Action Checklist
Hazardous chemical release	Chlorine gas in air monitors	Call Fire Department, Chlorine Leak Response Plan, Exposure and Planned Entry Procedures
Hurricane	Weather Service alerts	Hurricane Response Plan, Hurricane Incident Action Checklist
Flood	Notification from National Weather Service	Flood Response Plan, Flood Incident Action Checklist
Power outage	- Notification from energy provider - Alarm from line power sensor	Commercial Power Outage Response Plan, Generator Start-up Checklist
Other		

Cyber Intrusion

Utility Level

- ☐ As part of the business continuity needs, all systems subject to cyber-related operations will be documented.
- ☐ IT security lead will coordinate with each IT system manager and oversee all cyber-related duties.
- ☐ IT system managers will enforce cybersecurity practices on all business enterprise, process control and communications systems. Such as verify adherence to user authentication, current anti-virus software and installation of security patches.
- ☐ The point of contact for reporting a cyber incident and requesting assistance with response and recovery is the Public Works Director (with any IT technical staff as needed). Contact TDEM and Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) at <https://www.cisa.gov/reporting-cyber-incidents>.
- ☐ The IT security lead will review and update the utility's emergency response plan (ERP) to address a cyber incident impacting business enterprise, process control and communications systems in coordination with the 5-year plan. Account for all potential impacts on operations, and ensure emergency contacts are current.
- ☐ Unauthorized physical access to IT systems will be prevented through security measures including locks, sensors and alarms. This includes workstations and process control systems (e.g., programmable logic controllers or PLCs).
- ☐ Train all essential personnel to perform mission critical functions during a cyber incident that disables business enterprise, process control and communications systems. Include the manual operation of water collection, storage, treatment and conveyance systems.
- ☐ Conduct drills and exercises for responding to a cyber incident that disables critical business enterprise, process control and communications systems.

IT Staff or Vendor

- ☐ Maintain updated anti-virus software on all critical IT systems, along with rapid installation of all security patches.
- ☐ Automatic back-up (local or cloud) for all critical systems and ensure the process is producing a readable, uncorrupted restore file on a routine basis.
- ☐ Implement rigorous user authentication, including multi-factor authentication where possible. Use individual accounts and unique passwords for each employee, and restrict IT system access privileges to the level needed for a user's duties.
- ☐ Restrict internet access to process control systems unless absolutely necessary.
- ☐ Where possible, separate process control system traffic from business traffic through the use of a firewall. If this is not possible, logically filter traffic through the use of a firewall.
- ☐ Identify all routes of remote access to IT systems. Eliminate remote access where possible, and restrict remaining access (e.g., do not allow persistent remote access to control networks).
- ☐ Assess the use of additional strategies to protect IT systems, such as application whitelisting, network segmentation with restricted communication paths and active monitoring for adversarial system penetration.
- ☐ Conduct a detailed assessment of vulnerabilities in all mission critical IT systems. Consider use of the tools and subject matter experts provided by the DHS Cybersecurity and Infrastructure Security Agency (<https://www.cisa.gov/cybersecurity>). Develop an action plan to mitigate all significant vulnerabilities identified in the assessment.

Notes:

IN CASE OF INCIDENT

Utility Level

- ☐ If possible, disconnect compromised computers from the network to isolate breached components and prevent further damage, such as the spreading of malware. Do not turn off or reboot systems – this preserves evidence and allows for an assessment to be performed.
- ☐ Notify IT personnel and/or IT vendor of the incident and the need for emergency response assistance. In addition, DHS CISA can assist with IT system response and recovery (<https://www.cisa.gov/reporting-cyber-incidents>).
- ☐ Assess any damage to utility systems and equipment, along with disruptions to utility operations.
- ☐ Execute the utility ERP as needed, including notification of utility personnel, actions to restore operations of mission critical processes (e.g., switch to manual operation if necessary), and public notification (if required).
- ☐ Report the cyber incident as required to law enforcement and regulatory agencies.
- ☐ Notify any external entities (e.g., vendors, other government offices) that may have remote connections to the affected network(s).
- ☐ Document key information on the incident, including any suspicious calls, emails, or messages before or during the incident, damage to utility systems, and steps taken in response to the incident (including dates and times).

IT Staff or Vendor

- ☐ Review system and network logs, and use virus and malware scans to identify affected equipment, systems, accounts and networks.
- ☐ Document which user accounts were or are logged on, which programs and processes were or are running, any remote connections to the affected IT systems or network(s) and all open ports and their associated applications.
- ☐ If possible, take a “forensic image” of the affected IT systems to preserve evidence. Tools to take forensic images include Forensic Tool Kit (FTK) and EnCase.
- ☐ If possible, identify any malware used in the incident, any remote servers to which data may have been sent during the incident, and the origin of the incident. DHS CISA can assist with the forensic analysis (www.cisa.gov/reporting-cyber-incidents).
- ☐ Research and identify if any employee or customer personally identifiable information (PII) was compromised.
- ☐ Check the system back-up time stamp to determine if the back-up was compromised during the incident.
- ☐ Document all findings, and avoid modifying or deleting any data that might be attributable to the incident.

Notes:

Flooding

Incident Action Checklist – Flooding

The actions in this checklist are divided up into three “rip & run” sections and are examples of activities that water and wastewater utilities can take to: prepare for, respond to and recover from flooding. For on-the-go convenience, you can also populate the “My Contacts” section with critical information that your utility may need during an incident.

Flooding Impacts on Water and Wastewater Utilities

Flooding is common throughout much of the United States and can be caused by heavy precipitation events, storm surge, levee or dam failures or inadequate drainage. These events often occur with little or no notice, and can cause extensive damage to drinking water and wastewater infrastructure. Flooding impacts to utilities often include, but are not limited to:

- Infrastructure damage, possibly resulting in service interruptions
- Pipe breaks due to washouts, which could result in sewage spills or low water pressure throughout the service area
- Debris blockage at an intake or unearthed water and wastewater lines due to falling trees
- Loss of power and communication lines
- Combined sewer overflows (CSOs)
- Water quality changes to source waters and treated effluents, including increased turbidity, increased nutrients and other potential contaminants
- Restricted access to the facility due to debris, flood waters and damage to roadways from washouts and sinkholes
- Loss of water quality testing capability due to restricted facility and laboratory access and damage to utility equipment

The following sections outline actions water and wastewater utilities can take to prepare for, respond to and recover from floods.

Example of Water Sector Impacts and Response to a Flood

Warwick, Rhode Island Wastewater Treatment Plant Flooding

In March of 2010, a monthly record of nearly 16 inches of rain caused extreme flooding along the Pawtuxet River in the City of Warwick, Rhode Island, and left the Warwick Wastewater Treatment Plant completely flooded. Staff members were forced to move critical mobile equipment to higher ground as flood waters rose and threatened electrical equipment. The flood took the facility and six pumping stations along the Pawtuxet River offline. The Warwick Sewer Authority was forced to purchase five large portable pumps to keep up capacity.

Although the levees in Warwick were built three feet higher than the 100-year flood level, the river reached three feet above the levees during the 2010 flood. Rhode Island Department of Emergency Management (RIDEM) personnel recommended that the wastewater treatment plant be designed to higher flood levels (e.g., 500-year flood) to mitigate future damage from flooding events. Since the flood, the utility moved its Supervisory Control and Data Acquisition (SCADA) system to the second floor from the ground floor of the operations building. The utility has also purchased several new generators and other energy efficient equipment.

Source: Brown University Center for Environmental Studies, [“Emergency Management in Rhode Island: A Look at the State’s Level of Preparedness and Management of Resources, Communication, and Infrastructure During the March 2010 Floods.”](#)

Source: Treatment Plant Operator Magazine, January 2011 Issue, [“Managers and operators at two Rhode Island treatment plants report experiences and lessons learned from the severe floods of March 2010.”](#)

My Contacts and Resources



CONTACT NAME	UTILITY/ORGANIZATION NAME	PHONE NUMBER
	Local EMA	
	State EMA	
	State Primacy Agency	
	WARN Chair	
	Power Utility	

Planning

- Incident monitoring:
 - [Quantitative Precipitation Forecasts](#) (National Oceanic and Atmospheric Administration [NOAA])
 - [Excessive Rainfall Forecasts](#) (NOAA)
 - [River Observations, Forecasts, and Experimental Long-Range Flood Risk](#) (NOAA)
 - [U.S. Spring Flood Risk](#) (NOAA)
 - [Flood Inundation Mapper](#) (United States Geological Survey [USGS])
 - [WaterNow](#) (USGS)
 - [WaterAlert](#) (USGS)
 - [WaterWatch](#) (USGS)
 - [Map Service Center to find flood map by address](#) (Federal Emergency Management Agency [FEMA])
 - [National Weather Service Weather Alerts](#) (NOAA)
 - [Planning for an Emergency Drinking Water Supply](#) (EPA)
 - [All-Hazard Consequence Management Planning for the Water Sector](#) (Water Sector Emergency Response Critical Infrastructure Partnership Advisory Council [CIPAC] Workgroup)
 - [Vulnerability Self Assessment Tool \(VSAT\)](#) (EPA)

- [Preparing for Extreme Weather Events: Workshop Planner for the Water Sector](#) (EPA)
- [Tabletop Exercise Tool for Water Systems: Emergency Preparedness, Response, and Climate Resiliency](#) (EPA)
- [How to Develop a Multi-Year Training and Exercise \(T&E\) Plan](#) (EPA)
- [Make a Plan](#) (FEMA)

Coordination

- [Water/Wastewater Agency Response Network \(WARN\)](#) (EPA)
- [Community Based Water Resiliency](#) (EPA)

Facility and Service Area

- [Emergency Response and Preparedness Florida WARN Best Management Practices for Water and Wastewater Systems](#) (University of Florida Center for Training)
- [What to Do After the Flood](#) (EPA)

Mitigation

- [Climate Resilience Evaluation and Awareness Tool \(CREAT\)](#) (EPA)
- [Adaptation Strategies Guide](#) (EPA)

Actions to Prepare for a Flood



Planning

- ☐ Monitor weather and stream/river flow conditions to anticipate potential flooding conditions. Sign up for US Geological Survey's (USGS) WaterAlert service to receive an email or text message alert when the river gauges that you have identified surpass specified parameters.
- ☐ Review and update your utility's emergency response plan (ERP), and ensure all emergency contacts are current.
- ☐ Conduct briefings, training and exercises to ensure utility staff is aware of all preparedness, response and recovery procedures.
- ☐ Identify priority water customers (e.g., hospitals), obtain their contact information, map their locations and develop a plan to restore those customers first, in case of water service disruptions.
- ☐ Develop an emergency drinking water supply plan and establish response partner contacts (potentially through your local emergency management agency [EMA] or mutual aid network) to discuss procedures, which may include bulk water hauling, mobile treatment units or temporary supply lines, as well as storage and distribution.
- ☐ Consult Federal Emergency Management Agency (FEMA) flood maps (link provided in the Resources section of this document) to determine which locations in your service area are most vulnerable to flooding.
- ☐ Conduct a hazard vulnerability analysis in which you review historical records to understand the past frequency and intensity of flood events and how your utility may have been impacted; consult USGS's WaterWatch (link provided in the Resources section of this document) to review archived streamflow maps. Consider taking actions to mitigate flood impacts to the utility, including those provided in the "Actions to Recover from a Flood: Mitigation" section.

- ☐ Complete pre-disaster activities to help apply for federal disaster funding (e.g., contact state/local officials with connections to funding, set up a system to document damage and costs, take photographs of the facility for comparison to post-damage photographs).

Coordination

- ☐ Join your state's Water/Wastewater Agency Response Network (WARN) or other local mutual aid network.
- ☐ Coordinate with WARN members and other neighboring utilities to discuss:
 - Outlining response activities, roles and responsibilities and mutual aid procedures (e.g., how to request and offer assistance)
 - Conducting joint tabletop or full-scale exercises
 - Obtaining resources and assistance, such as equipment, personnel, technical support or water
 - Establishing interconnections between systems and agreements with necessary approvals to activate this alternate source. Equipment, pumping rates and demand on the water sources need to be considered and addressed in the design and operations
 - Establishing communication protocols and equipment to reduce misunderstandings during the incident
- ☐ Coordinate with other key response partners, such as your local EMA, to discuss:
 - How restoring system operations may have higher priority than establishing an alternative water source
 - Potential points of distribution for the delivery of emergency water supply (e.g., bottled water) to the public, as well as who is responsible for distributing the water

Actions to Prepare for a Flood *(continued)*



- ☐ Understand how the local and utility emergency operations center (EOC) will be activated and what your utility may be called on to do, as well as how local emergency responders and the local EOC can support your utility during a response. If your utility has assets outside of the county EMA's jurisdiction, consider coordination or preparedness efforts that should be done in those areas.
- ☐ Ensure credentials to allow access will be valid during an incident by checking with local law enforcement.
- ☐ Sign up for mobile and/or email alerts from your local EMA, if available.

Communication with Customers —

- ☐ Develop outreach materials to provide your customers with information they will need during a flood (e.g., clarification about water advisories, instructions for private well and septic system maintenance).
- ☐ Review public information protocols with local EMA and public health/primacy agencies. These protocols should include developing water advisory messages (e.g., boil water, warnings that service disruptions are likely) and distributing them to customers using appropriate mechanisms, such as reverse 911. Keep in mind that the notice may need to be delivered prior to the storm to be effective.

Facility and Service Area —

- ☐ Inventory and order extra equipment and supplies, as needed:
 - Motors
 - Fuses
 - Chemicals (ensure at least a two week supply)
 - Cellular phones or other wireless communications device
 - Emergency Supplies
 - Tarps/tape/rope
 - Cots/blankets
 - First aid kits
 - Foul weather gear
 - Plywood
 - Flashlights/flares
 - Sandbags (often, sand must be ordered as well)
 - Bottled water
 - Batteries
 - Non-perishable food
- ☐ Ensure communication equipment (e.g., radios, satellite phones) works and is fully charged.
- ☐ Develop a GIS map of all system components and prepare a list of coordinates for each facility.
- ☐ Document pumping requirements and storage capabilities, as well as critical treatment components and parameters.

Notes:

Actions to Prepare for a Flood *(continued)*



Personnel

- ☐ Identify essential personnel and ensure they are trained to perform critical duties in an emergency (and possibly without communication), including the shut down and start up of the system.
- ☐ Establish communication procedures with essential and non-essential personnel. Ensure all personnel are familiar with emergency evacuation and shelter in place procedures.
- ☐ Pre-identify emergency operations and clean-up crews. Establish alternative transportation strategies if roads are impassable.
- ☐ Consider how evacuations or limited staffing due to transportation issues (potentially all utility personnel) will impact your response procedures.
- ☐ Identify possible staging areas for mutual aid crews if needed in the response, and the availability of local facilities to house the crews.
- ☐ Encourage personnel, especially those that may be on duty for extended periods of time, to develop family emergency plans.

Power, Energy and Fuel

- ☐ Evaluate condition of electrical panels to accept generators; inspect connections and switches.
- ☐ Document power requirements of the facility; options for doing this may include:
 - Placing a request with the US Army Corps of Engineers 249th Engineer Battalion (Prime Power): <http://www.usace.army.mil/249thEngineerBattalion.aspx>
 - Using the US Army Corps of Engineers on-line Emergency Power Facility Assessment Tool (EPFAT): <http://epfat.swf.usace.army.mil/>
- ☐ Confirm and document generator connection type, capacity load and fuel consumption. Test regularly, exercise under load and service backup generators.
- ☐ Contact fuel vendors and inform them of estimated fuel volumes needed if utility is impacted. Determine your ability to establish emergency contract provisions with vendors and your ability to transport fuel if re-fueling contractors are not available. Develop a backup fueling plan and a prioritization list of which generators to fuel in case of a fuel shortage.
- ☐ Collaborate with your local power provider and EOC to ensure that your water utility is on the critical facilities list for priority electrical power restoration, generators and emergency fuel.



Actions to Respond to a Flood: With Advance Notice



Facility and Service Area

- ☐ Secure equipment; move electronics, equipment and important data to a water-tight facility or out of flood-prone areas. Determine areas outside of the floodplain where vehicles/equipment can be moved.
- ☐ Clear storm drains and set up sandbags to protect facilities in flood-prone areas. Place sandbags on the top of tanks so that backwash water is directed away from plant structures.
- ☐ Check that back-up equipment and facility systems, such as controls and pumps, are in working order, and ensure that the utility has a two week supply of all chemicals on hand.

- ☐ Protect exposed lines or pipes that may become vulnerable due to streambank erosion.
- ☐ Fill storage tanks to full capacity to maximize storage and fill empty chemical storage tanks with water if a heavy precipitation event is anticipated, to prevent floating.
- ☐ Wastewater utilities should empty holding tanks, ponds and/or lagoons to prepare for an increase in flow and to minimize the chance of a release during heavy weather incidents.

Power, Energy and Fuel

- ☐ Fuel vehicles and fill fuel tanks to full capacity and ensure that you have the ability to manually pump gas in the event of a power outage. Ensure this equipment and other hazardous materials are located in a safe zone.



Actions to Respond to a Flood



Coordination

- ☐ Notify your local EMA and state regulatory/primacy agency of system status.
- ☐ If needed, request or offer assistance (e.g., equipment, personnel) through mutual aid networks, such as WARN.
- ☐ Assign a representative of the utility to the incident command post or the community's EOC.

Communication with Customers

- ☐ Notify customers of any water advisories and consider collaborating with local media (television, radio, newspaper, etc.) to distribute the message. If emergency water is being supplied, provide information on the distribution locations.

Facility and Service Area

Overall

- ☐ Conduct damage assessments of the utility to prioritize repairs and other actions.
- ☐ Check that back-up equipment and facility systems, such as controls and pumps, are in working order, and ensure that chemical containers and feeders are intact.
- ☐ If necessary and possible, turn off all utilities associated with your facilities to prevent further damage and minimize electrical and explosive hazards.

Drinking Water Utilities

- ☐ Inspect the utility and service area for damage due to debris, downed trees and floodwaters. Identify facility components (e.g., valve boxes) and fire hydrants that have been buried, are inaccessible or have been destroyed.
- ☐ Ensure pressure is maintained throughout the system and isolate those sections where it is not.
- ☐ Isolate and control leaks in water transmission and distribution piping.
- ☐ Monitor water quality, develop a sampling plan and adjust treatment as necessary.
- ☐ Notify regulatory/primacy agency if operations and/or water quality or quantity are affected.
- ☐ Utilize pre-established emergency connections or setup temporary connections to nearby communities, as needed. Alternatively, implement plans to draw emergency water from pre-determined tanks or hydrants. Notify employees of the activated sites.

Wastewater Utilities

- ☐ Inspect the utility and service area, including lift stations, for damage and power availability. Inspect the sewer system for debris and assess the operational status of the mechanical bar screen. If necessary, run system in manual operation.

Notes:

Actions to Respond to a Flood *(continued)*



- ☐ Inspect all manholes and pipelines in flood-prone areas for inflow and infiltration after the flood waters recede.
- ☐ Consider suspending solid waste processing during periods of high flow to conserve bacteria and prevent it from washing out of the plant.
- ☐ Notify regulatory/primacy agency of any changes to the operations or required testing parameters.

Documentation and Reporting

- ☐ Document all damage assessments, mutual aid requests, emergency repair work, equipment used, purchases made, staff hours worked and contractors used during the response to assist in requesting reimbursement and applying for federal disaster funds. When possible, take photographs of damage at each work site (with time and date stamp). Proper documentation is critical to requesting reimbursement.
- ☐ Work with your local EMA on the required paperwork for public assistance requests.

Personnel

- ☐ Account for all personnel and provide emergency care, if needed. Caution personnel about known hazards resulting from floods.
- ☐ Deploy emergency operations and clean-up crews. Identify key access points and roads for employees to enter the utility and critical infrastructure; coordinate the need for debris clearance with local emergency management or prioritize it for employee operations.

Power, Energy and Fuel

- ☐ Use backup generators, as needed, to supply power to system components.
- ☐ Monitor and plan for additional fuel needs in advance; coordinate fuel deliveries to generators.
- ☐ Maintain contact with electric provider for power outage duration estimates.

Notes:

Actions to Recover from a Flood



Coordination

- ☐ Continue work with response partners to obtain funding, equipment, etc.

Communication with Customers

- ☐ Assign a utility representative to continue to communicate with customers concerning a timeline for recovery and other pertinent information.

Facility and Service Area

- ☐ Complete damage assessments.
- ☐ Complete permanent repairs, replace depleted supplies and return to normal service.



FEMA

Documentation and Reporting

- ☐ Compile damage assessment forms and cost documentation into a single report to facilitate the sharing of information and the completion of state and federal funding applications. Visit EPA's web-based tool, Federal Funding for Utilities—Water/Wastewater—in National Disasters (Fed FUNDS), for tailored information and application forms for various federal disaster funding programs: <http://water.epa.gov/infrastructure/watersecurity/funding/fedfunds/>
- ☐ Develop a lessons learned document and/or an after action report (AAR) to keep a record of your response activities. Update your vulnerability assessment, ERP and contingency plans.
- ☐ Revise budget and asset management plans to address increased costs from response-related activities.

Mitigation

- ☐ Identify mitigation and long-term adaptation measures that can prevent damage and increase utility resilience. Consider impacts related to the increased frequency of intense flooding when planning for system upgrades (e.g., elevating critical utility assets above projected flood levels, waterproofing building access areas, using flood control methods to modify runoff, managing stormwater through green infrastructure).

Notes:

Winter Storms

Incident Action Checklist – Extreme Cold and Winter Storms

The actions in this checklist are divided up into three “rip & run” sections and are examples of activities that water and wastewater utilities can take to: prepare for, respond to and recover from extreme cold. For on-the-go convenience, you can also populate the “My Contacts” section with critical information that your utility may need during an incident.

Extreme Cold and Winter Storm Impacts on Water and Wastewater Utilities

Cold weather brings with it the potential for freezing temperatures, heavy snowfall and ice incidents that can have multiple impacts on a community. Impacts to drinking water and wastewater utilities may include, but are not limited to:

- Pipe breaks throughout the distribution system, due to freeze/thaw cycles
- Loss of power and communication lines
- Limited access to facilities due to icy roads or debris such as downed tree limbs
- Reduced work force due to unsafe travel conditions throughout the service area
- Source water quality impacts due to increased amount of road salt in stormwater runoff
- Potential flooding risk due to snowpack melt and ice jams (accumulations of ice in rivers or streams)
- Potential surface water supply challenges as ice and frozen slush can block valves and restrict intakes

The following sections outline actions water and wastewater utilities can take to prepare for, respond to and recover from extreme cold and winter storms.

Example of Water Sector Impacts and Response to a Winter Storm

Kentucky 2009 Ice Storm

Kentucky experienced a severe winter storm in January 2009 that resulted in the largest power outage in the state's history. The storm began as a mixture of snow, followed by sleet and freezing rain coupled with strong winds. Although there was advanced notice of hazardous weather, the storm was more severe than anticipated and significant impacts to the water sector occurred. Ninety water utilities regulated by the Kentucky Public Service Commission (PSC) were impacted by the ice storm, and over 32,000 customers were without water at some point during the storm. One utility, the Hickory Water District in Graves County, Kentucky, lost all service during the storm. Although the Water District had approximately 48 hours of water storage, they were unable to supply water to their customers once that storage was exhausted, as they were without power and had no back-up power source.

A significant number of utilities had service restored the day after the ice storm as a result of prioritization by electric providers. Following the ice storm response, the PSC provided a number of recommendations to water and wastewater utilities on how to better prepare for future incidents. Recommendations included issuing consumer advisories prior to incidents that may result in service disruptions, considering the establishment of interconnections, and joining a mutual aid network, such as WARN.

Source: Kentucky Public Service Commission,

[“Ike and Ice: The Kentucky Public Service Commission Report on the September 2008 Wind Storm and the January 2009 Ice Storm.”](#)

My Contacts and Resources



CONTACT NAME	UTILITY/ORGANIZATION NAME	PHONE NUMBER
	Local EMA	
	State EMA	
	State Primacy Agency	
	WARN Chair	
	Power Utility	

Planning

- Incident monitoring:
 - [Storm Prediction Center](#) (National Oceanic and Atmospheric Administration [NOAA])
 - [Winter Weather Safety and Awareness](#) (NOAA)
- [Winter Storms: The Deceptive Killers](#) (NOAA)
- [Planning for an Emergency Drinking Water Supply](#) (EPA)
- [National Weather Service Weather Alerts](#) (NOAA)
- [All-Hazard Consequence Management Planning for the Water Sector](#) (Water Sector Emergency Response Critical Infrastructure Partnership Advisory Council [CIPAC] Workgroup)
- [Vulnerability Self Assessment Tool \(VSAT\)](#) (EPA)
- [How to Develop a Multi-Year Training and Exercise \(T&E\) Plan](#) (EPA)
- [Preparing for Extreme Weather Events: Workshop Planner for the Water Sector](#) (EPA)
- [Tabletop Exercise Tool for Water Systems: Emergency Preparedness, Response, and Climate Resiliency](#) (EPA)
- [Make a Plan](#) (FEMA)

Coordination

- [Water/Wastewater Agency Response Network \(WARN\)](#) (EPA)

Communication with Customers

- [Salt Pollutes postcard](#) (tips for customers on ways to reduce salt) (Minnesota Pollution Control Agency [MPCA])

Facility and Service Area

- [A Fresh Look at Road Salt: Aquatic Toxicity and Water-Quality Impacts on Local, Regional, and National Scales](#) (United States Geological Survey [USGS] and Wisconsin State Laboratory of Hygiene [WSLH])
- [The Kentucky Public Service Commission Report on the September 2008 Wind Storm and the January 2009 Ice Storm](#) (Kentucky Public Service Commission [KYPSC])

Power, Energy and Fuel

- [EPA Region 1 Water/Wastewater System Generator Preparedness Brochure](#) (EPA)

Documentation and Reporting

- [Federal Funding for Utilities In National Disasters \(Fed FUNDS\)](#) (EPA)

Mitigation

- [Climate Resilience Evaluation and Awareness Tool](#) (CREAT)
- [Adaptation Strategies Guide](#) (EPA)

Actions to Prepare for Extreme Cold and Winter Storms



Planning

- ☐ Actively monitor weather conditions for inclement weather.
- ☐ Review and update your utility's emergency response plan (ERP), and ensure all emergency contacts are current.
- ☐ Conduct briefings, training and exercises to ensure utility staff is aware of all preparedness, response and recovery procedures.
- ☐ Identify priority water customers (e.g., hospitals), obtain their contact information, map their locations and develop a plan to restore those customers first, in case of water service disruptions.
- ☐ Develop an emergency drinking water supply plan and establish response partner contacts (potentially through your local emergency management agency [EMA] or mutual aid network) to discuss procedures, which may include bulk water hauling, mobile treatment units or temporary supply lines, as well as storage and distribution.
- ☐ Conduct a hazard vulnerability analysis in which you review historical records to understand the past frequency and intensity of winter storms and how your utility may have been impacted. Consider taking actions to mitigate extreme cold, snow and ice storm impacts to your utility, including those provided in the "Actions to Recover from Extreme Cold and Winter Storms: Mitigation" section.
- ☐ Complete pre-disaster activities to help apply for federal disaster funding (e.g., contact state/local officials with connections to funding, set up a system to document damage and costs, take photographs of the facility for comparison to post-damage photographs).

Coordination

- ☐ Join your state's Water/Wastewater Agency Response Network (WARN) or other local mutual aid network.
- ☐ Coordinate with WARN members and other neighboring utilities to discuss:
 - Outlining response activities, roles and responsibilities and mutual aid procedures (e.g., how to request and offer assistance)
 - Conducting joint tabletop or full-scale exercises
 - Obtaining resources and assistance, such as equipment, personnel, technical support or water
 - Establishing interconnections between systems and agreements with necessary approvals to activate this alternate source. Equipment, pumping rates and demand on the water sources need to be considered and addressed in the design and operations
 - Establishing communication protocols and equipment to reduce misunderstandings during the incident
- ☐ Coordinate with other key response partners, such as your local EMA, to discuss:
 - How restoring system operations may have higher priority than establishing an alternative water resource
 - Potential points of distribution for the delivery of emergency water supply (e.g., bottled water) to the public, as well as who is responsible for distributing the water
- ☐ Understand how the local and utility emergency operations center (EOC) will be activated and what your utility may be called on to do, as well as how local emergency responders and the local EOC can support your utility during a response. If your utility has assets outside of the county EMA's jurisdiction, consider coordination or preparedness efforts that should be done in those areas.

Actions to Prepare for Extreme Cold and Winter Storms

(continued)



- ☐ Work with community partners to ensure the utility is properly prioritized when determining plowing and road salting/sanding operations.
- ☐ Ensure credentials to allow access will be valid during an incident by checking with local law enforcement.
- ☐ Sign up for mobile and/or email alerts from your local EMA, if available.

Communication with Customers

- ☐ Review public information protocols with local EMA and public health/primacy agencies. These protocols should include developing water advisory messages (e.g., boil water, warnings that service disruptions are likely due to extreme winter weather) and distributing them to customers using appropriate mechanisms, such as reverse 911. Keep in mind that the notice may need to be delivered prior to the storm to be effective.
- ☐ Instruct customers on how to prevent pipe breaks in their homes (e.g., insulating outdoor faucets, drip warm water from an indoor faucet) and what to do if a pipe breaks.

Facility and Service Area

- ☐ Inventory and order extra equipment and supplies, as needed:
 - Motors
 - Fuses
 - Chemicals (ensure at least a two week supply)
 - Cellular phones or other wireless communications device
 - Emergency Supplies
 - Salt
 - Shovels/snow blowers
 - Tarps/tape/rope
 - Cots/blankets
 - First aid kits

- Foul weather gear
- Plywood
- Flashlights/flares
- Bottled water
- Batteries
- Non-perishable food

- ☐ Ensure communication equipment (e.g., radios, satellite phones) works and is fully charged.
- ☐ Prepare equipment and vehicles to start and run in cold weather (e.g., tune ups, batteries, engine block heaters).
- ☐ Develop a GIS map of all system components and prepare a list of coordinates for each facility.
- ☐ Document pumping requirements and storage capabilities, as well as critical treatment components and parameters.
- ☐ Prior to a storm, apply road salt/sand as necessary, and pre-stage snowplow equipment.
- ☐ Consider installing wind or snow drift barriers at critical facilities.
- ☐ If surface water systems are equipped with intake heaters, ensure they are maintained and in working order before winter begins.

Personnel

- ☐ Identify essential personnel and ensure they are trained to perform critical duties in an emergency (and possibly without communication), including the shut down and start up of the system.
- ☐ Establish communication procedures with essential and non-essential personnel. Ensure all personnel are familiar with emergency evacuation and shelter in place procedures.
- ☐ Pre-identify emergency operations and clean-up crews. Establish alternative transportation strategies if roads are impassable.

Actions to Prepare for Extreme Cold and Winter Storms

(continued)



- ☐ Consider how evacuations or limited staffing due to transportation issues (potentially all utility personnel) will impact your response procedures.
- ☐ Identify possible staging areas for mutual aid crews if needed in the response, and the availability of local facilities to house the crews.
- ☐ Encourage personnel, especially those that may be on duty for extended periods of time, to develop family emergency plans.
- ☐ Confirm and document generator connection type, capacity load and fuel consumption. Test regularly, exercise under load and service backup generators.
- ☐ Fuel vehicles and fill fuel tanks to full capacity and ensure that you have the ability to manually pump gas in the event of a power outage. Ensure this equipment and other hazardous materials are located in a safe zone.
- ☐ Contact fuel vendors and inform them of estimated fuel volumes needed if utility is impacted. Determine your ability to establish emergency contract provisions with vendors and your ability to transport fuel if re-fueling contractors are not available. Develop a backup fueling plan and a prioritization list of which generators to fuel in case of a fuel shortage.

Power, Energy and Fuel

- ☐ Evaluate condition of electrical panels to accept generators; inspect connections and switches.
- ☐ Document power requirements of the facility; options for doing this may include:
 - Placing a request with the US Army Corps of Engineers 249th Engineer Battalion (Prime Power): <http://www.usace.army.mil/249thEngineerBattalion.aspx>
 - Using the US Army Corps of Engineers on-line Emergency Power Facility Assessment Tool (EPFAT): <http://epfat.swf.usace.army.mil/>
- ☐ Collaborate with your local power provider and EOC to ensure that your water utility is on the critical facilities list for priority electrical power restoration, generators and emergency fuel.

Example of Water Sector Impacts and Response to a Winter Storm

2014 Northern Ohio Winter Water Shortage

In January 2008, ice accumulation on the intake valves for Avon Lake Regional Water severely reduced water production and caused the utility to ask customers to reduce usage. Avon Lake Regional Water's source water is Lake Erie, and it provides water to over 200,000 residential and commercial customers in multiple communities in and around the western Cleveland suburbs. The utility contracted with another company to put six additional pumps into Lake Erie to increase water flow to the plant. This involved workers cutting through ice 300 feet from shore to put new pipes in the water. The utility was forced to deliver two sets of automated phone calls to residents: the first asked them to reduce water use by refraining from washing clothes or taking long showers; the second asked people to stop using water altogether, if possible. Mayors in communities affected by the water shortages worked with their local EMAs to discuss contingency plans in the event of a fire. At least one county declared a State of Emergency in order to free up resources around the state if they were needed.

The City of Cleveland was able to supply water to several communities served by Avon Lake Regional Water Authority through interconnections. Its intakes were not affected, as they are farther out into Lake Erie where the water is deeper.

Source: The Cleveland Plain Dealer, "[Water shortage reaching critical point in Avon as utility tries another way to pull water from the frozen lake.](#)"

Actions to Respond to Extreme Cold and Winter Storms



Coordination

- ☐ Notify your local EMA and state regulatory/primacy agency of system status.
- ☐ If needed, request or offer assistance (e.g., equipment, personnel) through mutual aid networks, such as WARN.
- ☐ Assign a representative of the utility to the incident command post or the EOC for the community.

Communication with Customers

- ☐ Notify customers of any water advisories and consider collaborating with local media (television, radio, newspaper, etc.) to distribute the message. If emergency water is being supplied, provide information on the distribution locations.

Facility and Service Area

Overall

- ☐ Conduct damage assessments of the utility to prioritize repairs and other actions.
- ☐ Check that back-up equipment and facility systems, such as controls and pumps, are in working order, and ensure that chemical containers and feeders are intact.

Drinking Water Utilities

- ☐ Inspect the utility and service area for damage. Identify facility components (e.g., valve boxes) and fire hydrants that have been buried in snow, frozen in ice or are inaccessible.
- ☐ Systems that utilize surface water should monitor intakes, as ice and frozen slush can block valves and cause restrictions.
- ☐ Ensure pressure is maintained throughout the system and isolate those sections where it is not.
- ☐ Isolate and control leaks in water transmission and distribution piping.

- ☐ Monitor source water quality, develop a sampling plan and adjust treatment as necessary; increased usage of road salt within the service area may be a concern for utilities.
- ☐ Notify regulatory/primacy agency if operations and/or water quality or quantity are affected.
- ☐ Utilize pre-established emergency connections or setup temporary connections to nearby communities, as needed. Alternatively, implement plans to draw emergency water from pre-determined tanks or hydrants. Notify employees of the activated sites.

Wastewater Utilities

- ☐ Inspect the utility and service area, including lift stations, for damage and power availability. Inspect the sewer system for debris and assess the operational status of the mechanical bar screen. If necessary, run system in manual operation.
- ☐ Notify regulatory/primacy agency of any changes to the operations or required testing parameters.
- ☐ Monitor the type and amount of bacteria in the treatment process, as severe cold can affect growth rates.
- ☐ Consider curtailing or ceasing secondary treatment wasting procedures during periods of heavy freezing rain or snowmelt to conserve bacteria and prevent it from washing out of the plant.

Documentation and Reporting

- ☐ Document all damage assessments, mutual aid requests, emergency repair work, equipment used, purchases made, staff hours worked and contractors used during the response to assist in requesting reimbursement and applying for federal disaster funds. When possible, take photographs of damage at each work site (with time and date stamp). Proper documentation is critical to requesting reimbursement.

Actions to Respond to Extreme Cold and Winter Storms

(continued)



- ☐ Work with your local EMA on the required paperwork for public assistance requests.

Personnel

- ☐ Account for all personnel and provide emergency care, if needed. Caution personnel about known hazards resulting from severe winter weather.
- ☐ Deploy emergency operations and clean-up crews. Identify key access points and roads for employees to enter the utility and critical infrastructure; coordinate the need for snow and ice clearance with local officials and/or emergency management or prioritize it for employee operations.

Power, Energy and Fuel

- ☐ Use backup generators, as needed, to supply power to system components.
- ☐ Monitor and plan for additional fuel needs in advance; coordinate fuel deliveries to generators.
- ☐ Maintain contact with electric provider for power outage duration estimates.



Image by Nick Fillipelli, Northeast Ohio Regional Sewer District

Notes:

Actions to Recover from Extreme Cold and Winter Storms



Coordination

- ☐ Continue work with response partners to obtain funding, equipment, etc.

Communication with Customers

- ☐ Assign a utility representative to continue to communicate with customers concerning a timeline for recovery and other pertinent information.

Facility and Service Area

- ☐ Complete damage assessments.
- ☐ Complete permanent repairs, replace depleted supplies and return to normal service.



FEMA

Documentation and Reporting

- ☐ Compile damage assessment forms and cost documentation into a single report to facilitate the sharing of information and the completion of state and federal funding applications. Visit EPA's web-based tool, Federal Funding for Utilities—Water/Wastewater—in National Disasters (Fed FUNDS), for tailored information and application forms for various federal disaster funding programs: www.epa.gov/fedfunds
- ☐ Develop a lessons learned document and/or an after action report (AAR) to keep a record of your response activities. Update your vulnerability assessment, ERP and corresponding extreme cold and winter storm contingency plans.
- ☐ Revise budget and asset management plans to address increased costs from response-related activities.

Mitigation

- ☐ Identify mitigation and long-term adaptation measures that can prevent damage and increase utility resilience. Consider impacts related to the increased frequency of extreme cold and intense snow and ice storms when planning for system upgrades (e.g., replacing weak pipes to reduce the risk of main breaks, landscaping and tree trimming to minimize debris issues).

Notes:

Power Outage Generators

Incident Action Checklist – Power Outages

For on-the-go convenience, the actions in this checklist are divided into three “rip & run” sections and are examples of activities that drinking water and wastewater utilities can take to prepare for, respond to and recover from power outages. You can also populate the “My Contacts” section with critical information that your utility may need during a power outage.

Power Outages and Water Utilities

The loss of electric power can have profound impacts on drinking water and wastewater utilities. Sometimes the loss of power can be caused by events that can be predicted in advance such as hurricanes or ice storms. Other power outages, such as those caused by earthquakes, cyber incidents or space weather may occur with little or no notice. In California, the Public Safety Power Shutoff program allows electric companies to proactively shut off grid power to customers, including water utilities, to reduce fire ignition potential in high risk areas when extreme conditions present a clear and imminent danger to public safety.

The impacts of losing grid power at drinking water and wastewater utilities may include pressure losses and boil water advisories, a reduction or cessation of water treatment, sewage back up and the discharge of untreated sewage into public right of ways, rivers and streams. The consequences of these impacts on the community could be devastating:

- Firefighters would not be able to access water from hydrants.
- Local healthcare facilities and hospitals may have to evacuate patients or close.
- Restaurants and businesses may have to close, resulting in economic losses.
- Homes, businesses and healthcare facilities may become unsanitary and uninhabitable.
- Environmental damage could occur.



There are many steps drinking water and wastewater utilities can take to obtain backup power and ensure that their lifeline services continue as long as possible during grid power outages.



Preparing for the Loss of Power During Hurricanes

New Hanover County, North Carolina

When Hurricane Florence struck New Hanover County in September 2018, Cape Fear Public Utility Authority (CFPUA) was ready: facility and vehicle fuel tanks were topped off (a standard practice for CFPUA, especially in advance of a hurricane); generator run times and fuel capacities were calculated to help ensure continuity of operations under back-up power; facility power specifications and requirements were uploaded to the US Army Corps of Engineer's Emergency Power Facility Assessment Tool (EPFAT); and, CFPUA implemented its established emergency fuel supply contract.

With four major treatment plants, 150 pump stations and dozens of groundwater well sites, all facilities were preemptively running on emergency generator power when tropical storm force winds made landfall. When the full force of the hurricane struck, ninety percent of the county and all CFPUA facilities lost grid power. The emergency generators did their job of maintaining power to all critical facilities and equipment.

Still, these preparations were almost not enough when the fuel supplier was unable to fulfill its contract. During the hurricane, the supplier lost grid power and had no redundancy. Business employees had evacuated and there were not enough drivers to dedicate themselves to supplying fuel to CFPUA.

Working with the County Emergency Operations Center (EOC), CFPUA was able to obtain fuel from a terminal at the North Carolina State Port. Determining a vendor's ability to maintain business continuity was identified as a planning gap in the utility's after-action report. In the aftermath of Florence, CFPUA increased fuel storage capacity by contracting for seasonal fuel tanks, purchasing additional saddle tanks for vehicles and requiring emergency fuel vendors to have backup power on-site. The utility also purchased its own 2,800-gallon fuel truck to ensure it can pick up and deliver fuel at any time.





Planning

- ☐ Create and maintain an emergency response plan and a business continuity plan for all critical system components.
- ☐ Develop plans that specifically address actions to be taken during power outages; plans should address both short-duration and long-duration outages.
- ☐ Develop and issue standard operating procedures to manage power outages.
- ☐ Know your system; have a plan for stationary and portable generators. Make sure, if possible, that generators are pre-staged at locations when an event can be expected to potentially affect one or more of your stations.
- ☐ Develop roles and responsibilities for staff before, during and after a power outage, including appropriate communication protocols.

Coordination

- ☐ Get to know key staff at your electric utility, especially your designated account representative, if assigned one. Learn if circuits (e.g., power transmission lines or electric service area zone) serving your utility are in high risk fire areas, such as in the western states.
- ☐ Obtain 24/7 emergency contact information for your electric utility and local emergency management agency and plan together for power outage events.
- ☐ For a Public Safety Power Shutoff, confirm with your electric provider and local emergency management agency the communication method and timing (e.g., 72 hours before the shutoff) by which you will be notified of a planned outage.

- ☐ Determine where your treatment facility and key pumping stations rank on the prioritization list for power restoration. Try to get as high on the list as possible by making sure the list manager understands the reliance of the community (e.g., fire protection, hospitals, shelters and sensitive populations) on drinking water and wastewater services.
- ☐ Make sure your electric utility has the actual street addresses and locations of your treatment facilities and pumping stations. In case street signs are damaged or lost, also include latitude and longitude positions. Decimal latitude/longitude positions should be recorded with a value six digits to the right of the decimal point.
- ☐ Learn what alternative communication methods (e.g., 2-way radios, ham radio operators, satellite phones) are available in your community.
- ☐ Join your state's Water and Wastewater Agency Response Network (WARN).
- ☐ Develop an approved notification procedure for communicating boil water advisories, water use restrictions and other information to customers during a power outage (e.g., precautionary boil water notices, reverse 911).
- ☐ Develop standard written notification templates to quickly send alerts in emergencies. Ensure customer information is regularly updated.
- ☐ Participate in local, state and federal emergency preparedness exercises.

Generators and Bypass Pumps

- ☐ Conduct a power assessment to determine your utility's critical facility backup power requirements. The assessment should provide the kilowatt, voltage, and phase(s) of any required generators. It should also include a basic order of connection materials needed (e.g., number and length of cables to connect generator, number and size of lugs to connect cable runs) and to what location within each facility's electrical system the generator needs to be connected.



- ☐ Ensure generators and associated electrical connection points are always accessible to qualified personnel.
- ☐ Determine lift station bypass capabilities and needed pump sizes, hoses and connections.
- ☐ Enter your generator needs into the U.S. Army Corps of Engineers' Emergency Power Facility Assessment Tool (EPFAT) and keep a copy of your power assessment information with your emergency response plan.
- ☐ Install transfer switches (automatic or manual depending on mode of operation) and quick-connect plugs to connect your facility's electrical equipment to generators.
- ☐ Purchase generators and bypass pumps or develop plans to obtain them through a contractor or mutual aid agreement to be utilized during a power outage. Be sure any contract includes wording that you are a priority customer. Consider renting generators in advance of hurricane or fire season.
- ☐ Maintain your generator(s) according to the manufacturer's recommendations and annually exercise generators under full load. Identify maintenance requirements and arrange for specialized support as necessary.
- ☐ Keep basic maintenance supplies on hand (e.g., Diesel Emissions Fluid (DEF), coolant, belts, oil, fuel filters).
- ☐ Keep small generators and variable frequency drives (VFDs) on trailers for easy transport during emergencies and maintain the trailers, especially the tires.
- ☐ Develop transportation routes and a rotation plan for facilities if there are not enough generators or bypass pumps available for each facility.

Fuel

- ☐ Know the pros and cons of the various fuel types.
- ☐ Calculate how much fuel is needed to operate each generator and bypass pump for one day and determine your total on-site fuel storage. Be sure to include DEF requirements, as applicable. The U.S. Army Corps of Engineers uses the following formula to determine the approximate generator fuel consumption for a 24-hour period: $\text{Generator kW size} \times 0.07 \text{ gallons/hour/kW} \times 24 \text{ hours}$.
- ☐ Develop a fuel management plan that includes fuel polishing and fuel additives (e.g., algaecides). Because of potential fuel quality issues, consider stocking extra fuel filters.
- ☐ Have contracts with multiple fuel vendors and check their ability to pump and move fuel during a power outage. Be sure these contracts include wording that you are a priority customer.
- ☐ Have multiple options to move fuel during an emergency, possibly including tanks mounted on utility owned vehicles.
- ☐ Monitor fuel tank levels and refill when they fall below a defined level so that tanks are as full as possible for a no-notice power outage.
- ☐ If a storm or other emergency situation is predicted, fill vehicle, equipment and fuel storage tanks to capacity. Have an alternate plan for pumping from fuel storage tanks if their pumps operate on grid power only.
- ☐ Work with your city, county and state to develop an area wide emergency operations fuel acquisition and distribution plan.
- ☐ If applicable, establish contacts at your natural gas utility and learn about their response and recovery plans.

Notes:



Notifications

☐ Immediately notify your electric utility and local emergency management agency of power outages impacting your facilities. Inform them of:

- how long you can sustain operations without grid power
- the consequences to the community of the loss or reduction of water and wastewater services (e.g., a possible reduction in fire protection)

Know water storage and wet well capacities for determining when storage will be exhausted.

☐ Maintain contact with your electric utility provider to obtain power outage duration estimates.

☐ Notify your regulatory or primacy agency if operations and/or water quality or quantity are affected by a power outage, if your utility is running on generator power and what your fuel status is.

☐ Notify the public of any boil water notices or water use restrictions.

☐ As needed, request generators and fuel through your WARN, other mutual aid networks and/or the local emergency operations center (EOC). Once your need is met, be sure to cancel any outstanding requests.

☐ Implement pre-developed emergency response and communications plans.

Generators

☐ Monitor power quality and proactively switch to generators if there is poor power quality, which can damage equipment.

☐ Ensure that generators are connected by qualified personnel.

☐ Use backup generators, as needed, to supply power to critical facilities.

☐ Transport small generators on trailers and address operations, security and logistics (e.g., maintenance, fuel, parts) for mobile generators.

☐ Establish a schedule for maintenance, fuel checks and refueling for each generator, and ensure scheduled maintenance is regularly completed. The standard service interval is 240 operational hours or after every 10 days of continuous operations. Be sure to plan for redundancy as in most events there is over 10% failure of backup equipment.

☐ Consult with air quality agencies as necessary for emergency waivers for prolonged use of certain kinds of generators.

☐ Ensure sufficient personnel are available and cross-trained to serve as generator operators. Smaller utilities may need pre-arranged emergency service contracts with qualified electricians or to work with their WARN.

Notes:



Fuel

- ☐ Constantly monitor fuel quality and needs and coordinate fuel deliveries to generators. If possible, shut down generator during refueling.
- ☐ Shut down generators based on operational conditions to conserve fuel.
- ☐ Consider cancelling any non-essential trips in utility administrative vehicles to prolong your fuel reserves.
- ☐ Adjust climate control systems and any other large electrical uses at critical facilities to prolong generator run times.
- ☐ Implement staff carpooling to and from work where possible.

Operations

- ☐ Plan for and be prepared to reduce levels of service across the system or in pressure zones incrementally; plans should include actions taken to restore operations to normal levels.

- ☐ Be prepared to operate components of your utility manually without the aid of computerized systems.
- ☐ Implement plans, procedures or agreements to provide alternate drinking water as necessary.
- ☐ If possible, switch to source water with less power intensive requirements.
- ☐ Consider use of interties and emergency connections with neighboring utilities unaffected by the power disruption.

Documentation

- ☐ Document all damage assessments, mutual aid requests, emergency repair work, fuel and equipment used, purchases made, staff hours worked and contractors used during the response to assist in requesting reimbursement and applying for federal disaster funds. When possible, take photographs of damage at each work site (with time and date stamp). Proper documentation is critical to requesting reimbursement.

Notes:

Actions to Recover from a Power Outage



Coordination

- ☐ Check with your electric utility to make sure that all three phases of power are available before switching back to grid power. When power is restored, not all three phases may be initially available, which can damage three-phase equipment.
- ☐ Follow set procedures for taking your facilities off generator power and back onto grid power.
- ☐ Conduct an after-action discussion with utility staff to identify portions of the response that went well and areas for improvement.
- ☐ Share key after-action items and lessons learned with your electric utility provider, emergency management agency and other response partners (e.g., fuel vendors).

Notifications

- ☐ Revise or lift (as applicable) any water use advisories that were put in place during the outage.
- ☐ Update your status with your regulatory or primacy agency and your local emergency management agency.
- ☐ Notify utility staff that any energy consumption restrictions that may have been put into place are now lifted.

Generators

- ☐ Perform any necessary maintenance or repairs on generators.
- ☐ Consider testing your generator oil for signs of metal, which could indicate engine wear and the need for repairs.
- ☐ If a generator is serviced or repaired, be sure to test it under load after work is complete.

Fuel

- ☐ Clean tanks as necessary and polish on-hand fuel supply as time allows.
- ☐ Refill tanks as necessary. Stabilize fuel.
- ☐ Establish new fuel vendor contracts as applicable.
- ☐ Assess your on-site fuel storage and adjust as necessary.

Documentation

- ☐ Compile damage assessment forms and cost documentation into a single report to facilitate the sharing of information and the completion of state and federal funding applications. Visit EPA's web-based tool, Federal Funding for Utilities—Water/Wastewater—in National Disasters (Fed FUNDS), for tailored information and application forms for various federal disaster funding programs: <http://water.epa.gov/infrastructure/watersecurity/funding/fedfunds/>.
- ☐ Develop a lessons learned document and/or an after action report (AAR) to keep a record of your response activities. Update your risk assessment, emergency response plans and contingency plans.

Notes:

My Contacts and Resources



CONTACT NAME	UTILITY/ORGANIZATION NAME	PHONE NUMBER
	Electric Utility	
	City emergency management	
	County emergency management	
	Fuel provider	
	Generator service provider	
	Licensed electrician	
	WARN Chair	
	Local Health Department	
	State Primacy Agency	
	State emergency management	

Resources

- [Power Resilience Guide for Water and Wastewater Utilities](#) (EPA)
- [Emergency Power Facility Assessment Tool](#) (USACE)
- [Connecting Water Utilities and Emergency Management Agencies](#) (EPA)
- [Water and Wastewater Agency Response Network](#) (EPA)
- [Federal Funding for Utilities—Water/Wastewater—in National Disasters \(Fed FUNDS\)](#) (EPA)

Existing Generator Information Sheet

1. Facility Information

Site Name: Alpine WWTP Address: 3 Sewer Plant Road

Latitude (N): 30°23'51.09"N Longitude (W): 103°38'41.26"W

Major motors, in starting order, used for facility operations (e.g., 75 HP 2 Quantity 460 Volts 3 Phase):

25 HP 2 Quantity 480V Volts 3Ø Phase ☐ soft start ☒ ACL (across the line)

10 HP 3 Quantity 480V Volts 3Ø Phase ☐ soft start ☒ ACL (across the line)

 HP Quantity Volts Phase ☐ soft start ☐ ACL (across the line)

 HP Quantity Volts Phase ☐ soft start ☐ ACL (across the line)

2. Generator Information

Power (kW): 150 kW Voltage (V): 480/277V Phase(s): 3Ø

Configuration: ☒ Wye ☐ Delta

Transfer Switch: ☒ Auto ☐ Manual

Generator Location: ☐ Inside ☒ Outside

Generator Type: ☐ Portable ☒ Stationary

Cable Length (ft): 10' Cable Size (MCM or AWG): 3/0

3. Engine Information

Engine Make: Caterpillar Engine Model: C6.6

Engine Serial Number: Unknown Battery Voltage: 12V

Primary Fuel Filter: Caterpillar Secondary Fuel Filter: Caterpillar Coolant Filter: Caterpillar

Oil Filter: Caterpillar Oil Type: Cat DEO Oil capacity: 4.4 gallons

Air Filter: Caterpillar Fuel Type: Diesel Fuel Capacity: 272 gallons

Gallons per hour: 11.3 Max Run Hours (100% load)*: 24 hours

Diesel Emissions Fluid (DEF) Tank Capacity: None

4. Additional Notes (e.g., hitch requirements for portable generator, site specific directions, clearance issues with overhead lines)

Facility Information

Site Name: site name for stationary generator or write “portable” for portable generator

Address: physical location for stationary generator; storage location for portable generator

Latitude and Longitude: provide six places to the right of the decimal point for latitude and longitude to indicate a more precise location. If presented in degrees-minutes-seconds, the seconds should be listed four decimal places to the right of the whole number of seconds for equivalent accuracy.

Major motors: provide the horsepower, quantity, volts, and phases of the major motors that will be powered by the generator, in starting order, and whether they are soft start or across the line start

Generator Information

Power: the power output of the generator in kilowatts (kW)

Voltage: voltage is a measure of pressure

Phase(s): generators can be single or three-phase

Configuration: 3-phased power can be in a wye configuration in the shape of a “Y” or a delta configuration in the shape of a triangle

Transfer switch: does the generator start up automatically or require a manual switch?

Generator Location: is the generator located inside or outside?

Generator Type: a portable generator can be moved between locations and a stationary one is at a fixed location

Cable Length: length of cable between generator and load

Cable Size: size of cable in Thousand Circular Mils (MCM) or American Wire Gauge (AWG)

Engine Information

Engine Make and Model: the manufacturer of the engine and the engine model number

Engine serial number: the serial number on the engine

Battery voltage: the size and number of batteries the engine requires

Filters: the type of filters each system requires; note – some engines do not have a secondary fuel filter

Oil: the type and capacity of oil

Fuel: the type and capacity of fuel (e.g., diesel)

Gallons per hour: the number of gallons of fuel needed per hour

**Max run hours:* for fuel planning only, the maximum number of hours the engine can run before refueling assuming 100% load (generators should run closer to 70% or 80% load)

Diesel Emissions Fluid (DEF) Tank Capacity: the capacity of DEF tank

Generator Request Form

1. Facility Information

Site Name: _____ Address: _____

Latitude (N): _____ Longitude (W): _____

Contact Name: _____ Phone: _____ Email: _____

Major motors, in starting order, used for facility operations (e.g., 75 HP 2 Quantity 460 Volts 3 Phase):

_____ HP _____ Quantity _____ Volts _____ Phase ☐ soft start ☐ ACL (across the line)

_____ HP _____ Quantity _____ Volts _____ Phase ☐ soft start ☐ ACL (across the line)

_____ HP _____ Quantity _____ Volts _____ Phase ☐ soft start ☐ ACL (across the line)

_____ HP _____ Quantity _____ Volts _____ Phase ☐ soft start ☐ ACL (across the line)

2. Needed Generator

Power (kW): _____ Voltage (V): _____ Phase(s): _____

Configuration: ☐ Wye ☐ Delta Cable Length (ft): _____ Cable Size (MCM or AWG): _____

On-site cable configuration: _____ Preferred Fuel Type: _____

3. Assessment Details

Main Breaker Current (Amps): _____

Service Drop Type: ☐ Overhead ☐ Underground

If overhead, is there sufficient clearance for trailer? ☐ Yes ☐ No ☐ N/A

Anticipated On-site Location of Temporary Generator: _____

4. Hitching Requirements

Trailer Hitch: ☐ Pintel ☐ Ball Trailer Height: _____

Electrical connections: _____ Generator and Trailer Weight: _____

5. Additional Notes (e.g., site specific directions, clearance issues with overhead lines)

Facility Information

Site Name and Address: location and address for requested generator

Latitude and Longitude: provide six places to the right of the decimal point for latitude and longitude to indicate a more precise location. If presented in degrees-minutes-seconds, the seconds should be listed four decimal places to the right of the whole number of seconds for equivalent accuracy.

Contact: name, email and phone number for a point of contact for the generator

Major motors: provide the horsepower, quantity, volts, and phases of the major motors that will be powered by the generator, in starting order, and whether they are soft start or across the line start

Needed Generator

Power: the power output of the generator in kilowatts (kW)

Voltage: voltage is a measure of pressure

Phase(s): generators can be single or three-phase

Configuration: 3-phased power can be in a wye configuration in the shape of a “Y” or a delta configuration in the shape of a triangle

Cable Length: length of cable needed to connect generator to load in feet

Cable Size: size of cable in Thousand Circular Mils (MCM) or American Wire Gauge (AWG)

On-site cable configuration: onsite cable connection for a generator (e.g, appleton, camlock, etc.)

Preferred Fuel Type: type of fuel (e.g., diesel) that is preferred

Assessment Details

Main Breaker Current: size of the circuit breaker in amps that controls all electric current in the building

Service Drop Type: are the electrical lines overhead or underground?

Transformer Mount Type: is the transformer mounted on a pad or a pole?

Anticipated On-site location: describe where the generator will be placed

Hitching Requirements

Trailer Hitch: type of hitch

Trailer Height: height of the trailer/hitch

Electrical connections: describe electrical connections needed for trailer

Generator and Trailer Weight: combined weight of generator and trailer

GENERATOR FUEL READINESS AND OPERATIONS

- ☐ Store readily available fuel in area with secondary containment (temporary or permanent).
- ☐ Know and continually update your fuel demands – how much fuel do you need to run your generators for 24 hours? One week? One month? Do some generators burn through fuel faster than others? Allocate sufficient fuel to provide power during the established incident. See Fuel Consumption Table
- ☐ For all rental contracts, write refueling requirements into generator rental contracts. As such, the generator must be delivered with a 24- hour fuel supply.
- ☐ Fuel management must be a part of the generator maintenance schedule and monthly evaluation. This ensures availability of clean, reliable fuel.
- ☐ Clean all fuel tanks at least every five years to avoid sludge build up.
- ☐ Use gel and fuel additives (e.g., algaecides, cold start) to reduce biological activity that produces fuel sludge – **Critical in times of freezing weather to prevent solidification/gelling of fuel.**
- ☐ Circulate fuel with a filter unit or use a portable fuel polishing unit to avoid contamination and to ensure fuel is always ready to use.
- ☐ Refill fuel tanks before they are empty to avoid drawing up any fuel sludge accumulation.
- ☐ Fuel service provider can remotely monitor your fuel tank levels and automatically dispatch a truck to fill them when they fall below an agreed upon level. This ensures your tanks are as full as possible in the event of a no- notice incident such as an earthquake.
- ☐ Use multiple vendors from different supplier regions under contract so that you can maintain your fuel supplies if one vendor cannot deliver.
- ☐ Provide retail purchase option for use at all fuel providers and note details such as the types of fuel they sell and their backup power options (e.g., do they have their own generator or would they need you to hookup one of your portable generators in order to pump fuel?).
- ☐ Have the fuel vendor allocate additional fuel for your utility during storm months.
- ☐ Ask TxWARN and Tarrant EOC/TDEM to help provide fuel for your utility's generators during an emergency.
- ☐ Coordinate your fuel needs with other critical infrastructure in your area (e.g., hospitals, police stations, schools), as it may be possible to have multiple deliveries from one fuel truck and realize economies of scale when establishing contracts.

- ☐ Be aware of limits on who can refuel leased fuel storage tanks. You can purchase your own tanks if necessary.
- ☐ Have fuel filters (at least one complete filter set per generator) on hand because they will not be readily available during an emergency.
- ☐ Be prepared to move your own fuel without contractors. Trucks with mounted 100-gallon fuel tanks do not need HazMat placards. Generally, any tank over 119 gallons requires hazardous materials placarding and licensing.
- ☐ Reduce your energy consumption while using generators using pre-planned protocols to make the most of the available fuel.
- ☐ Consider green power options that could supply some of your equipment during an outage and offset the need for a generator and fuel supply.
- ☐ Consider establishing a local and regional emergency fuel plan to increase the availability through emergency channels during a disaster.

Approximate Fuel Consumption Chart

This chart approximates the fuel consumption of a diesel generator based on the size of the generator and the load at which the generator is operating. Please note that this table is intended to be used as an estimate of how much fuel a generator uses during operation and is not an exact representation due to various factors that can increase or decrease the amount of fuel consumed.

Generator Size (kW)	1/4 Load (gal/hr)	1/2 Load (gal/hr)	3/4 Load (gal/hr)	Full Load (gal/hr)
20	0.6	0.9	1.3	1.6
30	1.3	1.8	2.4	2.9
40	1.6	2.3	3.2	4
60	1.8	2.9	3.8	4.8
75	2.4	3.4	4.6	6.1
100	2.6	4.1	5.8	7.4
125	3.1	5	7.1	9.1
135	3.3	5.4	7.6	9.8
150	3.6	5.9	8.4	10.9
175	4.1	6.8	9.7	12.7
200	4.7	7.7	11	14.4
230	5.3	8.8	12.5	16.6
250	5.7	9.5	13.6	18
300	6.8	11.3	16.1	21.5
350	7.9	13.1	18.7	25.1
400	8.9	14.9	21.3	28.6
500	11	18.5	26.4	35.7
600	13.2	22	31.5	42.8
750	16.3	27.4	39.3	53.4
1000	21.6	36.4	52.1	71.1
1250	26.9	45.3	65	88.8
1500	32.2	54.3	77.8	106.5
1750	37.5	63.2	90.7	124.2
2000	42.8	72.2	103.5	141.9
2250	48.1	81.1	116.4	159.6

Pandemic

Incident Action Checklist – Pandemic Incidents

The actions in this checklist are divided up into three “rip & run” sections and are examples of activities the water sector (drinking water and wastewater systems) can take to prepare for, respond to and recover from a pandemic. You can also populate the “My Contacts” sections with critical information that your utility may need during a pandemic.

Coronavirus Pandemic and Water Utilities

For general information from EPA about COVID-19 and water, see www.epa.gov/coronavirus. The risk of transmission of COVID-19 via drinking water and wastewater is low. However, there are other impacts to drinking water and wastewater utilities, which may include, but are not limited to:

- Staff shortages due to absenteeism;
- Supply chain disruptions (chemicals, materials, personal protective equipment);
- Field operations interruptions (repairs, meter reading, sampling); and
- Inability to maintain all operations.

Many water and wastewater utilities have created pandemic resilience plans based on best practices and experiences from past global outbreaks such as the avian flu in 2003 and swine flu in 2009. Utilities should review and update those plans and stay in close contact with their local health department and regulatory agency as the COVID-19 situation is dynamic and evolving rapidly. Water and wastewater systems need the most up-to-date information in order to make decisions that are right for their utility based on the pandemic impacts to their specific community.



Sign up for any COVID-19 alerts or notifications available from your regulatory agency and local emergency management agencies and health departments to stay up to date.

General COVID-19 Information

- [U.S. Coronavirus Website](https://www.cdc.gov/coronavirus/)
- [U.S. Centers for Disease Control and Prevention](https://www.cdc.gov/coronavirus/) Drinking Water and Wastewater COVID-19 (CDC)
- [World Health Organization](https://www.who.int/emergencies/diseases/novel-coronavirus-2019) COVID-19 (WHO)
- [Association of State Drinking Water Administrators](https://www.asdwa.org/) COVID-19 (ASDWA)
- [Water Information Sharing and Analysis Center](https://www.waterisac.org/) COVID-19 (Water ISAC)
- [Water Environment Federation COVID-19](https://www.wef.org/) (WEF)
- [American Water Works Association](https://www.awwa.org/) COVID-19 (AWWA)
- [Coronavirus Research Update](https://www.wrf.org/) (WRF)

Information on Hygiene and Water Safety

- [OSHA Guidance for Wastewater Workers](https://www.osha-slc.gov/) COVID-19 (OSHA)
- [Water, Sanitation, Hygiene and Waste Management for COVID-19](https://www.unicef.org/wash/) (WHO, UNICEF)
- [Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response](https://www.dhs.gov/) (DHS)

Actions to Prepare for a Pandemic



Planning

- ☐ Identify a lead, back-up, and team of individuals to serve as the Pandemic Response Team.
 - Develop a process for maintaining situational awareness of the current and future spread of the virus, as well as community impacts.
 - Develop strategies for managing the pandemic such as identifying response actions based on current information and the system's emergency response plan and continuity of operations plan.
- ☐ Update your [drinking water emergency response plan](#) (ERP) and [wastewater ERP](#) to ensure all contacts (24/7 availability), system diagrams and standard operating procedures for system operations are up to date.
- ☐ Develop or update a Continuity of Operations Plan (COOP) that specifically addresses the challenges of a pandemic and plans for significant staff shortages. Resources to help in the development of the plan include the [Pandemic Continuity of Operations Template](#) and [Business Continuity Planning for Water Utilities: Guidance Document](#). The COOP should include, at a minimum, plans for the following:
 - Defining Roles and Responsibilities During the Pandemic
 - Protecting Employee Health
 - Maintaining Essential Operations and Critical Positions
 - Maintaining Essential Equipment, Materials and Supplies
 - Communications
 - Addressing Community Mitigation Impacts – Impacts of required social distancing, quarantine, school, and business closures, etc.
 - Identifying Delegations of Authority – Including orders of succession
 - Training – Cross-training and pandemic plan training
- ☐ [Join your state's Water and Wastewater Agency Response Network \(WARN\)](#) or other local mutual aid network. In addition, check to see if you are included in a statewide mutual aid law. WARNs may be able to provide assistance in the form of personnel, equipment, materials and technical assistance.
 - In addition, the Rural Community Assistance Partnership ([RCAP](#)), National Rural Water Association ([NRWA](#)), Rural Utilities Service ([RUS](#)), Indian Health Service ([IHS](#)), the Inter Tribal Council of Arizona ([ITCA](#)) and the United South and Eastern Tribes ([USET](#)), among others, may be able to provide licensed operators or technical assistance.
- ☐ Assess your system's Information Technology (IT) capability to ensure it can accommodate remote work arrangements without compromising security.
- ☐ Work with local law enforcement and health departments to ensure water sector staff are considered first responders, as specified in the [Department of Homeland Security's \(DHS\) Crisis Emergency Response and Recovery Access \(CERRA\) Framework](#), and will have the ability to conduct field work when necessary if quarantines are placed on a community.
 - DHS developed a [memorandum](#) that identifies drinking water and wastewater personnel as essential workers during the COVID-19 response
- ☐ Share your COOP, and any specific pandemic issues, with your local emergency management agency (EMA) and health departments, regulatory agency, and any consecutive systems.
- ☐ Conduct internal and external (e.g. EMA, health department, regulatory agency) pandemic specific [tabletop exercises](#) regularly. Be sure to conduct remote exercises to ensure capability during a pandemic.

Actions to Prepare for a Pandemic *(continued)*



Protecting Employee Health

- ☐ Reinforce good personal hygiene practices with all staff.
 - [Post proper hand washing techniques](#), with [pictures](#), at all sinks.
 - Share [preventative measures](#) (washing hands, covering cough, not touching face, etc.) provided by the [CDC](#) to minimize risk.
- ☐ Ensure availability of adequate proper personal protective equipment (PPE), infection control (hand sanitizer, tissues, disinfecting wipes, electronic cleaners), and cleaning supplies. The disinfection of electronics may require specific supplies.
- ☐ Set up a pandemic policy for screening employees for symptoms, setting up extended sick leave and telework, keeping critical staff on-site for an extended period of time (with access to beds, food, water, medical supplies, communications), and social distancing in the office (no meetings, keeping 6 feet apart, etc.).
- ☐ Establish pandemic-specific health and safety protocols for field sampling conducted by staff or others providing sampling assistance in the event of staff shortages.
- ☐ Work with staff to develop their own family response plans so their families are taken care of during a pandemic while they are working.

Notes:

Maintaining Essential Operations

- ☐ Identify critical positions (plant operator, sampler, in-house and contract laboratory personnel, etc.) and skills, along with back-ups for each of those positions.
- ☐ Identify critical functions (disinfection, pumping, sampling and analysis, aeration, purchasing chemicals and supplies, etc.) and the minimum staff required to keep those functions operating.
- ☐ Develop a list of critical customers who need a continuous source of potable drinking water (e.g., hospitals, nursing homes, dialysis clinics, manufacturers).
- ☐ Assess staffing alternatives:
 - Determine the process to use for your state's WARN to request personnel during a pandemic. Reach out to your state or tribe's assistance providers such as [RCAP](#), [NRWA](#), [RUS](#), [IHS](#), [ITCA](#), and [USET](#) to determine their ability to provide personnel if your staff cannot report to work due to illness, caring for an ill family member, or being quarantined themselves.
 - Cross-train staff to handle multiple positions and critical operations.
 - Ensure redundancy in laboratory personnel and, when possible, have contracts with multiple commercial laboratories as a contingency measure in cases of laboratory staff shortages.
 - Assess your remote operations capabilities (i.e., SCADA).
- ☐ Communicate with the laboratory that does your analytical work to ensure that they have a pandemic plan in place and are available to receive and analyze your samples. Also, make sure they have a back-up laboratory option in place.
 - [The Water Laboratory Alliance](#) (WLA) is a nationwide network of laboratories that serves the water sector. The WLA is part of the national Environmental Response Laboratory Network. Encourage your laboratory to become a member of the WLA to ensure national capabilities during a pandemic.

Actions to Prepare for a Pandemic *(continued)*

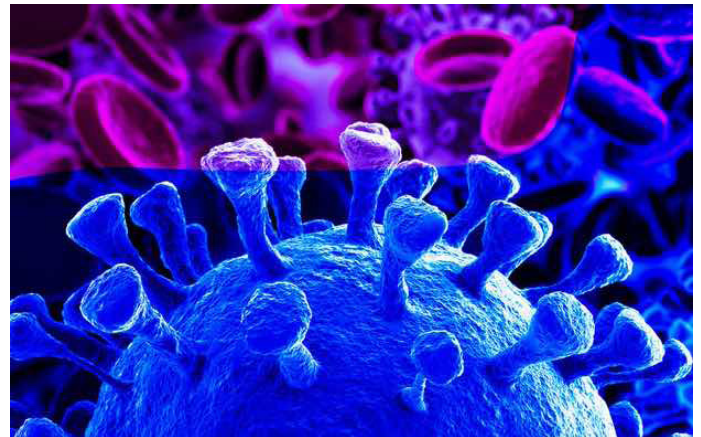


Maintaining Essential Facilities, Equipment, and Supplies

- ☐ Identify critical facilities (booster pump, chlorinator, aerator, etc.) and supplies (chlorine, other treatment chemicals, fuel, electricity, etc.) that must stay operational and available.
- ☐ Create an inventory of all critical materials, chemicals, supplies and equipment.
- ☐ Contact all vendors and manufacturers to ensure they have a pandemic plan in place and can deliver needed supplies.
 - Stock up on treatment chemicals and critical materials and equipment, as space, costs, and expiration dates allow.
- ☐ If possible, source materials and chemicals from two or more suppliers from different regions to mitigate supply chain disruptions.
 - Work with your vendors and require them to identify who their second-tier sources are to make sure the vendors you are using are not using the same source (which would equate to a sole source supply).

Communication

- ☐ Develop [communication templates](#) so you can communicate with your customers quickly.
- ☐ Identify appropriate distribution mechanisms such as via the website, social media, local news, reverse 911, etc.
- ☐ Identify emergency contacts with your local health department, regulatory agency, and EMA to communicate throughout the pandemic.



Notes:

Actions to Respond to a Pandemic



Initial Actions

- ☐ Activate your Pandemic Response Team
- ☐ Execute your pandemic COOP and Emergency Response Plan
 - Activate defined emergency roles and responsibilities
- ☐ **Stay in close contact with your regulatory agency** to coordinate on any issues that arise (lack of certified operators, laboratory capacity, or access to sample locations).

Protecting Employee Health

- ☐ Inform all staff on the latest CDC recommendations to limit the further transmission of the virus.
- ☐ Close all offices to the public.
 - Communicate with customers via phone, email, social media, and websites.
 - Offer payment options online, via mail, or through drop boxes.
- ☐ Temporarily suspend any in-home non-sampling appointments by staff such as water efficiency visits. Compliance sampling activities must continue. Work with homeowners concerning any health and safety issues with compliance sampling and follow established pandemic-specific health and safety protocols.
- ☐ Consider temporarily suspending drinking water shut-offs due to non-payment in order to protect staff and maintain essential water services to individuals.
- ☐ Limit or cease all in-person meetings, gathering of people in the same location, and travel.
- ☐ Ensure that workers and those with overlapping expertise are generally separated to minimize the risk of co-transmission.
- ☐ Increase the frequency of cleaning and disinfecting all surfaces and equipment, including control rooms, vehicles, computers, phones, tablets, break rooms, and conference rooms.

- ☐ Implement telework for as many staff as is feasible to maintain operations.
- ☐ Assess all construction and maintenance activities and limit to only critical projects.

Maintaining Essential Operations

- ☐ Implement minimum staffing plans and set up shift rotations.
- ☐ If you begin or anticipate experiencing critical staffing shortages:
 - Keep your regulatory agency up to date on your situation.
 - Reach out to your [WARN](#). WARN members may be able to assist with personnel, equipment, supplies, and technical assistance.
 - If you are not a WARN member or your WARN is unable to assist, reach out to neighboring utilities and develop mutual aid agreements, if possible.
 - Reach out to your local assistance providers such as [RCAP](#), [NRWA](#), [RUS](#), [IHS](#), [ITCA](#), and [USET](#) about their ability to provide licensed operators or technical assistance.
 - If the above resources are not available, contact your local EMA. Make sure to be specific about the type of personnel you need and for the type of water system (license level, plant rating, treatment, drinking water, wastewater, etc.).
- ☐ Make immediate preparations to house critical staff on-site (with access to beds, food, water, medical supplies, communications, etc.).
- ☐ Communicate often with the laboratory that does your analytical work to ensure that they are available to receive and analyze your samples and make sure they have a back-up laboratory option in place.

Actions to Respond to a Pandemic *(continued)*



- ☐ Remind all staff to anticipate cyber threats including social engineering, phishing, and other opportunistic cyber-attack tactics preying on fear and the need for information that could disrupt billing or supervisory control and data acquisition (SCADA) operations.
 - Remind staff not to click on any links that could execute a hostile program.
 - Back-up all critical files and ensure security systems (firewalls, anti-virus) are functioning on all remote equipment.

Maintaining Essential Facilities, Equipment, and Supplies

- ☐ Secure all facilities in preparation for limited access and surveillance.
- ☐ Stay in close contact with your suppliers of equipment, materials, treatment chemical, and other supplies, especially if you were not able to stockpile chemicals or materials. If you anticipate an impending shortfall of chemicals, contact your WARN to see if other utilities can assist, your assistance providers ([RCAP](#), [NRWA](#), [RUS](#), [IHS](#), [ITCA](#), [USET](#)) to see if they have resources, and your local emergency management agency who can request chemicals through state or tribal emergency authorities or make requests to the federal level.

Communication

- ☐ Drinking Water - Communicate with your customers as soon as possible and often about the safety of their water supply using guidance provided by the EPA and CDC.
 - If there is a temporary loss of water (line break, pump failure), remind customers to use the CDC-recommended alternative to hand washing, which is hand sanitizer with at least 60 percent alcohol content.
- ☐ Wastewater - Communicate with your customers (local news, social media, or webpage) about wet wipes and the consequences of flushing them down the toilet (e.g., sewage backups).
- ☐ Stay in close contact with your regulatory agency, local health department, and local EMA.

Documentation

- ☐ Document all events, timeframes, and resulting impacts, so this information can be used as part of the post-incident investigation.
 - Be sure to document all hours (regular and overtime) and keep invoices for all equipment, supplies, contracts, vendors, etc.

Notes:

Actions to Recover from a Pandemic



- | | |
|---|--|
| ☐ Assign a utility representative to continue providing updates to customers regarding current mitigation actions, as well as preparation for future incidents. | ☐ Revise budget and asset management plans to address increased costs from response-related activities and follow-up actions. |
| ☐ Work with vendors and internal departments to return to normal service. | ☐ Identify mitigation measures that can help increase utility resilience for future pandemics. |
| ☐ Develop a lessons-learned document and an after-action report (AAR) to document your response activities, including what went well and what did not go well. Create an improvement plan (IP) based on your AAR and use the IP to update your vulnerability assessment, ERP and COOP. | ☐ Conduct annual utility-specific pandemic awareness training with all employees. |

Notes:

My Contacts and Resources



CONTACT NAME	UTILITY/ORGANIZATION NAME	PHONE NUMBER
	Primacy Agency	
	Local Health Department	
	Local EMA	
	WARN Chair	
	Local Laboratory	
	State EMA	

Resources

Mutual Aid Programs

- [Water/Wastewater Agency Response Network](#) (EPA)

Emergency Response and Continuity of Operations Planning

- [Drinking Water Emergency Response Plans](#) (EPA)
- [Wastewater Emergency Response Plan Template](#) (RCAP)
- [Pandemic Continuity of Operations Template](#) (GLCAP)
- [Business Continuity Planning for Water Utilities: Guidance Document](#) (WRF, AWWA, EPA)
- [Business Continuity Planning in the Event of an Influenza: A Reference Guide](#) (AMWA, WaterISAC)
- [Tabletop Exercise Tool, Pandemic Scenario](#) (EPA)

Other Tools and Resources

- [Water Laboratory Alliance](#) – Drinking Water and Wastewater (EPA)
- [Crisis Emergency Response and Recovery Access \(CERRA\) Framework](#) (DHS)
- [Water Utility Communication During Emergency Response](#) (EPA)
- [Water Utility Response On-The-Go](#) (EPA)
- [Resources for Small Public Water System Operators](#) (EPA)

Hurricane

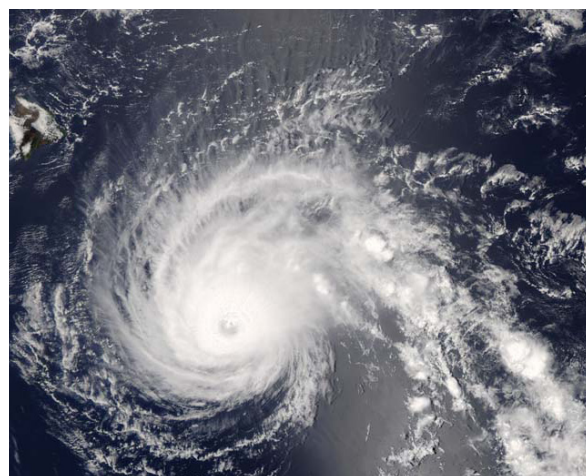
Incident Action Checklist – Hurricane

The actions in this checklist are divided up into three “rip & run” sections and are examples of activities that water and wastewater utilities can take to: prepare for, respond to and recover from hurricanes. For on-the-go convenience, you can also populate the “My Contacts” section with critical information that your utility may need during an incident.

Hurricane Impacts on Water and Wastewater Utilities

A hurricane is a severe tropical cyclone with sustained winds of 74 miles per hour or greater. Hurricanes and tropical storms have the potential to cause a great deal of damage to drinking water and wastewater utilities due to heavy rainfall and inland flooding, coastal storm surge, and high winds. Typical impacts that may lead to service interruptions include, but are not limited to:

- Pipe breaks due to washouts, up-rooted trees, etc., which could result in sewage spills or low water pressure throughout the service area
- Loss of power and communication infrastructure due to high winds
- Combined sewer overflows (CSOs) due to flooding
- Restricted access to facilities and collection and distribution system assets due to debris and flood waters
- Loss of water quality testing capability during the storm due to restricted facility and laboratory access and damage to utility equipment



NOAA

The following sections outline actions water and wastewater utilities can take to prepare for, respond to and recover from hurricanes.

Examples of Hurricane and Water Sector Impacts and Response

Superstorm Sandy Response

Utilities from Florida to Maine were very active in monitoring and preparing for landfall of Superstorm Sandy in October 2012. More than 690 drinking water and wastewater utilities across 11 states and Washington, D.C., experienced impacts from the storm. Water/Wastewater Agency Response Network (WARN) responses included significant communication with utilities to assess operational conditions and fulfill resource requests, such as the following:

- **MAWARN**—West Boylston Water District provided generator support to Northboro Department of Public Works for a sewer pump station.
- **NJWARN**—Coordination of generator needs with New Jersey Office of Emergency Management (NJOEM) and the Emergency Management Assistance Compact (EMAC), and notice of need to surrounding WARNs of anticipated resource requests.
- **NYWARN**—Bethpage Water District provided Mill Neck Estates Water Supply with chlorination equipment via rowboat, as no other means of delivery was possible. Onondaga County Wastewater Agency provided a chainsaw crew to support New York City Department of Environmental Protection (NYCDEP) facility access. NYWARN provided informational support to the US Army Corp of Engineers (USACE), Brooklyn Joint Field Office.
- **PAWARN**—Erie Water Works responded to generator request from Lehigh County Authority within 13 minutes of request and unit was operating onsite in less than 24 hours.

Source: AWWA “[Superstorm Sandy After Action Report, 2013.](#)”

My Contacts and Resources



CONTACT NAME	UTILITY/ORGANIZATION NAME	PHONE NUMBER
	Local EMA	
	State EMA	
	State Primacy Agency	
	WARN Chair	
	Power Utility	

Planning

- Incident monitoring:
 - [National Hurricane Center](#) (National Oceanic and Atmospheric Administration [NOAA])
 - [Quantitative Precipitation Forecasts](#) (NOAA)
 - [Excessive Rainfall Forecasts](#) (NOAA)
 - [River Observations, Forecasts, and Experimental Long-Range Flood Risk](#) (NOAA)
 - [Flood Inundation Mapper](#) (United States Geological Survey [USGS])
 - [WaterNow](#) (USGS)
 - [WaterAlert](#) (USGS)
 - [WaterWatch](#) (USGS)
 - [Saffir-Simpson Hurricane Wind Scale](#) (NOAA)
 - [Tropical Cyclones: A Preparedness Guide](#) (NOAA)
 - [Map Service Center to find flood map by address](#) (Federal Emergency Management Agency [FEMA])
 - [National Weather Service Weather Alerts](#) (NOAA)
 - [Planning for an Emergency Drinking Water Supply](#) (EPA)
 - [All-Hazard Consequence Management Planning for the Water Sector](#) (Water Sector Emergency Response Critical Infrastructure Partnership Advisory Council [CIPAC] Workgroup)
 - [Vulnerability Self Assessment Tool \(VSAT\)](#) (EPA)
 - [Preparing for Extreme Weather Events: Workshop Planner for the Water Sector](#) (EPA)

- [Tabletop Exercise Tool for Water Systems: Emergency Preparedness, Response, and Climate Resiliency](#) (EPA)
- [How to Develop a Multi-Year Training and Exercise \(T&E\) Plan](#) (EPA)
- [Make a Plan](#) (FEMA)

Coordination

- [Water/Wastewater Agency Response Network \(WARN\)](#) (EPA)
- [Community Based Water Resiliency](#) (EPA)

Facility and Service Area

- [Emergency Response and Preparedness Florida WARN Best Management Practices for Water and Wastewater Systems](#) (University of Florida Center for Training)
- [What to Do After the Flood](#) (EPA)

Power, Energy and Fuel

- [EPA Region 1 Water/Wastewater System Generator Preparedness Brochure](#) (EPA)

Documentation and Reporting

- [Federal Funding for Utilities In National Disasters \(Fed FUNDS\)](#) (EPA)

Mitigation

- [Climate Resilience Evaluation and Awareness Tool \(CREAT\)](#) (EPA)
- [Adaptation Strategies Guide](#) (EPA)

Actions to Prepare for Hurricane Season



Planning

- ☐ Review and update your utility's emergency response plan (ERP), and ensure all emergency contacts are current.
 - ☐ Conduct briefings, training and exercises to ensure utility staff is aware of all preparedness, response and recovery procedures.
 - ☐ Identify priority water customers (e.g., hospitals), obtain their contact information, map their locations and develop a plan to restore those customers first.
 - ☐ Develop an emergency drinking water supply plan and establish contacts (potentially through your local emergency management agency (EMA) or mutual aid network) to discuss procedures, which may include bulk water hauling, mobile treatment units or temporary supply lines, as well as storage and distribution.
 - ☐ Conduct a hazard vulnerability analysis in which you review historical records to understand the past frequency and intensity of hurricanes and how your utility may have been impacted. Consider taking actions to mitigate hurricane impacts to the utility, including those provided in the "Actions to Recover from a Hurricane: Mitigation" section.
 - ☐ Complete pre-disaster activities to help apply for federal disaster funding (e.g., contact state/local officials with connections to funding, set up a system to document damage and costs, take photographs of the facility for comparison to post-damage photographs).
- Outlining response activities, roles and responsibilities and mutual aid procedures (e.g., how to request and offer assistance)
 - Conducting joint tabletop or full-scale exercises
 - Obtaining resources and assistance, such as equipment, personnel, technical support or water
 - Establishing interconnections between systems and agreements with necessary approvals to activate this alternate source. Equipment, pumping rates and demand on the water sources need to be considered and addressed in the design and operations
 - Establishing communication protocols and equipment to reduce misunderstandings during the incident
- ☐ Coordinate with other key response partners, such as your local EMA, to discuss:
 - How restoring system operations may have higher priority than establishing an alternative water resource
 - Potential points of distribution for the delivery of emergency water supply (e.g., bottled water) to the public, as well as who is responsible for distributing the water
- ☐ Understand how the local and utility emergency operations center (EOC) will be activated and what your utility may be called on to do, as well as how local emergency responders and the local EOC can support your utility during a response. If your utility has assets outside of the county EMA's jurisdiction, consider coordination or preparedness efforts that should be done in those areas.

Coordination

- ☐ Join your state's Water/Wastewater Agency Response Network (WARN) or other local mutual aid network.
 - ☐ Coordinate with WARN members and other neighboring utilities to discuss:
- ☐ Ensure credentials to allow access will be valid during an incident by checking with local law enforcement.
 - ☐ Sign up for mobile and/or email alerts from your local EMA, if available.



Communication with Customers —

- ☐ Develop outreach materials to provide your customers with information they will need during a hurricane (e.g., clarification about water advisories, instructions for private well and septic system maintenance and information about hurricane mitigation).
- ☐ Review public information protocols with local EMA and public health/primacy agencies. These protocols should include developing water advisory messages (e.g., boil water, warnings that service disruptions are likely) and distributing them to customers using appropriate mechanisms, such as reverse 911 calling. Keep in mind that the notice may need to be delivered prior to the storm to be effective.

Facility and Service Area —

- ☐ Inventory and order extra equipment and supplies, as needed:
 - Motors
 - Fuses
 - Chemicals (ensure at least a two week supply)
 - Cellular phones or other wireless communications device
 - Emergency Supplies
 - Tarps/tape/rope
 - Cots/blankets
 - First aid kits
 - Foul weather gear
 - Plywood
 - Flashlights/flares
 - Sandbags (often, sand must be ordered as well)
 - Bottled water
 - Batteries
 - Non-perishable food

- ☐ Ensure communication equipment (e.g., radios, satellite phones) works and is fully charged.
- ☐ Develop a GIS map of all system components and prepare a list of coordinates for each facility.
- ☐ Document pumping requirements and storage capabilities, as well as critical treatment components and parameters.

Power, Energy and Fuel —

- ☐ Ask the local power utility to trim tree branches near power lines.
- ☐ Evaluate condition of electrical panels to accept generators; inspect connections and switches.
- ☐ Document power requirements of the facility; options for doing this may include:
 - Placing a request with the US Army Corps of Engineers 249th Engineer Battalion (Prime Power): <http://www.usace.army.mil/249thEngineerBattalion.aspx>
 - Using the US Army Corps of Engineers on-line Emergency Power Facility Assessment Tool (EPFAT): <http://epfat.swf.usace.army.mil/>
- ☐ Confirm and document generator connection type, capacity load and fuel consumption. Test regularly, exercise under load and service backup generators.
- ☐ Contact fuel vendors and inform them of estimated fuel volumes needed if utility is impacted. Determine your ability to establish emergency contract provisions with vendors and your ability to transport fuel if re-fueling contractors are not available. Develop a backup fueling plan and a prioritization list of which generators to fuel in case of a fuel shortage.
- ☐ Collaborate with your local power provider and EOC to ensure that your water utility is on the critical facilities list for priority electrical power restoration, generators and emergency fuel.

Actions to Respond to a Hurricane: Pre-landfall Activities



Planning

- ☐ Actively monitor hurricane activity.

Facility and Service Area

- ☐ Secure equipment; move electronics, equipment and important data to a water-tight facility or out of flood-prone areas. Determine areas outside of the floodplain where vehicles/equipment can be moved.
- ☐ Clear storm drains and set up sandbags to protect facilities in flood-prone areas. Place sandbags on the top of tanks so that backwash water is directed away from plant structures.
- ☐ Check that back-up equipment and facility systems, such as controls and pumps, are in working order, and ensure that the utility has a two week supply of all chemicals on hand.
- ☐ Protect exposed lines or pipes that may become vulnerable due to streambank erosion.
- ☐ Fill storage tanks to full capacity to maximize storage and fill empty chemical storage tanks with water if a heavy precipitation event is anticipated, to prevent floating.
- ☐ Wastewater utilities should empty holding tanks, ponds and/or lagoons to prepare for an increase in flow and to minimize the chance of a release during heavy weather incidents.

Personnel

- ☐ Identify essential personnel and ensure they are trained to perform critical duties in an emergency (and possibly without communication), including the shut down and start up of the system.
- ☐ Establish communication procedures with essential and non-essential personnel. Ensure all personnel are familiar with emergency evacuation and shelter in place procedures.
- ☐ Pre-identify emergency operations and clean-up crews. Establish alternative transportation strategies if roads are impassable.
- ☐ Consider how evacuations or limited staffing due to transportation issues (potentially all utility personnel) will impact your response procedures.
- ☐ Identify possible staging areas for mutual aid crews if needed in the response, and the availability of local facilities to house the crews.
- ☐ Encourage personnel, especially those that may be on duty for extended periods of time, to develop family emergency plans.

Power, Energy and Fuel

- ☐ Fuel vehicles and fill fuel tanks to full capacity and ensure that you have the ability to manually pump gas in the event of a power outage. Ensure this equipment and other hazardous stored materials are located in a safe zone.



FEMA

Actions to Respond to a Hurricane: Post-landfall Activities



Coordination

- ☐ Notify your local EMA and state regulatory/primacy agency of system status.
- ☐ If needed, request or offer assistance (e.g., equipment, personnel) through mutual aid networks, such as WARN.
- ☐ Assign a representative of the utility to the incident command post or the EOC for the community.

Communication with Customers

- ☐ Notify customers of any water advisories and consider collaborating with local media (television, radio, newspaper, etc.) to distribute the message. If emergency water is being supplied, provide information on the distribution locations.

Facility and Service Area

Overall

- ☐ Conduct damage assessments of the utility to prioritize repairs and other actions.
- ☐ Check that back-up equipment and facility systems, such as controls and pumps, are in working order, and ensure that chemical containers and feeders are intact.

Drinking Water Utilities

- ☐ Inspect the utility and service area for damage due to debris, downed trees and flood waters. Identify facility components (e.g., valve boxes) and fire hydrants that have been buried or are inaccessible.
- ☐ Ensure pressure is maintained throughout the system and isolate those sections where it is not.
- ☐ Isolate and control leaks in water transmission and distribution piping.
- ☐ Turn off water meters at destroyed homes and buildings.
- ☐ Monitor water quality, develop a sampling plan and adjust treatment as necessary.
- ☐ Notify regulatory/primacy agency if operations and/or water quality or quantity are affected.
- ☐ Utilize pre-established emergency connections or setup temporary connections to nearby communities, as needed. Alternatively, implement plans to draw emergency water from pre-determined tanks or hydrants. Notify employees of the activated sites.



FEMA

Notes:

Actions to Respond to a Hurricane: Post-landfall Activities (continued)



Wastewater Utilities

- ☐ Inspect the utility and service area, including lift stations, for damage, downed trees, and power availability. Inspect the sewer system for debris and assess the operational status of the mechanical bar screen. If necessary, run system in manual operation.
- ☐ Inspect all manholes and pipelines in flood-prone areas for inflow and infiltration after water recedes.
- ☐ Consider suspending solid waste processing during periods of high flow to conserve bacteria and prevent it from washing out of the plant.
- ☐ Notify regulatory/primacy agency of any changes to the operations or required testing parameters.

Documentation and Reporting

- ☐ Document all damage assessments, mutual aid requests, emergency repair work, equipment used, purchases made, staff hours worked and contractors used during the response to assist in requesting reimbursement and applying for federal disaster funds. When possible, take photographs of damage at each work site (with time and date stamp). Proper documentation is critical to requesting reimbursement.
- ☐ Work with your local EMA on the required paperwork for public assistance requests.

Personnel

- ☐ Account for all personnel and provide emergency care, if needed. Caution personnel about known hazards resulting from hurricanes.
- ☐ Deploy emergency operations and clean-up crews. Identify key access points and roads for employees to enter the utility and critical infrastructure; coordinate the need for debris clearance with local emergency management or prioritize it for employee operations.

Power, Energy and Fuel

- ☐ Use backup generators, as needed, to supply power to system components.
- ☐ Monitor and plan for additional fuel needs in advance; coordinate fuel deliveries to generators.
- ☐ Maintain contact with electric provider for power outage duration estimates.



FEMA

Notes:

Actions to Recover from a Hurricane



Coordination

- ☐ Continue work with response partners to obtain funding, equipment, etc.

Communication with Customers

- ☐ Assign a utility representative to continue to communicate with customers concerning a timeline for recovery and other pertinent information.

Facility and Service Area

- ☐ Complete damage assessments.
- ☐ Complete permanent repairs, replace depleted supplies and return to normal service.

Documentation and Reporting

- ☐ Compile damage assessment forms and cost documentation into a single report to facilitate the sharing of information and the completion of state and federal funding applications. Visit EPA's web-based tool, Federal Funding for Utilities—Water/Wastewater—in National Disasters (Fed FUNDS), for tailored information and application forms for various federal disaster funding programs: <http://water.epa.gov/infrastructure/watersecurity/funding/fedfunds/>

- ☐ Develop a lessons learned document and/or an after action report (AAR) to keep a record of your response activities. Update your vulnerability assessment, ERP and contingency plans.

- ☐ Revise budget and asset management plans to address increased costs from response-related activities.

Mitigation

- ☐ Identify mitigation and long-term adaptation measures that can prevent damage and increase utility resilience. Consider impacts related to the increased frequency of intense hurricanes when planning for system upgrades. Examples of successful mitigation projects by water and wastewater utilities include:
 - Provide protection to electrical substation and transformers that would be in danger of failing during a floods, storm surges and high winds
 - Retrofit sanitary sewer lift stations with electrical connections for portable generators to maintain operations during power outages
 - Elevate generators, fuel tanks, critical controls, motors and blowers to protect against coastal storm surges
 - Replace existing entry doors with heavy-duty, impact-resistant doors and install electric roll-down storm window shutters to protect against flying debris that is associated with hurricane force winds

Notes:

Wildfire

Incident Action Checklist – Wildfire

The actions in this checklist are divided up into three “rip & run” sections and are examples of activities that water and wastewater utilities can take to: prepare for, respond to and recover from wildfires. For on-the-go convenience, you can also populate the “My Contacts” section with critical information that your utility may need during an incident.

Wildfire Impacts on Water and Wastewater Utilities

A wildfire is any instance of uncontrolled burning in grasslands, brush or woodlands. Wildfires can be caused by lightning, human carelessness or arson. Wildfires often begin unnoticed spread quickly and present a direct risk to property and infrastructure, in addition to potential degradation of the water supply. In some cases, source water quality issues can persist for 5-10 years following a wildfire. Areas that have experienced a wildfire are also at an increased risk of flash flooding and mudslides because the ground where vegetation has burned away cannot effectively absorb rainwater. Often, post-fire impacts (including those impacts resulting from flash floods) are more detrimental to drinking water and wastewater systems than the fire itself. Specific impacts to drinking water and wastewater utilities may include, but are not limited to:

- Infrastructure damage to the facility or distribution system due to proximity to the fire or firefighting activities
- Loss of water quantity due to increased withdrawals for firefighting activities
- Source water quality changes due to increased nutrients and other pollutants, which can result in higher turbidity, algal blooms, potential odor and taste issues, and subsequent higher treatment costs
- Increased sediment in reservoirs as a result of runoff and flash floods from burned areas, which can affect water quality, and reduced reservoir capacity and effective service lifespan
- Increased sediment and debris in stormwater runoff following flash floods, impacting water quality and treatment processes
- Decreased water supply downstream, as loss of forest canopy can lead to increased evaporation and reduction in the amount of water stored in snowpack

The following sections outline actions water and wastewater utilities can take to prepare for, respond to and recover from wildfires.

Examples of Water Sector Impacts and Response to a Wildfire

Denver Water responds to impacts from wildfire and flooding

On May 18, 1996, the 11,900-acre Buffalo Creek fire occurred on a tributary to the upper South Platte River, the main source of Denver, Colorado’s water supply. While Buffalo Creek itself contributes a very small share of Denver’s water supply, it is located directly upstream of the Strontia Springs Reservoir, the intake point for the Foothills Treatment Plant – a facility that handles approximately 80% of Denver’s water.

Two months after the Buffalo Creek fire, heavy thunderstorms occurred directly over the burned area, causing a flash flood that washed more sediment into the reservoir than had accumulated over the previous 13 years, resulting in an estimated loss of 30 years of the reservoir’s planned 50-year life.

The emergency cleanup costs totaled nearly \$1 million. Chronic cleanup costs due to increased turbidity totaled \$250,000 in water treatment costs per year, and dredging was estimated to cost \$15 to \$20 million over 10 years.

To mitigate future damage, the utility installed sensors upstream of the reservoir to monitor the amount of debris and sediment coming down the river, allowing the utility to shut down its treatment plant before flash floods could cause damage. Denver Water and the US Forest Service Rocky Mountain Region are also investing \$33 million over a 5-year period for mechanical thinning, fuel reduction, creating fire breaks, erosion control, decommissioning roads and reforestation.

Source: EPA [“Adaptation Strategies Guide for Water Utilities, 2012”](#)

My Contacts and Resources



CONTACT NAME	UTILITY/ORGANIZATION NAME	PHONE NUMBER
	Local EMA	
	State EMA	
	State Primacy Agency	
	WARN Chair	
	Power Utility	

Planning

- Fire mapping and outlooks:
 - [Active Fire Mapping Program](#) (U.S. Forest Service [USFS])
 - [National Significant Wildland Fire Potential Outlooks](#) (National Interagency Coordination Center [NICC])
 - [NOAA National Weather Service – Fire Weather](#) (National Oceanic and Atmospheric Administration [NOAA])
 - [Fire Weather Outlooks and Forecasting Tools](#) (National Weather Service [NWS])
 - [Incident Information System](#) (InciWeb)
 - [Geospatial Multi-Agency Coordination \(GeoMAC\) Group Wildland Fire Support application](#) (U.S. Geological Survey [USGS])
 - [Fire Forecast](#) (National Public Radio)
 - [Wildfire Assessment System](#) (USFS)
 - [National Interagency Fire Center](#) (NIFC)
 - [NIFC Burned Area Emergency Response](#) (BAER)
 - [Firewise Communities](#) (National Fire Protection Association [NFPA])
 - [Ready.gov Wildfire Preparedness](#) (Federal Emergency Management Agency [FEMA])
 - [Fire Management Planning for Public Water Systems](#) (CoWARN)
 - [Best Management Practices for Fire Preparedness and Response](#) (Florida Rural Water Association [FRWA])
 - [U.S. Drought Portal](#) (National Integrated Drought Information System [NIDIS])
 - [Wildfire Impacts on Water Quality](#) (Southwest Hydrology)
 - [All-Hazard Consequence Management Planning for the Water Sector](#) (Water Sector Emergency Response Critical Infrastructure Partnership Advisory Council (CIPAC) Workgroup)
 - [Preparing for Extreme Weather Events: Workshop Planner for the Water Sector](#) (EPA)

- [Tabletop Exercise Tool for Water Systems: Emergency Preparedness, Response, and Climate Resiliency](#) (EPA)

Coordination

- [Water/Wastewater Agency Response Network \(WARN\)](#) (EPA)
- [Community Based Water Resiliency](#) (EPA)

Facility and Service Area

- [Defensible Space Guidance](#) (CAL FIRE)
- [Private Wells after the Fire: A private well owner's guide to protecting your drinking water source](#) (Arizona Department of Environmental Quality [ADEQ])
- [Firewise Landscaping and Plant Lists](#) (NFPA)
- [Firewise Guide to Landscape and Construction](#) (NFPA)
- [Post-Fire Rehabilitation Techniques](#) (Colorado State University)
- [Recovery Assistance for Water Utilities Dealing with the Effects of Wildfire](#) (CoWARN)
- [Water Quality Concerns Fact Sheet](#) (ADEQ)
- [Municipal Water Supply Systems and Evaluation Methods for Fire Protection](#) (FEMA)

Power, Energy and Fuel

- [EPA Region 1 Water/Wastewater System Generator Preparedness Brochure](#) (EPA)

Documentation and Reporting

- [Federal Funding for Utilities in National Disasters \(Fed FUNDS\)](#) (EPA)

Mitigation

- [Burned Area Emergency Response \(BAER\) Treatment Catalog](#) (USFS)
- [Plants for Wildfire Protection and Restoration](#) (USDA)
- [Land Rehabilitation FAQ: Lower North Fork Fire](#) (Jefferson Conservation District)
- [Climate Resilience Evaluation and Awareness Tool](#) (CREAT)
- [Adaptation Strategies Guide](#) (EPA)

Actions to Prepare for a Wildfire



Planning

- ☐ Actively monitor fire and weather conditions and be aware of regional wildfires.
- ☐ Review and update your utility's emergency response plan (ERP), and ensure all emergency contacts are current.
- ☐ Conduct briefings, training and exercises to ensure utility staff is aware of all preparedness, response and recovery procedures.
- ☐ Identify priority water customers (e.g., hospitals), obtain their contact information, map their locations and develop a plan to restore those customers first, in case of water service disruptions.
- ☐ Develop an emergency drinking water supply plan and establish response partner contacts (potentially through your local emergency management agency [EMA] or mutual aid network) to discuss procedures, which may include bulk water hauling, mobile treatment units or temporary supply lines, as well as storage and distribution.
- ☐ Review and update fire management plans, including contingency plans for system operation if critical facilities are impacted by wildfire and access is limited or not possible.
- ☐ Conduct a hazard vulnerability analysis in which you review historical records to understand the past frequency and intensity of wildfires and how your utility may have been impacted. Consider taking actions to mitigate wildfire impacts to the utility, including those provided in the "Actions to Recover from a Wildfire: Mitigation" section.
- ☐ Complete pre-disaster activities to help apply for federal disaster funding (e.g., contact state/local officials with connections to funding, set up a system to document damage and costs, take photographs of the facility for comparison to post-damage photographs).
- ☐ Ensure proper safety gear is available for field employees.

Coordination

- ☐ Join your state's Water/Wastewater Agency Response Network (WARN) or other local mutual aid network.
- ☐ Coordinate with WARN members and other neighboring utilities to discuss:
 - Outlining response activities, roles and responsibilities and mutual aid procedures (e.g., how to request and offer assistance)
 - Conducting joint tabletop or full-scale exercises
 - Obtaining resources and assistance, such as equipment, personnel, technical support or water
 - Establishing interconnections between systems and agreements with necessary approvals to activate this alternate source. Equipment, pumping rates and demand on the water sources need to be considered and addressed in the design and operations
 - Establishing communication protocols and equipment to reduce misunderstandings during the incident
- ☐ Coordinate with other key response partners, such as your local EMA, to discuss:
 - How restoring system operations may have higher priority than establishing an alternative water source
 - Potential points of distribution for the delivery of emergency water supply (e.g., bottled water) to the public, as well as who is responsible for distributing the water
- ☐ Understand how the local and utility emergency operations center (EOC) will be activated and what your utility may be called on to do, as well as how local emergency responders and the local EOC can support your utility during a response. If your utility has assets outside of the county EMA's jurisdiction, consider coordination or preparedness efforts that should be done in those areas.

Actions to Prepare for a Wildfire *(continued)*



- ☐ Meet with the fire agency with authority in your utility's area. This could include a local fire department, state conservation and forestry offices, and/or the US Forest Service. Review plans, discuss response activities (e.g., fire suppression chemical use) and identify hazards and vulnerabilities at your utility.
- ☐ Ensure credentials to allow access will be valid during an incident by checking with local law enforcement.
- ☐ Sign up for mobile and/or email alerts from your local EMA, if available.

Communication with Customers —

- ☐ Develop outreach materials to provide your customers with information they will need during a wildfire (e.g., clarification about water advisories, instructions for private well and septic system maintenance, and information about fire prevention and mitigation).
- ☐ Review public information protocols with local EMA and public health/primacy agencies. These protocols should include developing water advisory messages (e.g., boil water) and distributing them to customers using appropriate mechanisms, such as reverse 911.

Facility and Service Area —

- ☐ Inventory and order extra equipment and supplies, as needed:

- Motors
- Fuses
- Chemicals (ensure at least a two week supply)
- Cellular phones or other wireless communications device
- Emergency Supplies
 - Tarps/tape/rope
 - Cots/blankets
 - First aid kits
 - Foul weather gear
 - Plywood
 - Flashlights/flares
 - Sandbags (often, sand must be ordered as well)
 - Bottled water
 - Batteries
 - Non-perishable food

- ☐ Ensure communication equipment (e.g., radios, satellite phones) works and is fully charged.
- ☐ Develop a GIS map of all system components and prepare a list of coordinates for each facility.
- ☐ Practice mechanical thinning, weed control, selective harvesting, controlled burns and creation of fire breaks on utility managed property, and encourage these practices on property that may directly impact the utility, its water supply and/or water quality.

Notes:

Actions to Prepare for a Wildfire *(continued)*



- ☐ Address and, if possible, remove vegetation from around facilities located in medium to high fire danger zones. Consider replacing flammable vegetation with fire-resistant landscaping.
- ☐ Create a zone of defensible space of approximately 50-100 feet for utility equipment and facilities (e.g., wellheads, structures, supports to wires and transformers). Consult with your local fire department for specific recommendations or requirements.
- ☐ Install manual or automatic irrigation systems to provide wetting of components and groundcover for vulnerable areas (e.g., chlorine storage, control equipment buildings).
- ☐ Assess the possibility of and procedures for using reclaimed water for fire suppression (prepare public notice and talking points).
- ☐ Document pumping requirements and storage capabilities, as well as critical treatment components and parameters.
- ☐ Back-up essential records and data, and store in a fireproof safe or offsite facility.

Personnel

- ☐ Identify essential personnel and ensure they are trained to perform critical duties in an emergency (and possibly without communication), including the shut down and start up of the system.
- ☐ Establish communication procedures with essential and non-essential personnel. Ensure all personnel are familiar with emergency evacuation and shelter in place procedures.
- ☐ Pre-identify emergency operations and clean-up crews. Establish alternative transportation strategies if roads are impassable.
- ☐ Consider how evacuations or limited staffing due to transportation issues (potentially all utility personnel) will impact your response procedures.

- ☐ Identify possible staging areas for mutual aid crews if needed in the response, and the availability of local facilities to house the crews.
- ☐ Encourage personnel, especially those that may be on duty for extended periods of time, to develop family emergency plans.

Power, Energy and Fuel

- ☐ Evaluate condition of electrical panels to accept generators; inspect connections and switches.
- ☐ Document power requirements of the facility; options for doing this may include:
 - Placing a request with the US Army Corps of Engineers 249th Engineer Battalion (Prime Power): <http://www.usace.army.mil/249thEngineerBattalion.aspx>
 - Using the US Army Corps of Engineers on-line Emergency Power Facility Assessment Tool (EPFAT): <http://epfat.swf.usace.army.mil/>
- ☐ Confirm and document generator connection type, capacity load and fuel consumption. Test regularly, exercise under load and service backup generators.
- ☐ Fill fuel tanks to full capacity and ensure that you have the ability to manually pump gas in the event of a power outage. Ensure this equipment and other hazardous materials are located in a safe zone.
- ☐ Contact fuel vendors and inform them of estimated fuel volumes needed if utility is impacted. Determine your ability to establish emergency contract provisions with vendors and your ability to transport fuel if re-fueling contractors are not available. Develop a backup fueling plan and a prioritization list of which generators to fuel in case of a fuel shortage.
- ☐ Collaborate with your local power provider and EOC to ensure that your water utility is on the critical facilities list for priority electrical power restoration, generators and emergency fuel.

Actions to Respond to a Wildfire



Planning

- ☐ Identify possible alternate water supplies and operational changes to assist in mitigating demand and water quality concerns.

Coordination

- ☐ Once the wildfire is about 40% contained, reach out to your local EMA, the incident's Public Information Officer (PIO) and the Burned Area Emergency Response (BAER) team to maintain awareness of the situation and, if possible, to lend assistance as resource advisors or observers.
- ☐ Notify your local EMA and state regulatory/primacy agency of system status.
- ☐ If needed, request or offer assistance (e.g., equipment, personnel) through mutual aid networks, such as WARN.
- ☐ Assign a representative of the utility to the incident command post or the community's EOC.

Communication with Customers

- ☐ Notify customers of any water advisories and consider collaborating with local media (television, radio, newspaper, etc.) to distribute the message. If emergency water is being supplied, provide information on the distribution locations.

Facility and Service Area

Overall

- ☐ Conduct damage assessments of the utility to prioritize repairs and other actions.
- ☐ Check that back-up equipment and facility systems, such as controls and pumps, are in working order, and ensure that chemical containers and feeders are intact.

Drinking Water Utilities

- ☐ If possible, refill storage tanks each day to ensure maximum storage for demand, including fire suppression.
- ☐ Work with the local EMA to identify passable access roads and to ensure that utility facilities in forest areas are clearly identified.
- ☐ Keep intakes and access hatches clear of debris.
- ☐ Monitor raw water quality, develop a sampling plan and adjust treatment as necessary.
- ☐ Notify regulatory/primacy agency if operations and/or water quality or quantity are affected.
- ☐ Utilize pre-established emergency connections or setup temporary connections to nearby communities, as needed. Alternatively, implement plans to draw emergency water from pre-determined tanks or hydrants. Notify employees of the activated sites.

Notes:



- ☐ Prepare and deploy equipment as needed to support firefighting operations, such as tanker trucks and related pumping equipment, as well as bulldozers for the construction of firebreaks.
- ☐ Conduct sediment removal activities, such as installing permanent or temporary debris basins.

Wastewater Utilities

- ☐ Inspect the utility and service area, including lift stations, for damage and power availability. Inspect the sewer system for debris and assess the operational status of the mechanical bar screen. If necessary, run system in manual operation.
- ☐ Notify regulatory/primacy agency of any changes to the operations or required testing parameters.

Documentation and Reporting

- ☐ Document all damage assessments, mutual aid requests, emergency repair work, equipment used, purchases made, staff hours worked and contractors used during the response to assist in requesting reimbursement and applying for federal disaster funds. When possible, take photographs (with time and date stamp). Proper documentation is critical to requesting reimbursement.
- ☐ Work with your local EMA on the required paperwork for public assistance requests.

Personnel

- ☐ Account for all personnel and provide emergency care, if needed. If personnel are in the field, communicate with the National Weather Service (NWS) on local wind conditions in the fire area so staff are aware of how quickly winds are shifting and if evacuation from facilities is required.
- ☐ Deploy emergency operations and clean-up crews. Identify key access points and roads for employees to enter the utility and critical infrastructure; coordinate the need for debris clearing with local emergency management or prioritize it for employee operations.

Power, Energy and Fuel

- ☐ Use backup generators, as needed, to supply power to system components.
- ☐ Monitor and plan for additional fuel needs in advance; coordinate fuel deliveries to generators.
- ☐ Maintain contact with electric provider for power outage duration estimates.



EPA

Notes:

Actions to Recover from a Wildfire



Coordination

- ☐ Continue work with response partners to obtain funding, equipment, etc.
- ☐ Coordinate with land owners and other partners to restore and treat burned areas.

Communication with Customers

- ☐ Assign a utility representative to continue to communicate with customers concerning a timeline for recovery and other pertinent information.

Facility and Service Area

- ☐ Complete damage assessments.
- ☐ Complete permanent repairs, replace depleted supplies and return to service.

Documentation and Reporting

- ☐ Compile damage assessment forms and cost documentation into a single report to facilitate the sharing of information and the completion of state and federal funding applications. Visit EPA's web-based tool, Federal Funding for Utilities—Water/Wastewater—in National Disasters (Fed FUNDS), for tailored information and application forms for various federal disaster funding programs: <http://water.epa.gov/infrastructure/watersecurity/funding/fedfunds/>

- ☐ Develop a lessons learned document and/or an after action report (AAR) to keep a record of your response activities. Update your vulnerability assessment, ERP, fire models and fire management plans.
- ☐ Revise budget and asset management plans to address increased costs from response-related activities.

Mitigation

- ☐ Identify mitigation and long-term adaptation measures that can prevent damage and increase utility resilience. Consider impacts related to future climate conditions and the increased frequency of wildfires when planning for system upgrades (e.g., installing buffer strips, removing hazardous fuels).
- ☐ Consider implementing the following mitigation measures to prepare for possible flash flooding events following a wildfire:
 - Monitor the watershed, as conditions may be different post-fire. Identify potential failure points within your service area: ensure culverts can handle increased flow, and determine runoff points and areas where water will now collect
 - Install a rain gauge upstream of intake for early warning of heavy precipitation that could lead to high turbidity water and sensors to monitor the amount of debris and sediment coming downstream
 - Consider instituting erosion control measures to protect against runoff and sediment concerns that occur during suppression and precipitation

Notes:

Incident Command System

ICS

ICS TRAINING

Introductory ICS training is recommended for all utility personnel:

- ICS-100 Introduction to the Incident Command System
- IS-700 NIMS, an Introduction

Additional courses are also recommended for utility personnel who may activate or lead an incident:

- ICS-200 ICS for Single Resources and Initial Action Incidents
- ICS-300 Intermediate ICS for Expanding Incidents
- ICS-400 Advanced ICS
- IS-800 National Response Framework (NRF), an Introduction

Details on the training courses are available at the following locations:

- FEMA's [ICS Resources Center](#)
- *Water utility-specific training videos for ICS-100, ICS-200, IS-700, and IS-800* are available at EPA's [Water Resilience Training](#) website

Discussion-Based Exercises

Discussion-based exercises are normally used as a starting point in a progressive building-block approach leading up to operations-based exercises. They include:

- *Seminars*: used to orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas.
- *Workshops*: similar to seminars, workshops are typically used to test new ideas, processes, or procedures; train groups in coordinated activities; and build products like a DSCR. Workshops often require more participation than seminars, and may use breakout sessions to explore parts of an issue with smaller groups.
- *Tabletop Exercises*: used to assess plans, policies, and procedures or to assess types of systems needed to guide the prevention of, response to, or recovery from a defined/simulated incident. Tabletop exercises are typically aimed at facilitating an understanding of concepts/plans, identifying strengths and areas for improvement, and/or achieving changes in perception.

Discussion-based exercises are appropriate tools to develop procedures and to familiarize utility personnel and response partners with their roles and responsibilities in implementing these procedures. **Table 1** provides an example of discussion-based exercises that can be conducted to support implementation of a DSCR. They can be used and modified to train utility personnel and external response partners.

Table 1 Examples of Discussion-based Exercises to Support Implementation of a DSCR

Title	Exercise Type	Description
DHS FEMA/NIMS IS-100 and IS-700	Seminar	Introduces ICS procedures and NIMS for utility personnel.
DSCR Development Workshop	Workshop	Discusses development of the DSCR including confidence/impact assessments, phase decision trees, and response partner involvement. This may include both utilities and response partner personnel.
DSCR Orientation Training	Seminar	Provides training to utility personnel on roles/responsibilities as outlined in the DSCR.
DSCR Tabletop Exercise	Tabletop Exercise	Presents contamination scenarios to utility and response partner personnel, allowing them to discuss procedures in the DSCR during a simulated incident.

Title	Exercise Type	Description
Site Characterization	Workshop and Tabletop Exercise	Uses contamination scenarios to demonstrate the procedures that guide the development of an SC&SP. This training is intended for the incident command / management personnel that would be responsible for planning site characterization activities in response to a specific incident. Response partners that would be involved in these activities (e.g., HazMat) may also be included.

Operations-Based Exercises

Once the DSCRCP has been drafted and personnel are trained and prepared, the overall DSCRCP should be tested to identify necessary corrections and opportunities for improvement. This evaluation can be done through implementation of operations-based exercises.

Operations-based exercises are characterized by actual mobilization of personnel and resources, and usually held over longer periods of time, from several hours to a couple of days. Operations-based exercises can be used to validate plans, procedures, policies, and agreements; clarify roles and responsibilities; and identify resource gaps. They include:

- *Drills*: used to test a single specific operation or function in a response plan through a coordinated/supervised activity (e.g., practice using equipment, develop/test new policies or procedures, practice and maintain current skills).
- *Functional Exercises*: a single or multi-agency activity designed to evaluate capabilities and multiple functions using a simulated response. Functional exercises are typically focused on exercising and evaluating plans, policies, and procedures. They often engage personnel involved in management, direction, command, and control functions. They are conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.
- *Full-Scale Exercises*: a multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. This facilitates the evaluation of field procedures concurrently with the management processes that guide implementation of the DSCRCP. A full-scale exercise is typically used to assess plans, procedures, and coordinated responses under crisis conditions.

These exercises often follow discussion-based exercises, which provide basic training on procedures. Overall, operations-based exercises are more complex and detailed than discussion-based exercises and require more time to coordinate, assemble, and conduct. **Table 2** provides an example of operations-based exercises that can be conducted for a DSCRCP.

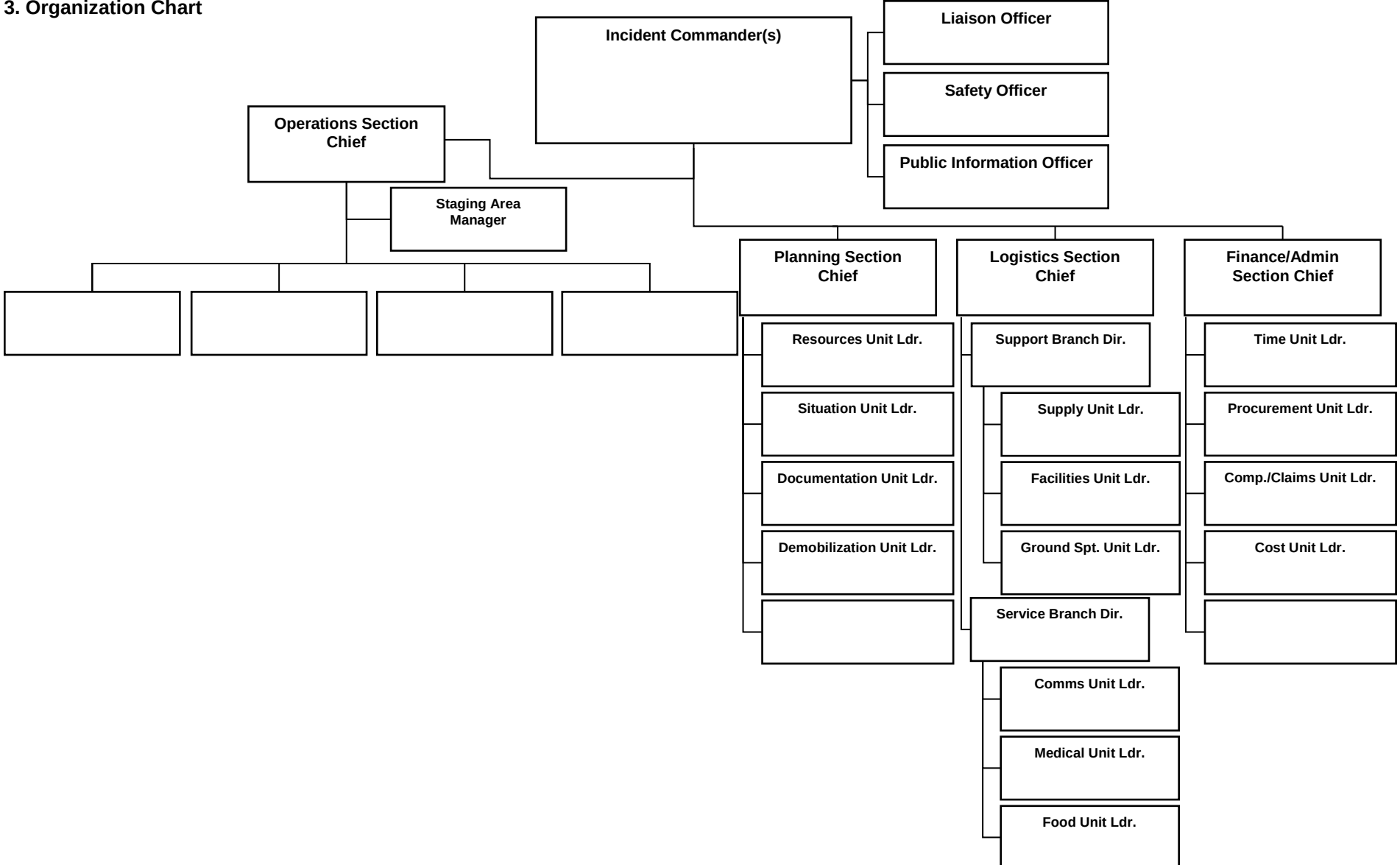
Table 2 Examples of Operations-based Exercises to Support Implementation of a DSCRCP

Title	Exercise Type	Description
Site Characterization and Sampling	Drill	Tests and practices implementation of site characterization and triggered sampling procedures/equipment for field response personnel.
Laboratory Analysis	Drill	Tests and practices the collection, transport, and analysis of samples and reporting of results for field and laboratory personnel.
Public Notification	Drill	Practices the procedures for assessing when a public notification is necessary, coordinating with primacy/public health agencies, and creating/issuing notifications.
Utility Functional Exercise	Functional Exercise	Exercises roles for utility personnel and/or response partners, tests all of the procedures in a simulated environment (no personnel or equipment movement), and identifies improvements.

Title	Exercise Type	Description
Utility and Response Partner Full-Scale Exercise	Full-Scale Exercise	Exercises roles for utility personnel and response partners in a field environment (full deployment and mobilization of personnel and equipment), tests the full implementation of the DSCRCP involving the majority of the DSCRCP procedures, and identifies improvements.

As noted in Tables 1 and 2 several exercise types (Tabletop, Functional, and Full-Scale Exercises) involve the identification of improvements to be made to the DSCRCP and/or other plans. Improving response plans is a significant outcome of exercises and is necessary to ensure that the DSCRCP remains relevant and useful over time. Following an exercise, recommended improvements are typically captured in an After-Action Report/Improvement Plan (AAR/IP). FEMA, as part of its [HSEEP](#) resources, offers an AAR/IP template.

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		
3. Organization Chart			
 <pre> graph TD IC[Incident Commander(s)] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- OSC[Operations Section Chief] IC --- PSC[Planning Section Chief] IC --- LSC[Logistics Section Chief] IC --- FASC[Finance/Admin Section Chief] OSC --- SAM[Staging Area Manager] OSC --- U1[] OSC --- U2[] OSC --- U3[] OSC --- U4[] PSC --- RUL[Resources Unit Ldr.] PSC --- SUL[Situation Unit Ldr.] PSC --- DUL[Documentation Unit Ldr.] PSC --- DUL2[Demobilization Unit Ldr.] PSC --- U5[] LSC --- SBD[Support Branch Dir.] LSC --- SUL2[Supply Unit Ldr.] LSC --- FUL[Facilities Unit Ldr.] LSC --- GUL[Ground Spt. Unit Ldr.] LSC --- SBD2[Service Branch Dir.] LSC --- CUL[Comms Unit Ldr.] LSC --- MUL[Medical Unit Ldr.] LSC --- FUL2[Food Unit Ldr.] FASC --- TUL[Time Unit Ldr.] FASC --- PUL[Procurement Unit Ldr.] FASC --- CUL2[Comp./Claims Unit Ldr.] FASC --- CUL3[Cost Unit Ldr.] FASC --- U6[] </pre>			
ICS 207	IAP Page ____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____	

ICS 207

Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	• Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

Figure 2.1: Small-scale ICS Structure

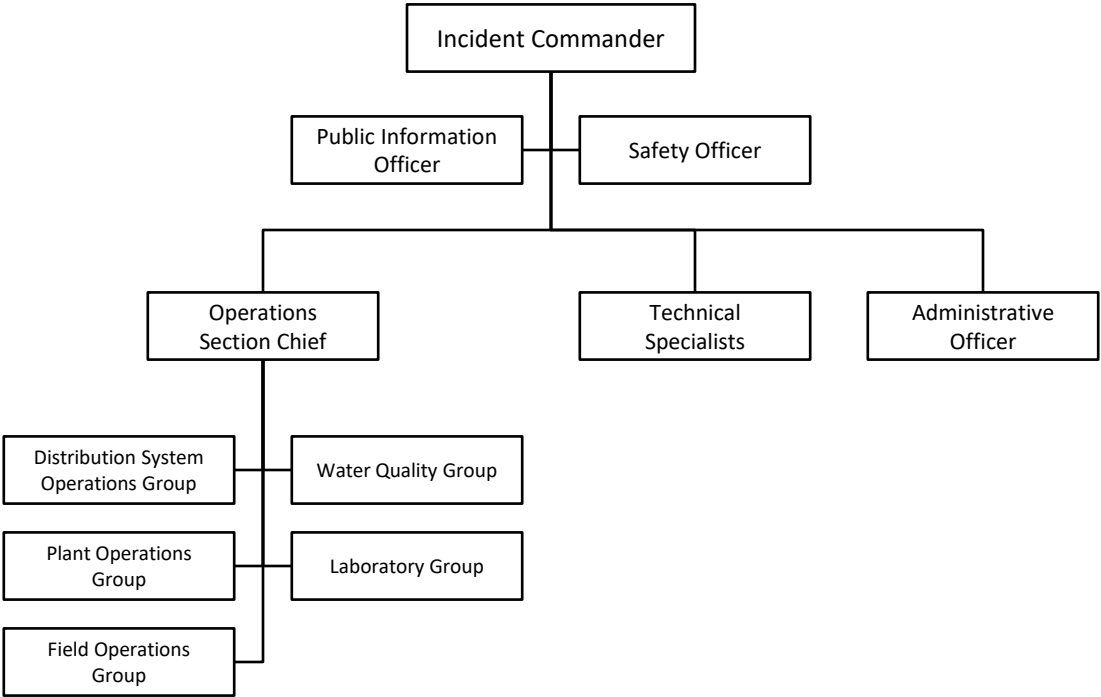


Figure 2.2: Large-scale ICS Structure

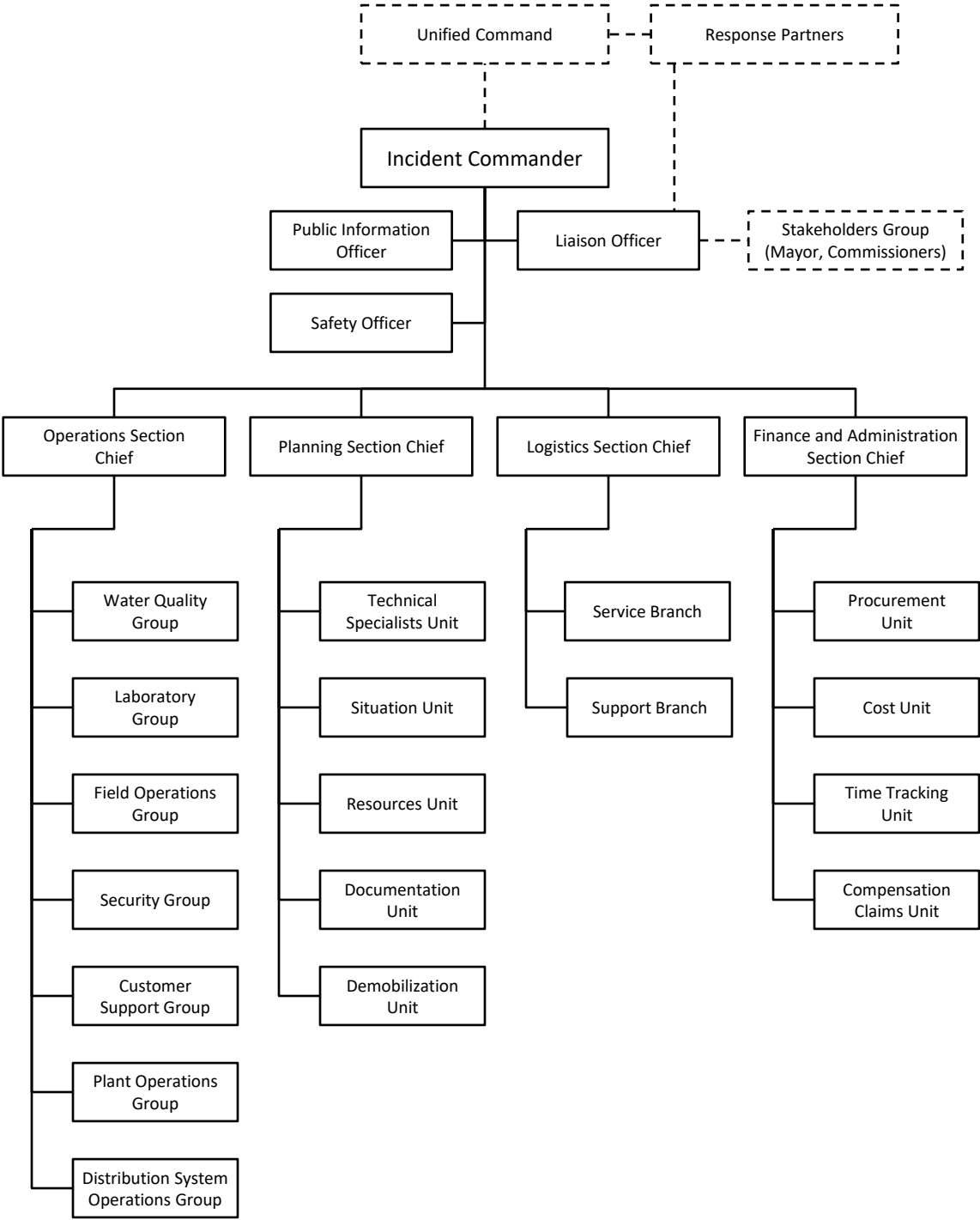


Table 4-1. Typical Roles and Responsibilities for Implementing a DSCR

Partner	Typical Responsibilities
Wastewater utility incident command	Coordinates and implements overall incident response activities including the investigation, operational responses, risk communication, and planning for remediation. Provides appropriate notifications to response partners.
Local health department	Supports development of public notifications and serves as a conduit to state and federal health agencies. Serves as a technical resource during the investigation. Provides information about health risks associated with suspected contaminants.
Local fire departments	Coordinates with the utility if water service in a specific response area should be shut down. They can notify affected neighborhoods and assist in distribution of alternate drinking water supply. They may also be able to assist with flushing operations, provide input regarding fire suppression requirements, and communicate safety considerations related to use of contaminated water for firefighting.
HazMat	Supports site characterization and sampling activities. Takes responsibility for a location where contamination occurred or a hazard may exist until a determination is made regarding the level of the hazard present.
Local law enforcement	Supports investigation activities by controlling access to a suspected contamination site. May serve as a conduit to state and federal law enforcement and intelligence agencies. May assist in distribution of an alternate drinking water supply.
Environmental and public health laboratories	Provide or coordinate laboratory support for the analysis of water samples during investigation and remediation efforts. State public health laboratories provide access to the Centers for Disease Control and Prevention's (CDC's) Laboratory Response Network.
State drinking water and wastewater primacy agencies	Provide resources and technical expertise during investigation, response, and remediation, and advises the utility regarding regulatory requirements for treating contaminated water, public notification, environmental concerns about discharged water and provision/quality of alternate drinking water supplies.
Federal agencies (EPA, CDC, FBI, DHS/FEMA)	Provide resources, technical expertise, and support to the utility on investigating and responding to a contamination incident. May assume Incident Command and take charge of the activities under certain circumstances, such as intentional contamination.
National Guard	Provides resources and support for a wide range of incident activities. Acts as a "force multiplier," bringing personnel trained in a formal command structure who can perform a wide range of tasks (e.g., distributing bottled-water, collecting samples, staffing call centers, analyzing samples). While a federal agency, the National Guard can be activated by state governors in response to an emergency without federal involvement.
Local government	Communicates with constituencies regarding the impact of the incident on the community, actions taken to protect the public, and updates on the progression of response and recovery efforts.

Figure 3.1: Response Procedure Overview

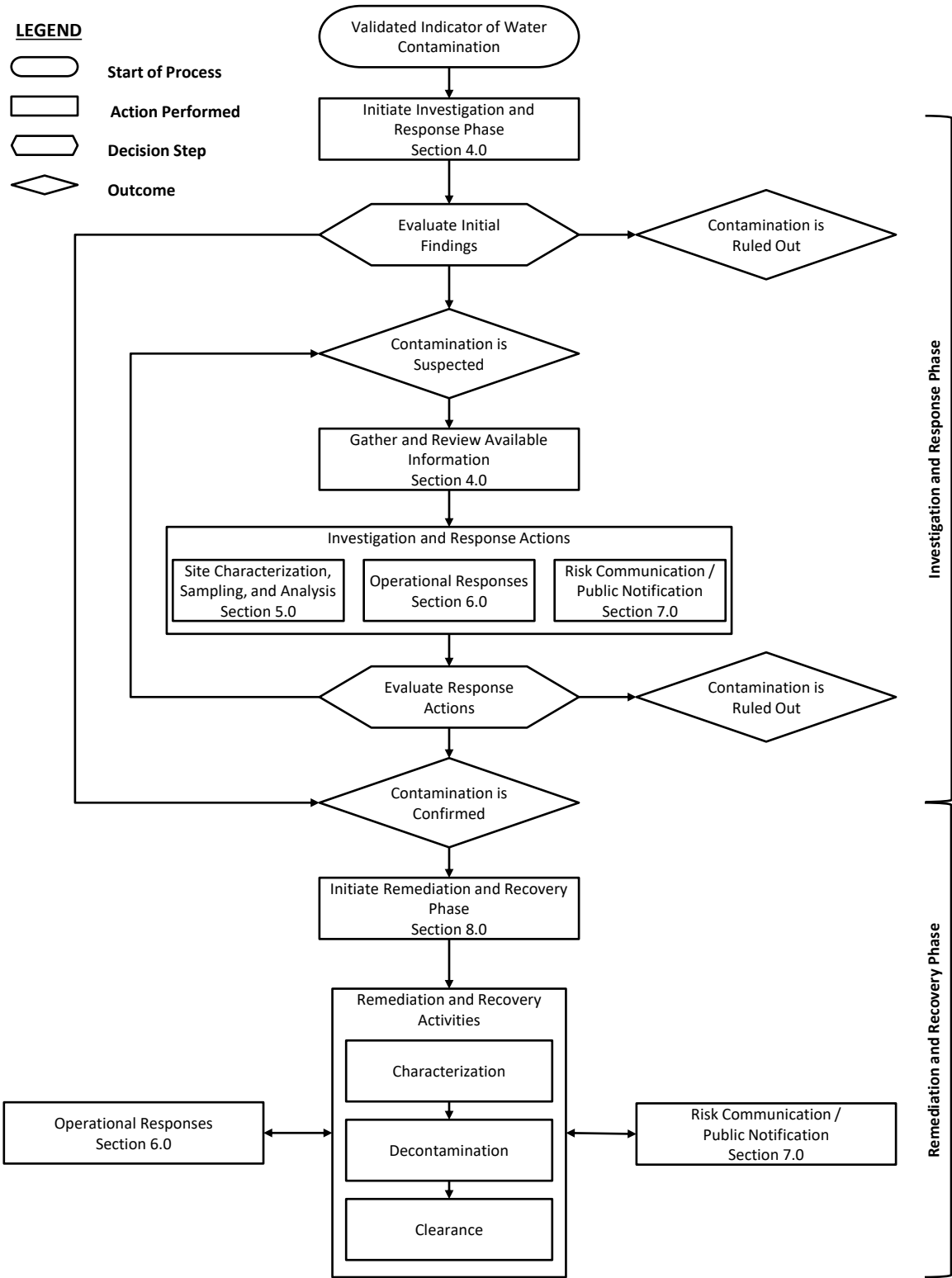


Figure 4.1: Investigate and Response Phase Decision Tree

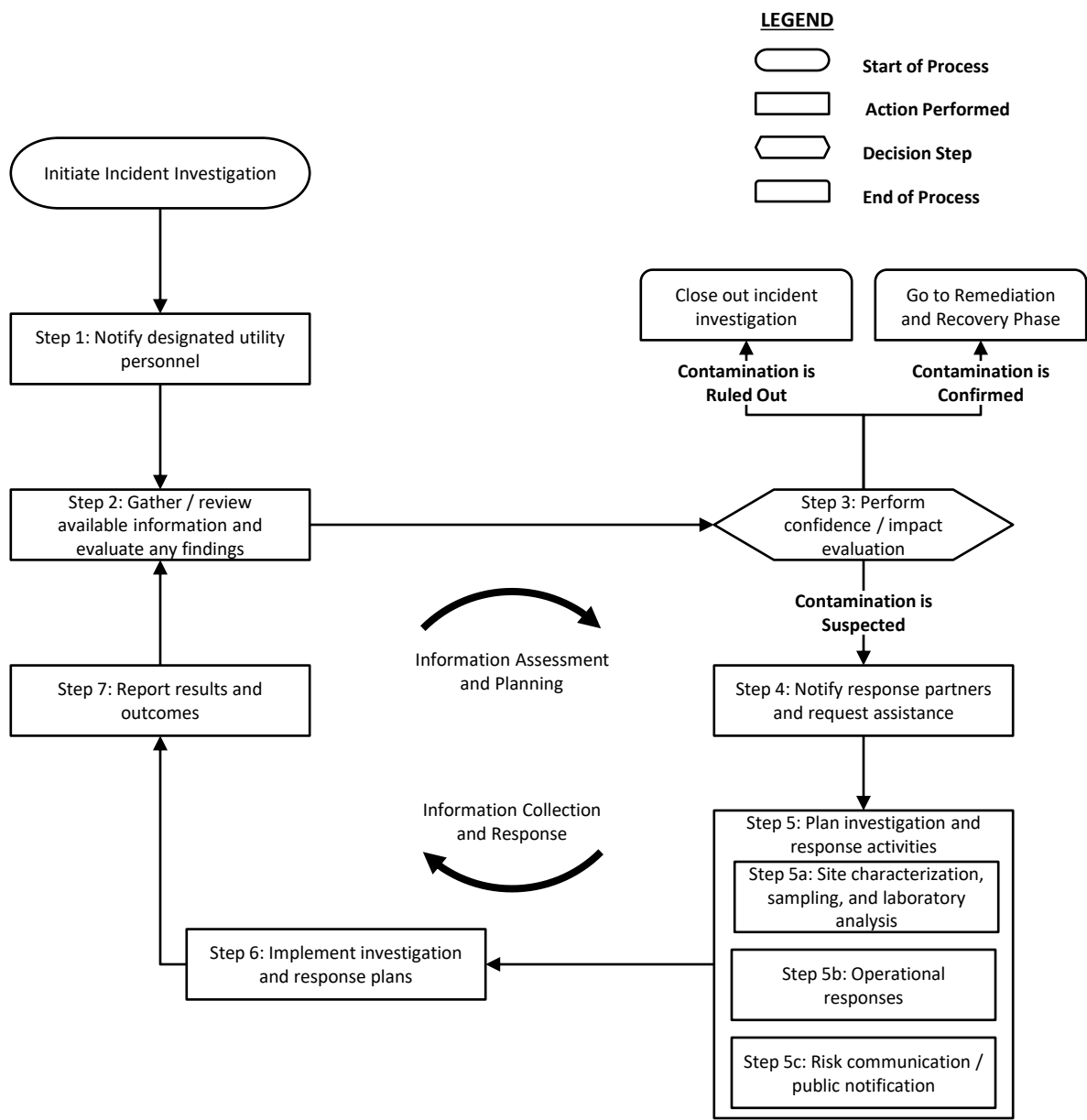


Figure 5.1: Site Characterization and Sampling Process

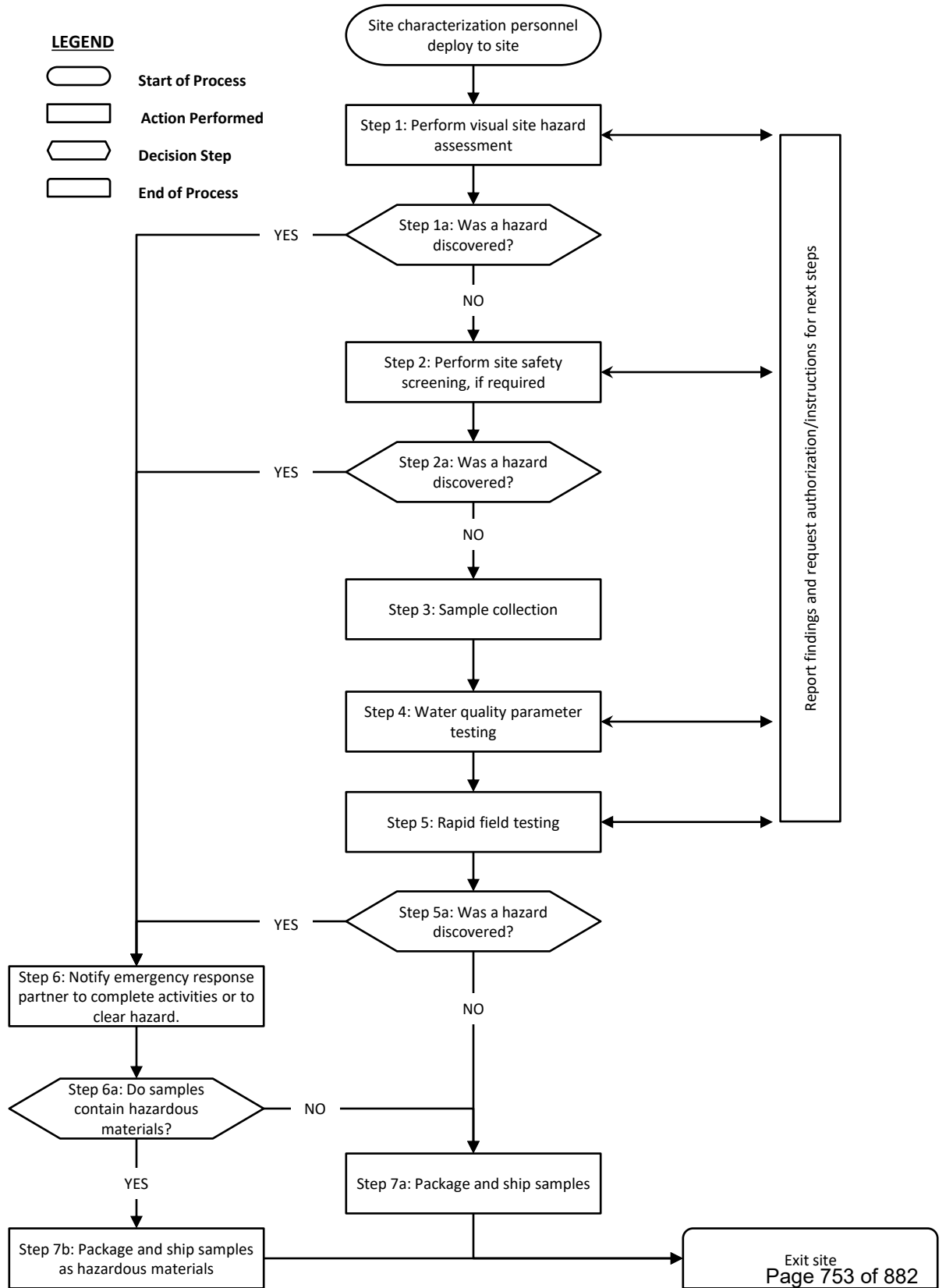


Figure 6.1: Operational Response Planning Decision Tree

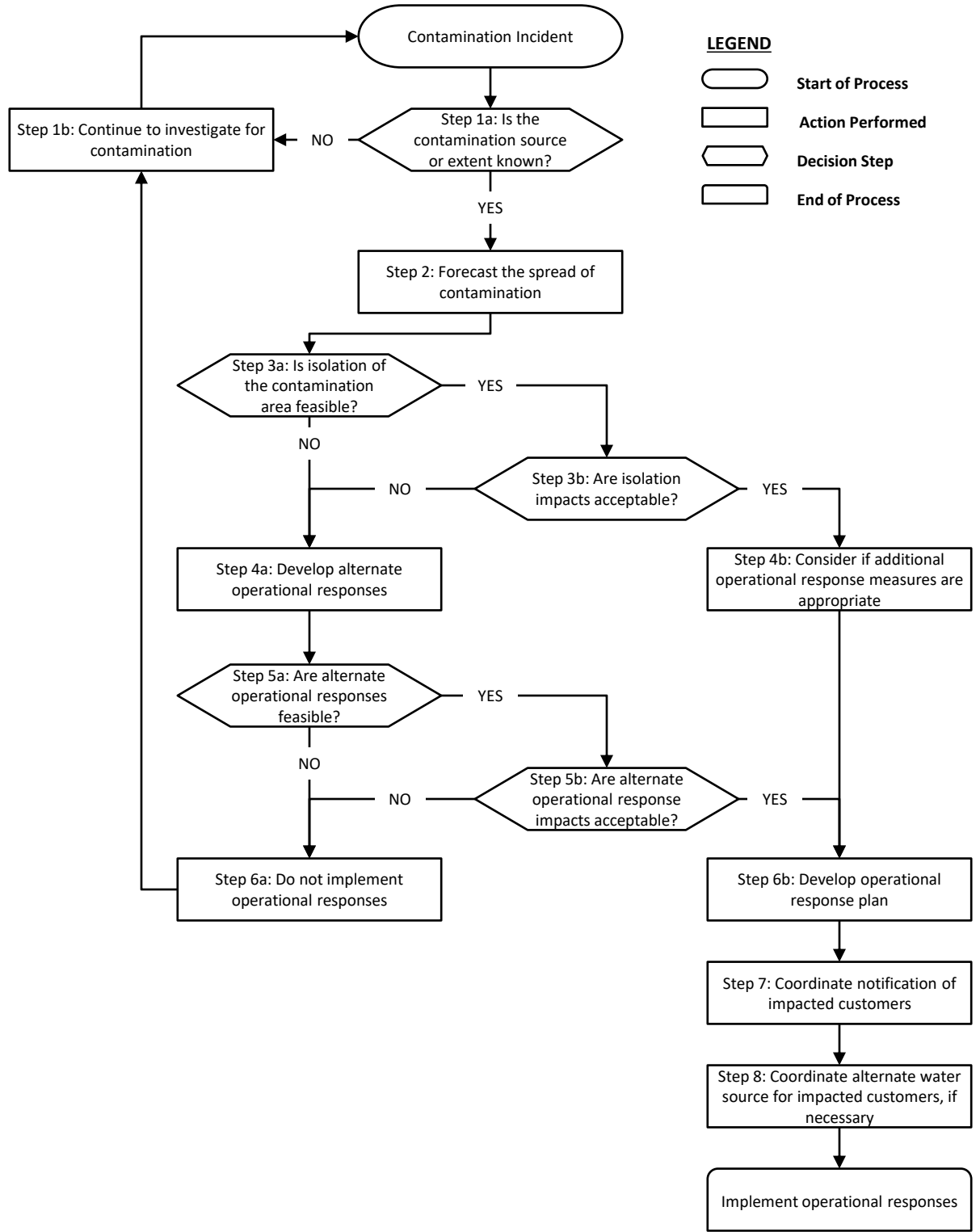


Figure 7.1: Risk Communication Overview

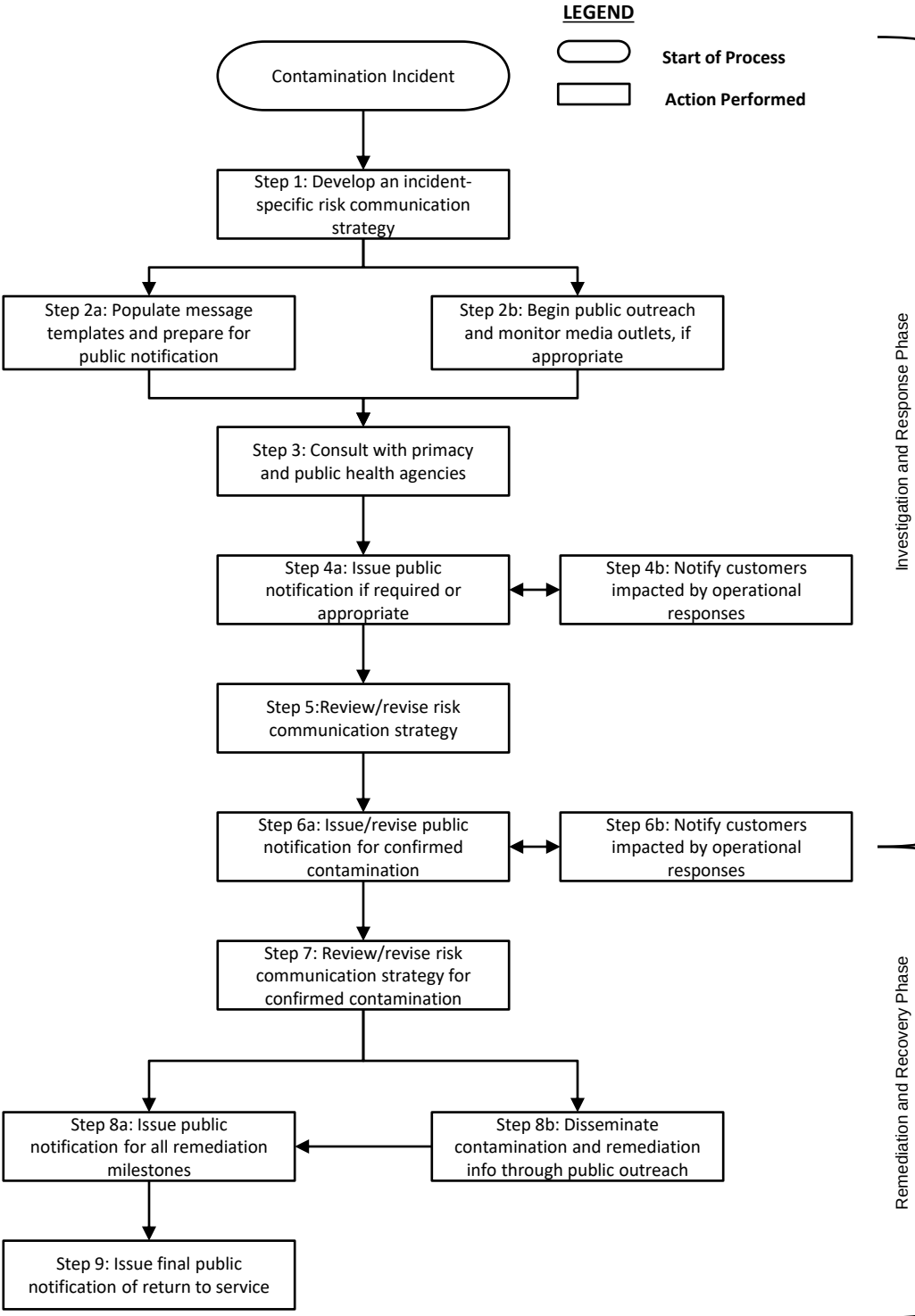


Figure 7.2: Public Notification Decision Tree

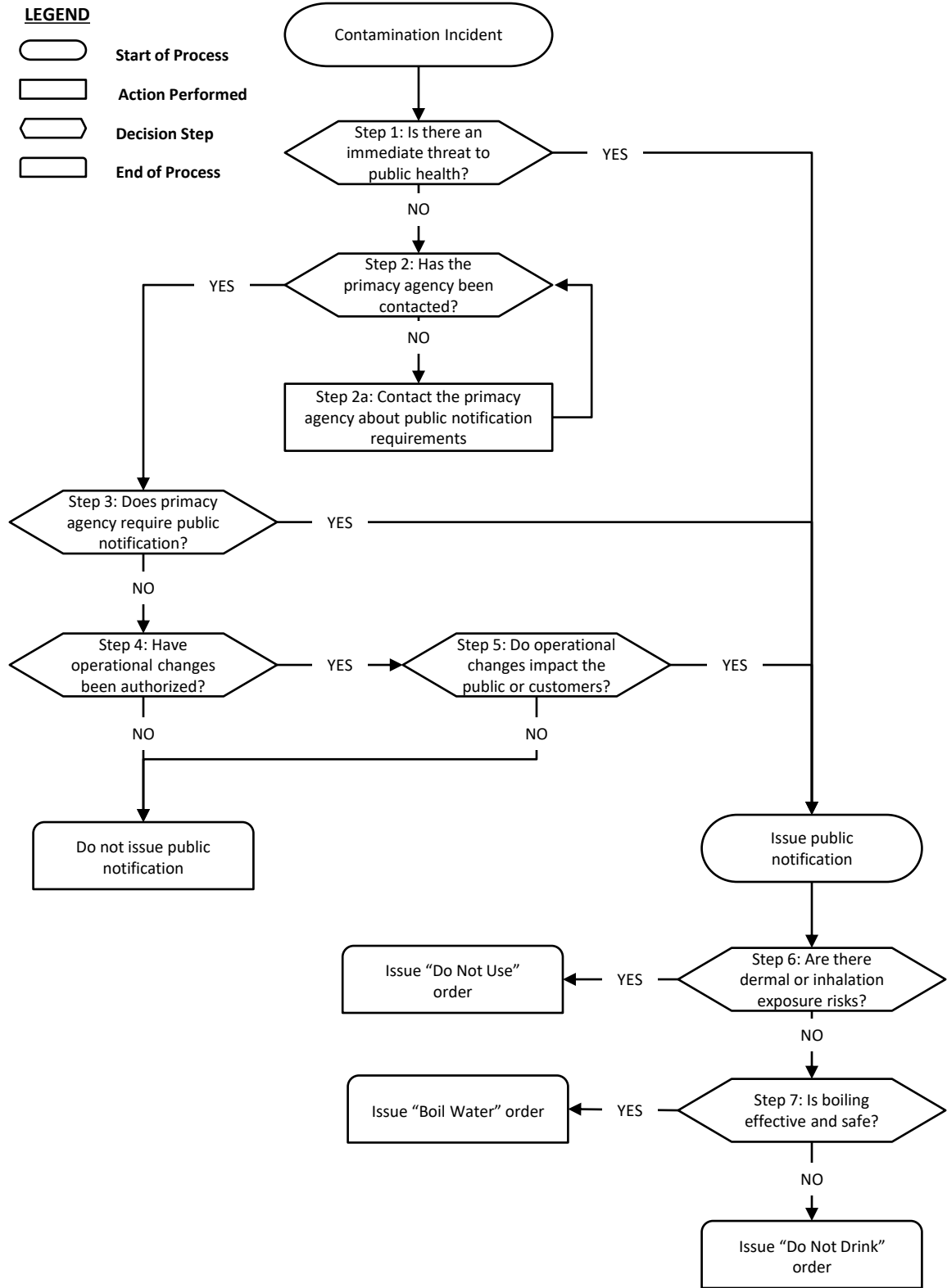
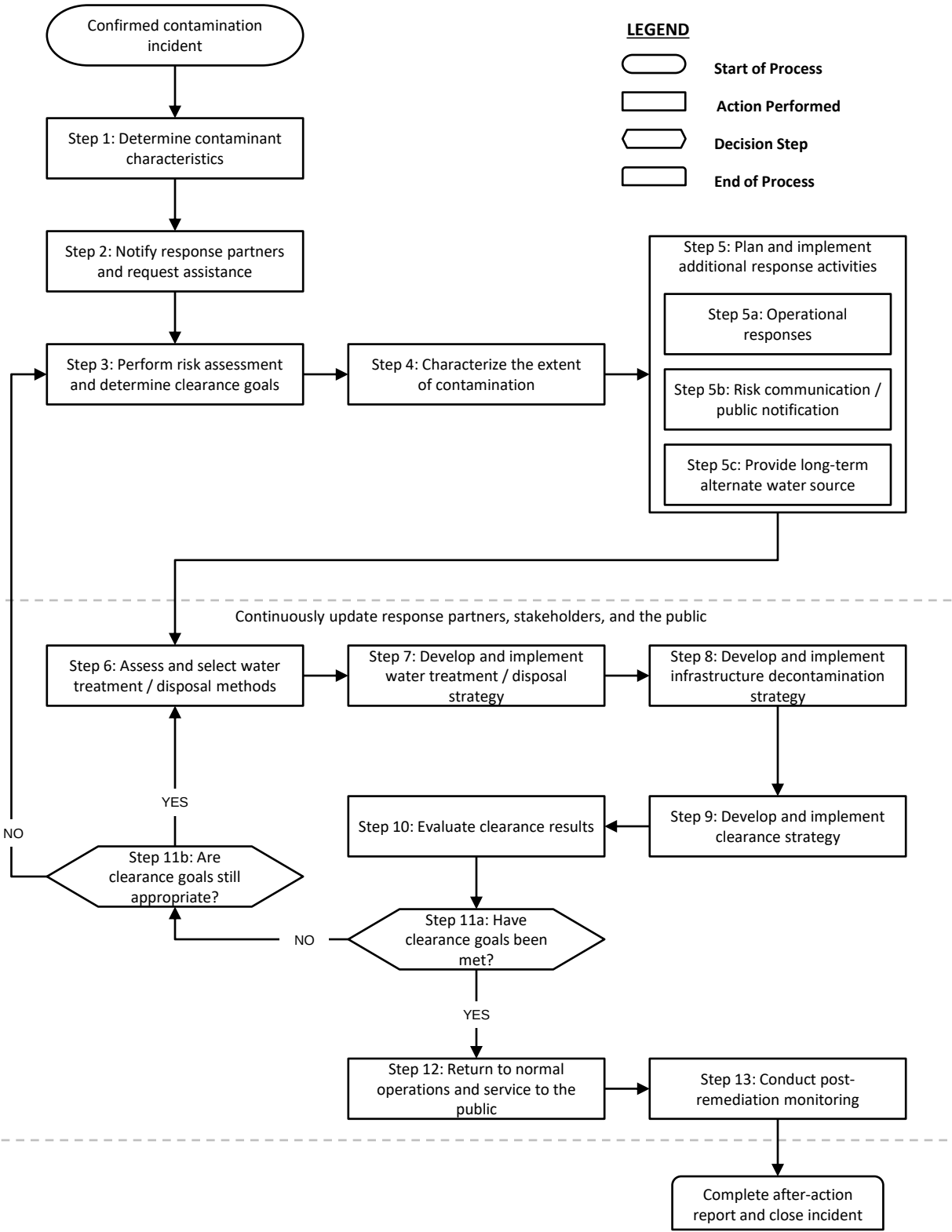


Figure 8.1: Remediation and Recovery Phase Decision Tree



As a method of incorporating the Incident Command System, table top exercises can provide a meaningful process for reviewing the Emergency Response Plan and the necessary items to be evaluated. (review required prior to June, 2025)

Critical infrastructure risks can be assessed in terms of the following:

- Threat – natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.
- Vulnerability – physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.
- Consequence – effect of an event, incident, or occurrence.

Risk is the potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood (a function of threats and vulnerabilities) and the associated consequences.

The Emergency Response Plan shall include:

1. strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
2. plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
3. actions, procedures and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes and construction of flood protection barriers; and
4. strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

The attached guidance documents can be used to as an annual tool to facilitate assessing the risk to the system from:

1. Malevolent acts and natural hazards;
2. The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
3. The monitoring practices of the system;
4. The financial infrastructure of the system;
5. The use, storage, or handling of various chemicals by the system; and
6. The operation and maintenance of the system.

Risk Assessment Summary Report for City of Alpine

Report Date: December 17, 2024

Risk and Resilience Assessment Summary

Purpose

This risk and resilience assessment of City of Alpine was performed on December 17, 2024 using the U.S. Environmental Protection Agency's (EPA) Vulnerability Self-Assessment Tool (VSAT) Web. EPA developed and maintains VSAT Web to serve as an all-hazards risk and resilience assessment tool for water and wastewater utilities of all sizes. Specifically, EPA designed VSAT Web to assist community water systems with meeting the requirements for risk and resilience assessments in the Safe Drinking Water Act (SDWA) section 1433.

VSAT can help water sector owners and operators with identifying the threats that present the highest risks to their facilities and with evaluating the costs and benefits of countermeasures to reduce those risks.

Methodology

VSAT Web addresses malevolent acts, natural hazards, and dependency/proximity threats to water sector operations and analyzes the cost-effectiveness of countermeasures to reduce risk. The methodology in VSAT Web is based on assessing the risk to a water system asset from a specific threat or hazard (i.e., an Asset-Threat Pair), where risk is defined as follows:

$\text{Risk (R)} = \text{Threat (T)} \times \text{Vulnerability (V)} \times \text{Consequences (C)}$

- T = Likelihood that the threat will be perpetrated or occur against the asset;
- V = Likelihood that the threat will cause the estimated consequences to the asset, considering the effectiveness of countermeasures; and
- C = Economic (cost to the utility and region) and public health (injuries and deaths) impacts resulting from damage to the asset.

A monetary value of statistical illness and value of statistical life are assigned to injuries and deaths, respectively, so that risk can be determined as a single monetized value.

SDWA section 1433 requires community water systems to assess the risks to and resilience of specified assets from both malevolent acts and natural hazards. Accordingly, VSAT Web begins with a characterization of water system resilience using the Utility Resilience Index, as described below. The analyst then conducts a qualitative assessment of risks from malevolent acts and natural hazards to all the assets required in SDWA section 1433. These steps can ensure that the assessment may be certified as compliant with SDWA section 1433.

Following these steps, the analyst determines which assets and threats will undergo a quantitative risk assessment, involving estimates of threat, vulnerability, and consequences. The quantitative risk assessment may include a broad spectrum of assets encompassing the entire water system, or be limited to those assets at highest risk. For threat selection, VSAT Web includes all the malevolent acts, natural hazards, and dependency/proximity threats listed in the AWWA J100-21 Standard, along with intentional contamination of source water. Analysts may also designate a custom threat.

After completing a quantitative risk assessment under the current (baseline) conditions for the water system, the analyst may choose to conduct an optional assessment of additional (potential) countermeasures (an improvement analysis). VSAT Web provides the analyst with a suite of countermeasures from which to select, or the analyst may designate a custom countermeasure. This analysis results in a profile of existing risk and a benefit/cost analysis of potential countermeasures to reduce risk.

Utility Overview

Utility Type and Information	
Utility Type	Wastewater
Utility Name	City of Alpine
State/Territory	Texas
Zip Code	79830
Population Served	6,039
Ownership	Public
Average Daily Water Service (MGD)	0.9
Average Rate (\$/1000 gallons)	\$6.00
Comments	

To edit utility type or information, return to the Utility Overview section in the tool.

Utility Resilience Index

The Utility Resiliency Index (URI) is a risk management tool that can assess a utility's capability to respond to and recover from an incident that impacts critical operations.¹The URI is a valuable complement to the risk assessment performed in VSAT Web. A utility can use the URI together with the risk assessments results when developing an overall risk management plan.

The URI uses 12 indicators to calculate the index. Responses to the indicators are assigned values and weights, which are aggregated to provide a characterization of a utility's resilience on a scale from 0% to 100%. A low URI score indicates a low capability of the utility to respond to and recover from an incident, while a high URI score indicates a greater capability to do so. If multiple statements under one indicator apply to the utility, select the statement at the highest resilience level. Statements are arranged from lowest to highest resilience level under each indicator.

The URI for City of Alpine is: 15%

¹Adapted from Morley, K. M. (2012). *Evaluating resilience in the water sector: Application of the Utility Resilience Index (URI)*. (<http://www.worldcat.org/oclc/801849602>) and used with permission.

1. **Emergency Response Plan (ERP)**

An ERP provides a tactical level plan for immediate response to incidents of all types. Select the statement below that best describes the utility's ERP.

No ERP or ERP status unknown

2. **National Incident Management System (NIMS) Compliance**

NIMS establishes a common framework for defining roles and responsibilities to enhance incident response. NIMS applies the Incident Command System (ICS) to provide the support structure for response activities. Select the statement below that best describes the utility's NIMS compliance.

No ICS/NIMS training completed or NIMS compliance unknown

3. **Mutual Aid and Assistance (MAA)**

MAA agreements between other utilities and jurisdictions help to provide rapid response to incidents. Participation in such agreements is traditionally at no cost and does not obligate signatories to respond. An example is the Water/Wastewater Agency Response Network (WARN). Select the statement below that best describes the utility's MAA agreements.

Intra-municipal (within own city/town agencies)

4. **Emergency Power for Critical Operations (EPCO)**

EPCO is a minimum benchmark of 72 hours for backup power for critical operations and assets. Select the statement below that best describes the utility's EPCO.

25 hours to 48 hours of backup power

5. **Minimum Daily Demand/Treatment (MDDT)**

MDDT is the ability to meet minimum daily demand or treatment when the production or treatment plant is non-functional. For example, a drinking water utility typically has some level of in-system storage that can provide minimum daily flows for a time even though a treatment plant may be non-functional. Select the statement below that best describes the utility's MDDT.

Up to 24 hours

6. **Critical Parts and Equipment (CPA)**

CPA is the lead time for repair, replacement, or recovery of operationally critical parts or equipment. Critical parts are defined as components of the system that upon failure may have the potential to impair the ability to produce, distribute, or treat drinking water or wastewater, including both physical and cyber/process control systems. Select the statement below that best describes the utility's CPA.

1 week to less than 3 weeks

7. Critical Staff Resilience (CSR)

CSR is the percentage of response-capable staff who are cross-trained in critical operations and maintenance positions and available as staff backup. This indicator is primarily related to pandemic flu planning. Select the statement below that best describes the utility's CSR.

10 to 25%

8. Business Continuity Plan (BCP)

A BCP provides an overall indicator of a utility's commitment to integrating risk management principles into the management culture that supports their operations. These plans address the potential financial effects of a crisis, as well as the utility's flexibility to adapt human resource policies to meet the changing needs of employees. Select the statement below that best describes the utility's BCP.

BCP under development

9. Utility Bond Rating (UBR)

UBRs are assigned by Moody's and indicate a utility's ability and willingness to satisfy financial obligations. The rating includes five primary factors related to municipal finance, which include market position, financial position, debt levels, governance, and covenants. Some utilities may not have a bond rating since they do not seek additional investment capital from the market. Select the statement below that best describes the utility's UBR.

Caa, less than or equal to, or unknown

10. Government Accounting Standards Board (GASB) Assessment

A GASB Assessment determines how much infrastructure has been evaluated to provide an indication of the utility's overall commitment to proper asset management. The assessment coverage is calculated as: $100 \times \text{total number of critical assets categorized into condition categories} / \text{total number of critical assets as determined in the asset characterization step of the J100 standard}$. Select the statement below that best describes the utility's GASB Assessment.

Less than 20% assessed or unknown

11. Unemployment*

Unemployment is a general socioeconomic indicator of a community's economic health. The Bureau of Labor Statistics (BLS) maintains a database of state and local rates (see <http://www.bls.gov/lau/tables.htm>) which provides a consistent source for determining this indicator. The value for this indicator is based on the unemployment level in the community served by the utility. Select the statement below that best describes the unemployment rate in the service area.

>= 5% National Average

**Monetized risk reduction attributable to this potential countermeasure, or countermeasure package, based on all asset/threat pairs to which the countermeasure(s) applies*

***Net benefit equals the difference between the monetized risk reduction and the annualized cost attributed to the potential countermeasure or countermeasure package*

12. Median Household Income (MHI)*

MHI is a socioeconomic indicator of the wealth of the community served by the utility. This indicator provides insight on the fragility of a community to withstand a significant incident that could threaten the financial stability of the utility. The U.S. Census Bureau maintains a database for each state and county (see <http://www.bls.gov/lau/tables.htm>). Select the statement below that best describes the MHI in the service area.

10% or more below State Median

** Monetized risk reduction attributable to this potential countermeasure, or countermeasure package, based on all asset/threat pairs to which the countermeasure(s) applies*

***Net benefit equals the difference between the monetized risk reduction and the annualized cost attributed to the potential countermeasure or countermeasure package*

To adjust any of the responses above, return to the tool and revise the selections in the Utility Resilience Index section.

Qualitative Risk Assessment

Results from the Qualitative Risk Assessment for the utility are shown below.

Asset Category	Threat Type: Malevolent Act	Threat Type: Natural Hazard	Potential Impact, or Reason for No Selection
Physical Barriers	X	X	Distance from town and flooding from creek
Pipes and Constructed Conveyances, Water Collection, and Influent Structure	X		varying ages of infrastructure and repairs
Pretreatment and Treatment	X		No categorical industries
Storage and Discharge Facilities		X	Weather related issues with plant operations

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Risk and Resilience Assessment Summary Report Using VSAT Web

Asset Category	Threat Type: Malevolent Act	Threat Type: Natural Hazard	Potential Impact, or Reason for No Selection
Electronic, Computer, or other Automated Systems (including the security of such systems)	X		SCADA vulnerability
Monitoring Practices		X	Weather related issues and lack of interconnectivity
Financial Infrastructure	X		Suspicious activity related to on-line hacking
The Use, Storage, or Handling of Chemicals		X	Weather related issues with plant storage and operational usage
The Operation and Maintenance of the Utility	X	X	Potential for access by intruder due to remote location

To adjust any of the responses above, return to the tool and revise the answers in the Qualitative Risk Assessment section.

Quantitative Risk Assessment

Below is a list of the assets and threats the analyst selected for the utility's quantitative risk assessment and a table summarizing the results of the baseline risk assessment. To edit any of the asset/threat pairs below, return to the Quantitative Risk Assessment section of the tool and make the changes.

Identified Assets and Assigned Threats

Single Road

- Directed/Sabotage - Physical

Collection System

- Directed/Sabotage - Physical

Wastewater plant incoming effluent location

- Directed/Sabotage - Physical

Plant facilities

- I3 - Ice Storm - Numerous Outages

SCADA system

- Cyberattack

Treatment system monitoring

- W2 - Wildfire - FRG2

City accounting

- Cyberattack

Chemical storage and handling

- F1 - Flood - 100 Year

Daily operations at wwtp

- Assault on Utility - Physical

Below is a list of the assets and their currently implemented cybersecurity controls for the utility's quantitative risk assessment. To edit the list of the cybersecurity controls below, return to the Quantitative Risk Assessment section of the tool and make the changes.

Identified Assets and Implemented Cybersecurity Controls

SCADA system

- Maintain an updated inventory of all OT and IT network assets
- Have a named role/position/title that is responsible for planning, resourcing, and executing cybersecurity activities within the WWS
- Have a named role/position/title that is responsible for planning, resourcing, and executing OT-specific cybersecurity activities
- Provide regular opportunities to strengthen communication and coordination between OT and IT personnel, including vendors
- Change default passwords
- Require a minimum length for passwords
- Immediately disable access to an account or network when access is no longer required due to retirement, change of role, termination, or other factors
- Separate user and privileged (e.g., System Administrator) accounts
- Detect and block repeated unsuccessful login attempts
- Keep a list of threats and adversary tactics, techniques, and procedures (TTPs) for cyberattacks relevant to the WWS
- Have a written procedure for reporting cybersecurity incidents, including how (e.g., phone call, Internet submission) and to whom (e.g., FBI or other law enforcement, CISA, state regulators, WaterISAC, cyber insurance provider)

- Have the ability to safely and effectively recover from a cybersecurity incident

City accounting

- Maintain an updated inventory of all OT and IT network assets
- Have a named role/position/title that is responsible for planning, resourcing, and executing cybersecurity activities within the WWS
- Have a named role/position/title that is responsible for planning, resourcing, and executing OT-specific cybersecurity activities
- Provide regular opportunities to strengthen communication and coordination between OT and IT personnel, including vendors
- Change default passwords
- Require a minimum length for passwords
- Immediately disable access to an account or network when access is no longer required due to retirement, change of role, termination, or other factors
- Separate user and privileged (e.g., System Administrator) accounts
- Detect and block repeated unsuccessful login attempts
- Use email security controls to reduce common email-based threats, such as spoofing, phishing, and interception
- Disable Microsoft Office macros, or similar embedded code, by default on all assets
- Ensure that assets connected to the public Internet expose no unnecessary exploitable services (e.g., remote desktop protocol)
- Keep a list of threats and adversary tactics, techniques, and procedures (TTPs) for cyberattacks relevant to the WWS
- Have a written procedure for reporting cybersecurity incidents, including how (e.g., phone call, Internet submission) and to whom (e.g., FBI or other law enforcement, CISA, state regulators, WaterISAC, cyber insurance provider)
- Have the ability to safely and effectively recover from a cybersecurity incident

Baseline Risk Assessment Summary

Asset	Threat	Baseline Monetized Risk	Total Baseline Monetized Consequence*	Vulnerability Likelihood	Annual Threat Likelihood
Treatment system monitoring	W2 - Wildfire - FRG2	\$573,100	\$11,462,000	5%	1
SCADA system	Cyberattack	\$265,540	\$374,000	71%	1
City accounting	Cyberattack	\$7,500	\$150,000	5%	1
Wastewater plant incoming effluent location	Directed/ Sabotage - Physical	\$3,439	\$11,462,000	3%	0.01
Single Road	Directed/ Sabotage - Physical	\$1,310	\$262,000	50%	0.01

Asset	Threat	Baseline Monetized Risk	Total Baseline Monetized Consequence*	Vulnerability Likelihood	Annual Threat Likelihood
Collection System	Directed/ Sabotage - Physical	\$224	\$374,000	6%	0.01
Chemical storage and handling	F1 - Flood - 100 Year	\$187	\$374,000	5%	0.01
Daily operations at wwtp	Assault on Utility - Physical	\$131	\$262,000	5%	0.01
Plant facilities	I3 - Ice Storm - Numerous Outages	\$79	\$262,000	3%	0.01

*Total baseline monetized consequence includes the total dollar value of Utility Financial Consequence, Regional Economic Consequence, and Public Health Consequence (number of fatalities multiplied by the value of statistical life, plus the number of injuries multiplied by the value of statistical injury).

Countermeasure Risk Assessment

To add information in this section, return to the Countermeasure Risk Assessment section of the tool and complete the analysis there.

Identified Assets and Selected Countermeasures

Assessment Summary

The table below shows the monetized risk summary for each asset/threat pair. Baseline results reflect existing countermeasures and improvement results reflect enhanced mitigation with the selected potential countermeasures in place. To edit any of the information shown in the table(s) below, return to either the Quantitative Risk Assessment or Countermeasure Risk Assessment section of the tool and make changes there.

Asset/Threat Pair: Single Road/Directed/Sabotage - Physical Monetized Risk Summary

Potential Countermeasures:

Risk Metrics	Baseline	Improvement
Monetized Risk	\$1,310	\$0
Utility Financial Impact	\$100,000	\$0
Regional Economic Impact	\$50,000	\$0
Fatalities	0	0
Injuries	1	0
Vulnerability Likelihood	50%	
Annual Threat Likelihood	0.01	

Asset/Threat Pair: Collection System/Directed/Sabotage - Physical Monetized Risk Summary

Potential Countermeasures:

Risk Metrics	Baseline	Improvement
Monetized Risk	\$224	\$0
Utility Financial Impact	\$100,000	\$0
Regional Economic Impact	\$50,000	\$0
Fatalities	0	0
Injuries	2	0
Vulnerability Likelihood	6%	
Annual Threat Likelihood	0.01	

Asset/Threat Pair: Wastewater plant incoming effluent location/Directed/Sabotage - Physical Monetized Risk Summary

Potential Countermeasures:

Risk Metrics	Baseline	Improvement
Monetized Risk	\$3,439	\$0

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Risk Metrics	Baseline	Improvement
Utility Financial Impact	\$100,000	\$0
Regional Economic Impact	\$50,000	\$0
Fatalities	1	0
Injuries	1	0
Vulnerability Likelihood	3%	
Annual Threat Likelihood	0.01	

Asset/Threat Pair: Plant facilities/I3 - Ice Storm - Numerous Outages Monetized Risk Summary

Potential Countermeasures:

Risk Metrics	Baseline	Improvement
Monetized Risk	\$79	\$0
Utility Financial Impact	\$100,000	\$0
Regional Economic Impact	\$50,000	\$0
Fatalities	0	0
Injuries	1	0
Vulnerability Likelihood	3%	
Annual Threat Likelihood	0.01	

Asset/Threat Pair: SCADA system/Cyberattack Monetized Risk Summary

Potential Countermeasures:

Note: Total risk reduction is allocated equally among the selected potential cybersecurity countermeasures.

Risk Metrics	Baseline	Improvement
Monetized Risk	\$265,540	\$0
Utility Financial Impact	\$100,000	\$0
Regional Economic Impact	\$50,000	\$0
Fatalities	0	0
Injuries	2	0
Vulnerability Likelihood	71%	
Annual Threat Likelihood	1	

Asset/Threat Pair: Treatment system monitoring/W2 - Wildfire - FRG2 Monetized Risk Summary

Potential Countermeasures:

Privileged and Confidential

Risk Metrics	Baseline	Improvement
Monetized Risk	\$573,100	\$0
Utility Financial Impact	\$100,000	\$0
Regional Economic Impact	\$50,000	\$0
Fatalities	1	0
Injuries	1	0
Vulnerability Likelihood	5%	
Annual Threat Likelihood	1	

Asset/Threat Pair: City accounting/Cyberattack Monetized Risk Summary

Potential Countermeasures:

Note: Total risk reduction is allocated equally among the selected potential cybersecurity countermeasures.

Risk Metrics	Baseline	Improvement
Monetized Risk	\$7,500	\$0
Utility Financial Impact	\$100,000	\$0
Regional Economic Impact	\$50,000	\$0
Fatalities	0	0
Injuries	0	0
Vulnerability Likelihood	5%	
Annual Threat Likelihood	1	

Asset/Threat Pair: Chemical storage and handling/F1 - Flood - 100 Year Monetized Risk Summary

Potential Countermeasures:

Risk Metrics	Baseline	Improvement
Monetized Risk	\$187	\$0
Utility Financial Impact	\$100,000	\$0
Regional Economic Impact	\$50,000	\$0
Fatalities	0	0
Injuries	2	0
Vulnerability Likelihood	5%	
Annual Threat Likelihood	0.01	

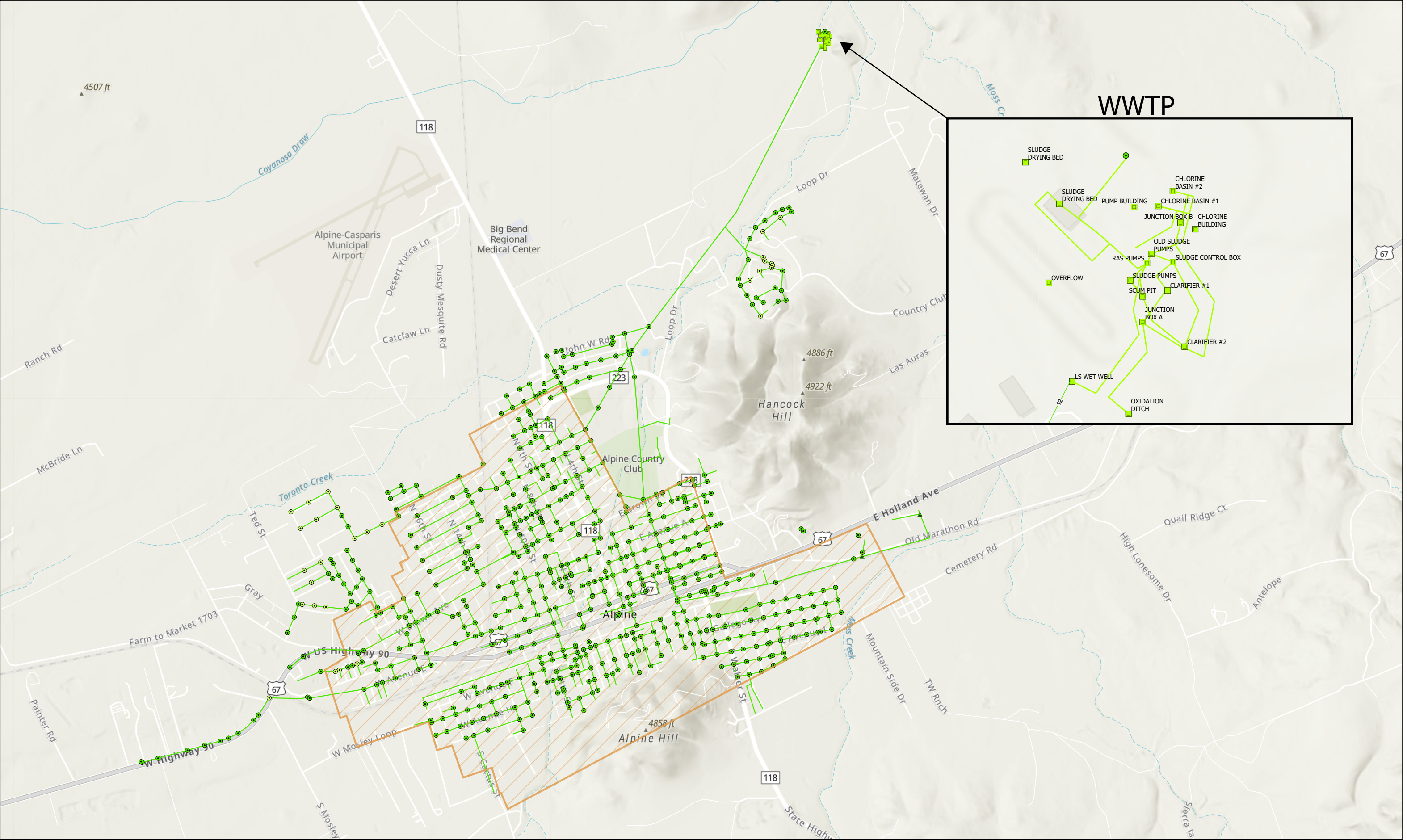
Asset/Threat Pair: Daily operations at wwtp/Assault on Utility - Physical Monetized Risk Summary

Potential Countermeasures:

Risk Metrics	Baseline	Improvement
Monetized Risk	\$131	\$0
Utility Financial Impact	\$100,000	\$0
Regional Economic Impact	\$50,000	\$0
Fatalities	0	0
Injuries	1	0
Vulnerability Likelihood	5%	
Annual Threat Likelihood	0.01	

Countermeasure Costs and Packages

To add information in this section, return to the Countermeasure Costs and Countermeasure Packages sections of the tool and complete the analysis there.



-  Service Area

 Assumed Manhole

 WWTP points
-  Sewer Manholes

 Sewer Main

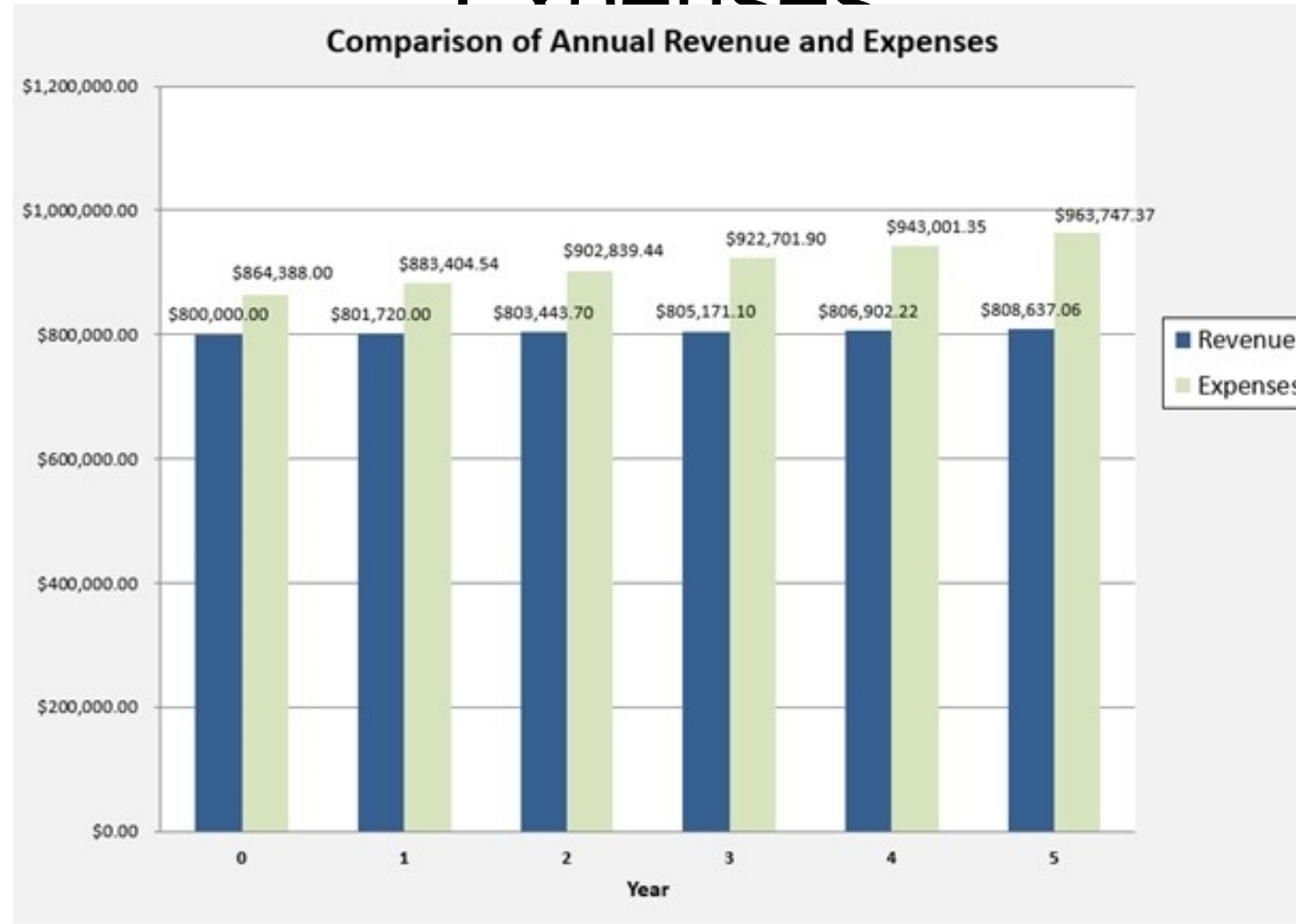
 WWTP piping
-  Lift Station

 Force Main

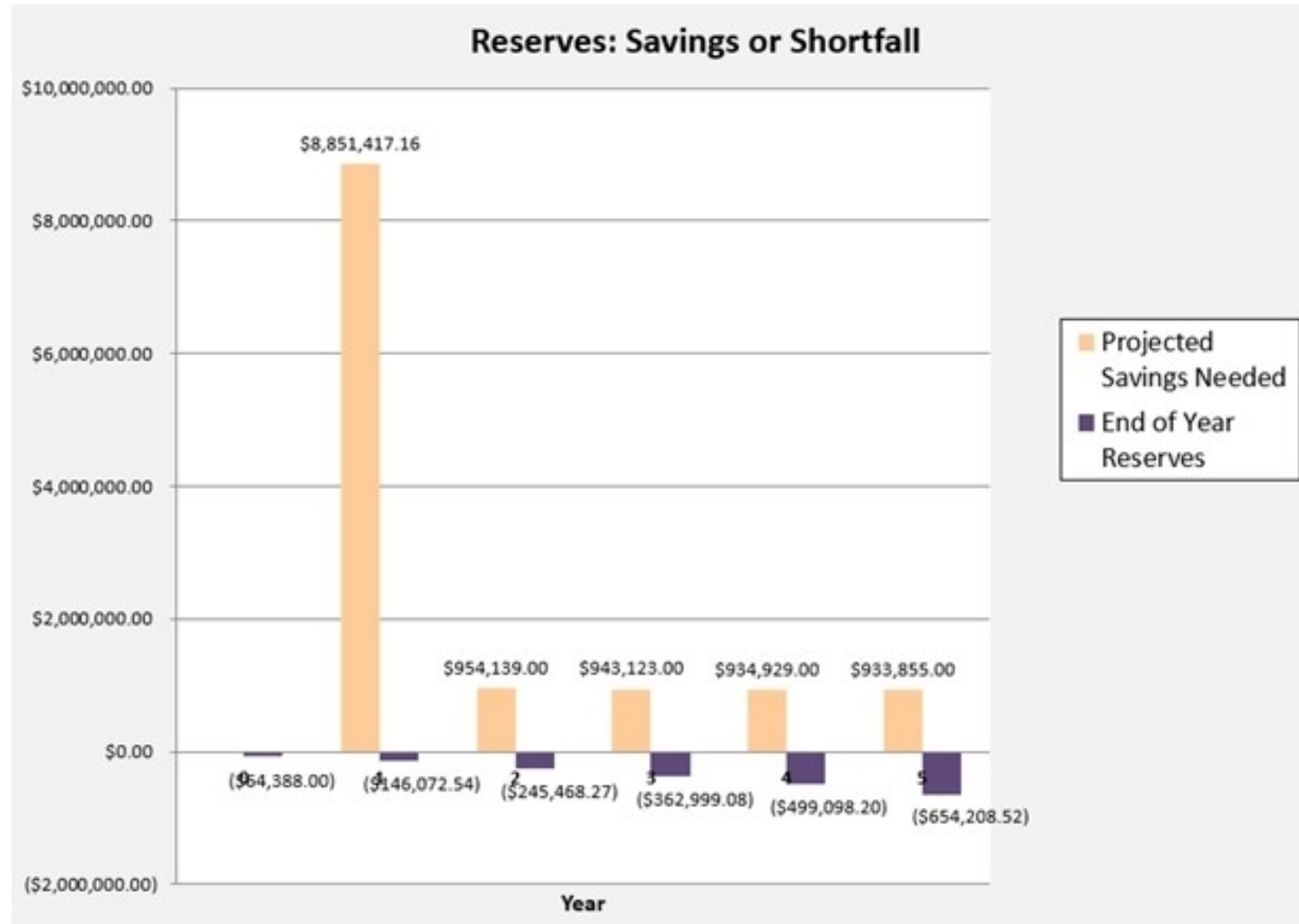
City of Alpine AMPSS Exhibit



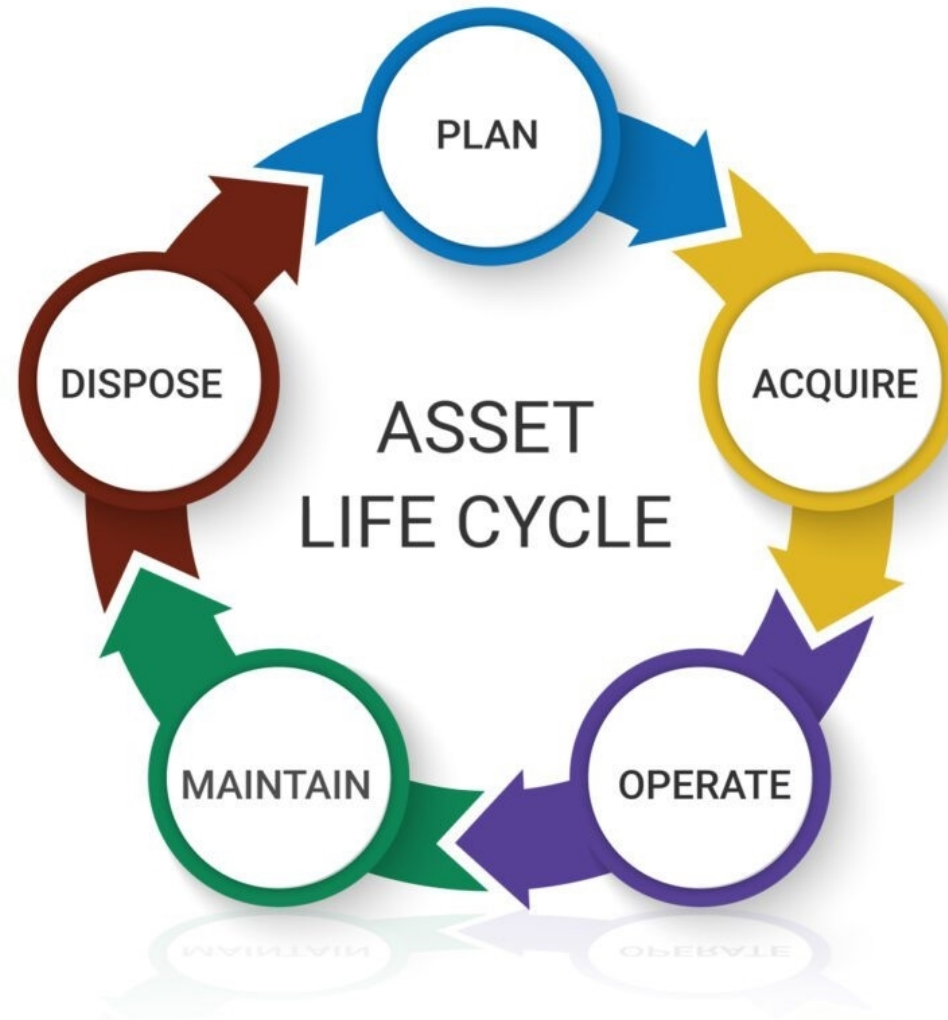
City of Alpine AMPSS Visual Aids: Comparison of Annual Revenue and Expenses



City of Alpine AMPSS Visual Aids: Reserves: Savings or Shortfall



City of Alpine AMPSS Visual Aids: Asset Life Cycle



City of Alpine AMPSS Visual Aids: Five Core Components

ASSET INVENTORY

What assets do you manage, where are they, what condition are they in, what is their useful life, how much are they worth, and what is their energy use?

LONG-TERM FUNDING

Do you have funding sources to provide the capital you need for O&M, capital replacement and energy efficiency improvement?

LEVEL OF SERVICE

What level of service do you want to provide for your customers?
How will you measure performance?



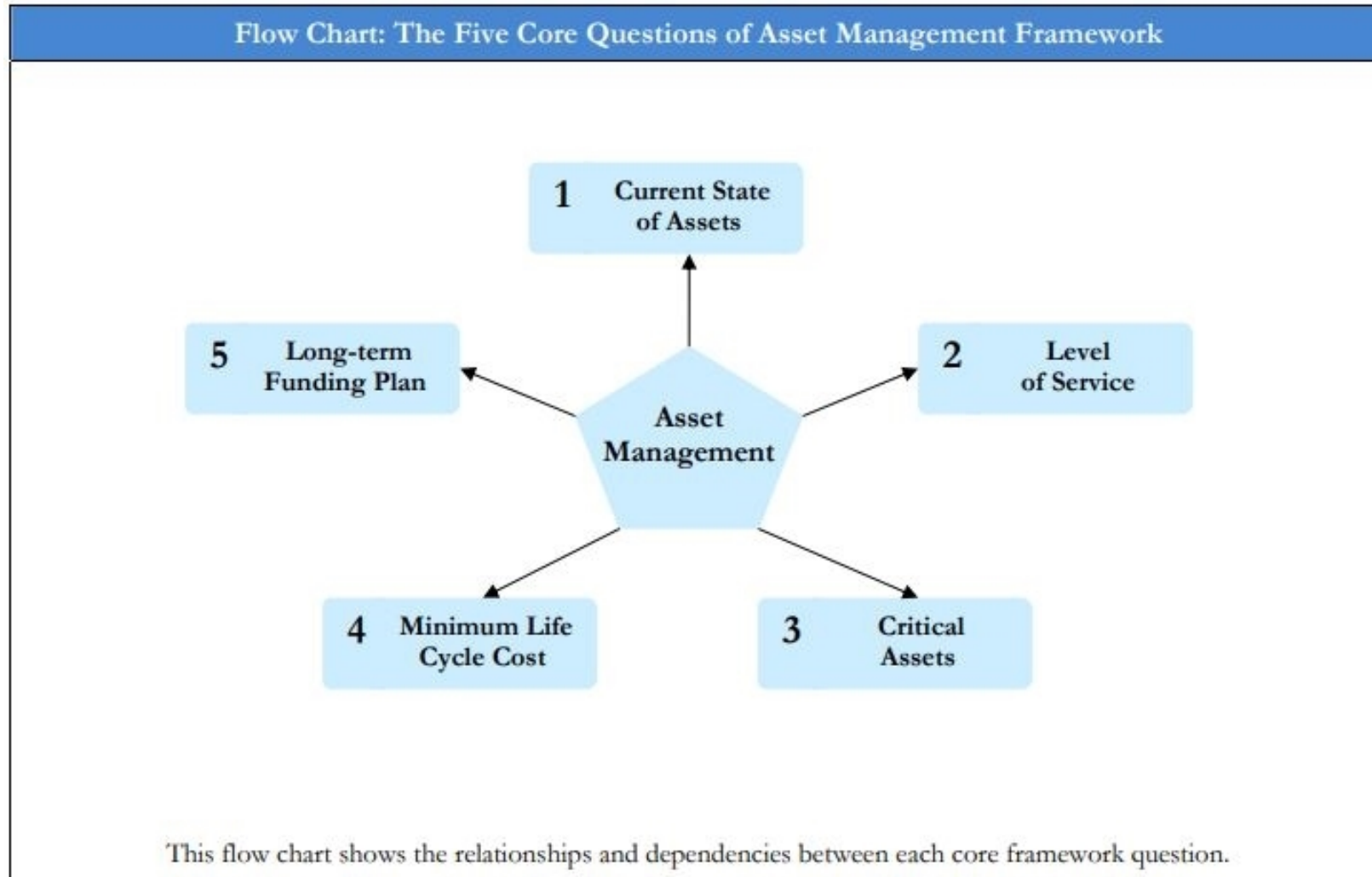
LIFE CYCLE COSTING

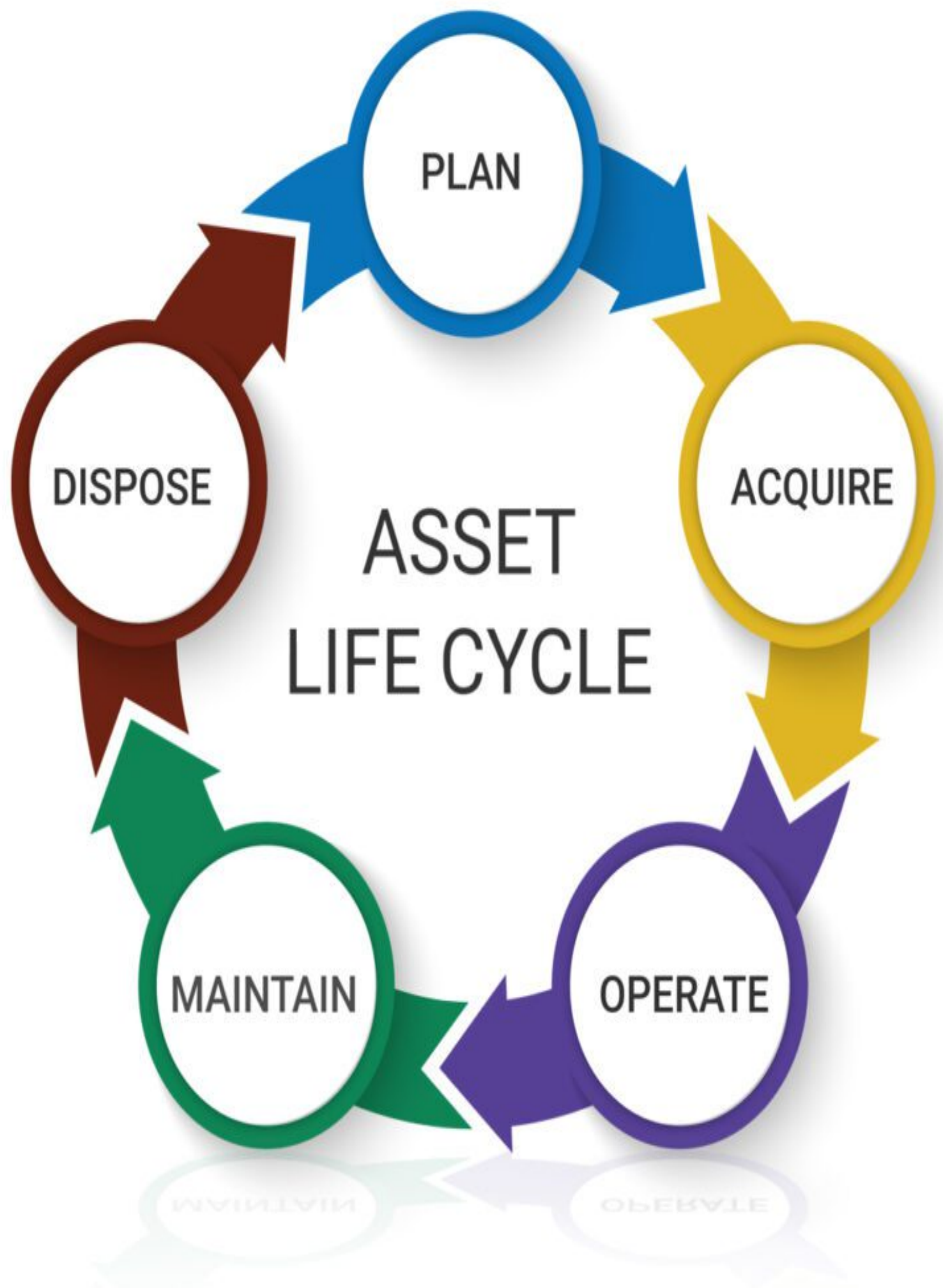
Is there a strategic plan for operating and maintaining system assets? Is a process, based on risk, in place to determine when to repair, rehabilitate or replace assets? Are you considering energy efficiency?

CRITICALITY

What is the overall business risk based on probability and consequence of asset failure? Is there redundancy to reduce risk?

City of Alpine AMPSS Visual Aids: Five Core Questions





ASSET INVENTORY

What assets do you manage, where are they, what condition are they in, what is their useful life, how much are they worth, and what is their energy use?

LONG-TERM FUNDING

Do you have funding sources to provide the capital you need for O&M, capital replacement and energy efficiency improvement?

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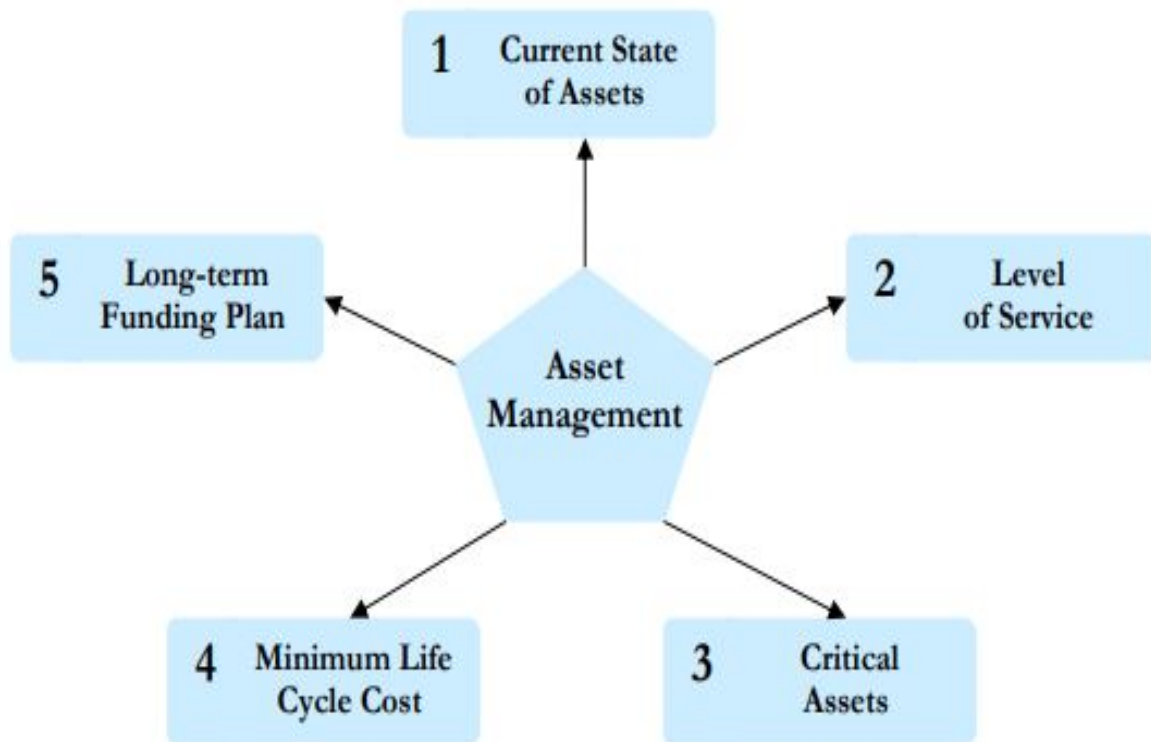
LIFE CYCLE COSTING

Is there a strategic plan for operating and maintaining system assets? Is a process, based on risk, in place to determine when to repair, rehabilitate or replace assets? Are you considering energy efficiency?

CRITICALITY

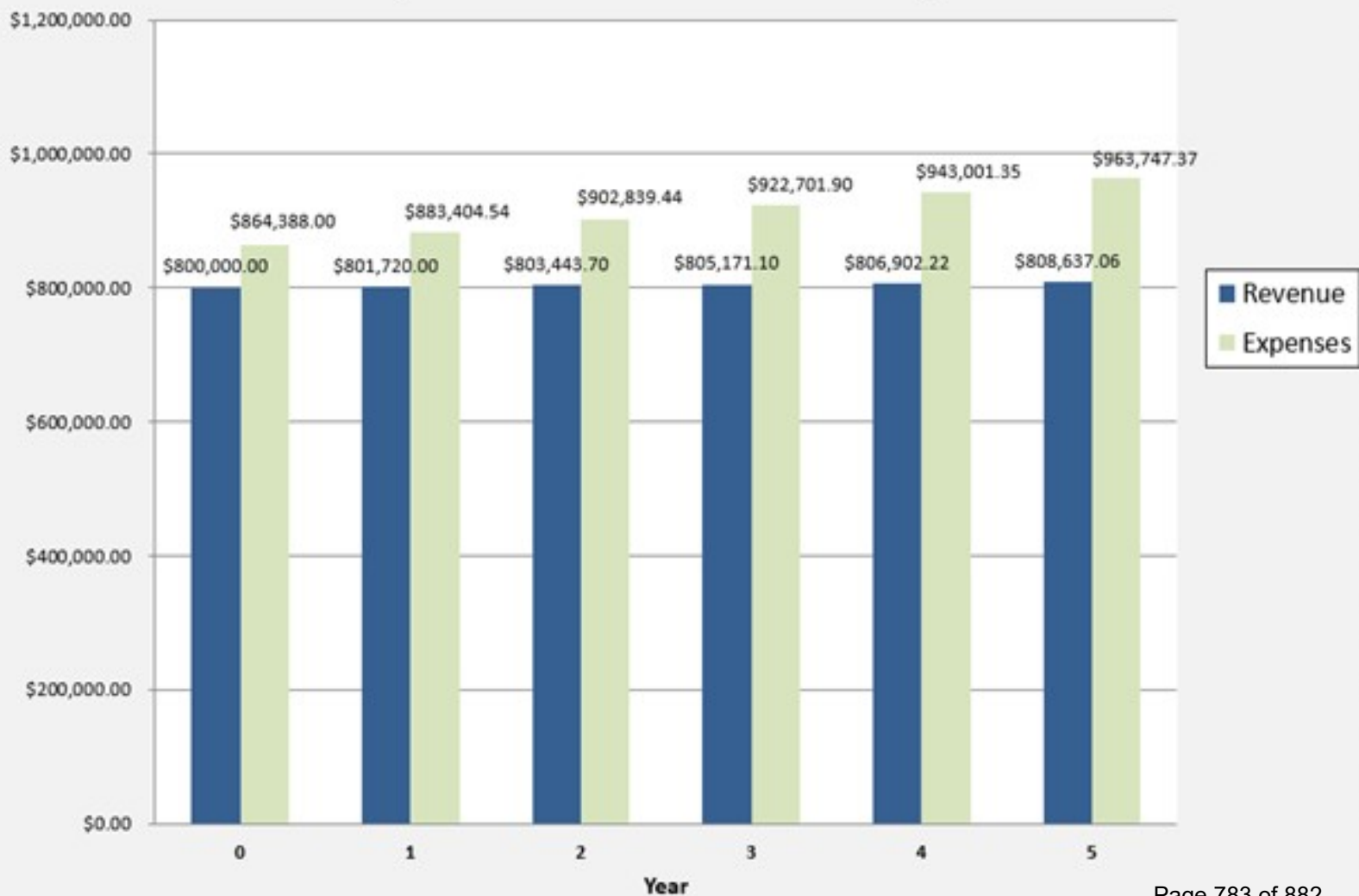
What is the overall business risk based on probability and consequence of asset failure? Is there redundancy to reduce risk?

Flow Chart: The Five Core Questions of Asset Management Framework



This flow chart shows the relationships and dependencies between each core framework question.

Comparison of Annual Revenue and Expenses



Asset Management: A Best Practices Guide

Introduction

<i>Purpose</i>	This guide will help you understand: • What asset management means. • The benefits of asset management. • Best practices in asset management. • How to implement an asset management program.
<i>Target Audience</i>	This guide is intended for owners, managers, and operators of water systems, local officials, technical assistance providers, and state personnel.

Asset Management

Asset management is maintaining a desired level of service for what you want your assets to provide at the lowest life cycle cost. Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing or replacing an asset. Asset management is implemented through an **asset management program** and typically includes a written **asset management plan**.

Challenges faced by Water Systems

- Determining the best (or optimal) time to rehabilitate/repair/replace aging assets.
- Increasing demand for services.
- Overcoming resistance to rate increases.
- Diminishing resources.
- Rising service expectations of customers.
- Increasingly stringent regulatory requirements.
- Responding to emergencies as a result of asset failures.
- Protecting assets.

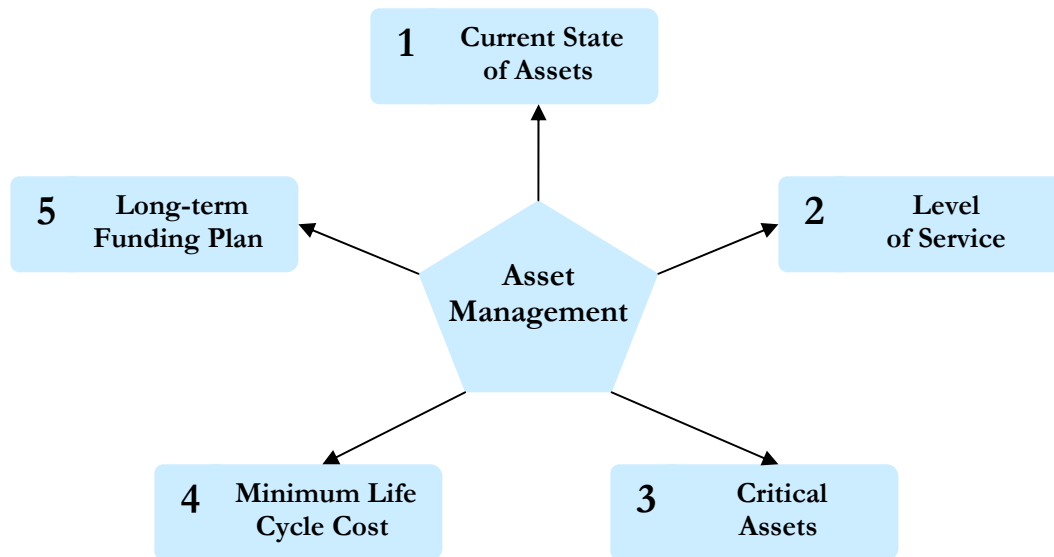
Benefits of Asset Management

- Prolonging asset life and aiding in rehabilitate/repair/replacement decisions through efficient and focused operations and maintenance.
- Meeting consumer demands with a focus on system sustainability.
- Setting rates based on sound operational and financial planning.
- Budgeting focused on activities critical to sustained performance.
- Meeting service expectations and regulatory requirements.
- Improving response to emergencies.
- Improving security and safety of assets.

Implementing Asset Management: Five Core Questions Framework

A good starting point for any size water system is the five core questions framework for asset management. This framework walks you through all of the major activities associated with asset management and can be implemented at the level of sophistication reasonable for a given system. These five core framework questions provide the foundation for many asset management best practices. Several asset management best practices are listed for each core question on the following pages. Keep in mind that these best practices are constantly being improved upon.

Flow Chart: The Five Core Questions of Asset Management Framework



This flow chart shows the relationships and dependencies between each core framework question.

1. What is the current state of my system's assets?

The first step in managing your assets is knowing their current state. Because some of this information may be difficult to find, you should use estimates when necessary. Over time, as assets are rehabilitated, repaired or replaced, your inventory will become more accurate.

You should ask:

- What do I own?
- Where is it?
- What is its condition?
- What is its useful life?
- What is its value?

Best practices include:

- Preparing an asset inventory and system map.
- Developing a condition assessment and rating system.
- Assessing remaining useful life by consulting projected-useful-life tables or decay curves.
- Determining asset values and replacement costs.

2. What is my required “sustainable” level of service?

Knowing your required “sustainable” level of service will help you implement an asset management program and communicate to stakeholders what you are doing. Quality, quantity, reliability, and environmental standards are elements that can define level of service and associated system performance goals, both short- and long-term. You can use information about customer demand, data from utility commissions or boards, and information from other stakeholders to develop your level of service requirements. Your level of service requirements can be updated to account for changes due to growth, regulatory requirements, and technology improvements.

You should ask:

- What level of service do my stakeholders and customers demand?
- What do the regulators require?
- What is my actual performance?
- What are the physical capabilities of my assets?

Best practices include:

- Analyzing current and anticipated customer demand and satisfaction with the system.
- Understanding current and anticipated regulatory requirements.
- Writing and communicating to the public a level of service “agreement” that describes your system’s performance targets.
- Using level of service standards to track system performance over time.

3. Which assets are critical to sustained performance?

Because assets fail, how you manage the consequences of failure is vital. Not every asset presents the same failure risk, or is equally critical to your water system’s operations. Therefore, it is important to know which assets are required to sustain your water system’s performance. Critical assets are those you decide have a high risk of failing (old, poor condition, etc.) and major consequences if they do fail (major expense, system failure, safety concerns, etc.). You can decide how critical each asset is and rank them accordingly. Many water systems may have already accomplished this type of analysis in vulnerability assessments.

You should ask:

- How can assets fail?
- How do assets fail?
- What are the likelihoods (probabilities) and consequences of asset failure?
- What does it cost to repair the asset?
- What are the other costs (social, environmental, etc.) that are associated with asset failure?

Best practices include:

- Listing assets according to how critical they are to system operations.
- Conducting a failure analysis (root cause analysis, failure mode analysis).
- Determining the probability of failure and listing assets by failure type.
- Analyzing failure risk and consequences.
- Using asset decay curves.
- Reviewing and updating your system’s vulnerability assessment (if your system has one).

4. What are my minimum life cycle costs?

Operations and maintenance (O&M), personnel, and the capital budget account for an estimated 85 percent of a typical water system's expenses. Asset management enables a system to determine the lowest cost options for providing the highest level of service over time. You want to optimize the work O&M crews are doing, where they are doing it, and why. An asset management program helps make risk-based decisions by choosing the right project, at the right time, for the right reason.

You should ask:

- What alternative strategies exist for managing O&M, personnel, and capital budget accounts?
- What strategies are the most feasible for my organization?
- What are the costs of rehabilitation, repair, and replacement for critical assets?

Best practices include:

- Moving from reactive maintenance to predictive maintenance.
- Knowing the costs and benefits of rehabilitation versus replacement.
- Looking at lifecycle costs, especially for critical assets.
- Deploying resources based on asset conditions.
- Analyzing the causes of asset failure to develop specific response plans.

5. What is my best long-term funding strategy?

Sound financial decisions and developing an effective long-term funding strategy are critical to the implementation of an asset management program. Knowing the full economic costs and revenues generated by your water system will enable you to determine your system's financial forecast. Your system's financial forecast can then help you decide what changes need to be made to your system's long-term funding strategy.

You should ask:

- Do we have enough funding to maintain our assets for our required level of service?
- Is our rate structure sustainable for our system's long-term needs?

Some strategies to consider:

- Revising the rate structure.
- Funding a dedicated reserve from current revenues (i.e., creating an asset annuity).
- Financing asset rehabilitation, repair, and replacement through borrowing or other financial assistance.

Implementing Asset Management: Follow-up and Continuing Steps

The five core questions framework for asset management is the starting point for asset management. Beyond planning, asset management should be implemented to achieve continual improvements through a series of "plan, do, check, act" steps.

- Plan: Five core questions framework (short-term), revise asset management plan (long-term).
- Do: Implement asset management program.
- Check: Evaluate progress, changing factors and new best practices.
- Act: Take action based on review results.

For additional information: Call the Safe Drinking Water Hotline at 1-800-426-4791, visit the EPA Web site at <http://www.epa.gov/safewater/smallsystems> or contact your state drinking water representative.

Building an Asset Management Team

This fact sheet will help you understand:

- How forming and having a team can help your water system successfully implement an asset management program.
- The components of a successful asset management team.

This fact sheet is intended for local officials, owners and operators of water systems, technical assistance providers, and state personnel.

Making the Commitment

Asset management requires an investment in time and resources. Asset management is not a 1-year project, or even a 5-year project. It is a continual, fundamental change in the way infrastructure assets are managed. Successful asset management programs are characterized by a commitment to:

- Spending time and money to implement the program.
- Focusing on making cost-effective asset decisions.
- Providing a sustainable level of customer service for the community.

To achieve this level of commitment, asset management is implemented by a team that is:

- Supported by political leaders who have the authority and willingness to commit public resources and personnel.
- Made up of key decision makers who represent the departments involved with asset management.

Creating and Maintaining an Asset Management Culture

Thinking about your assets differently can be the first step towards having a sustainable water system. With the limited resources of most systems, shifting away from reacting to events and towards making strategic plans can lead to real savings. Asset management focuses on the long-term life cycle of an asset and its sustained performance, not on the day-to-day aspects of the asset. It involves a shift in a water system's philosophy characterized by:

- Changing the management culture.
- Understanding that all asset decisions are investment decisions.
- Focusing on continual improvement driven by results (sustainability).

Changing the culture requires champions who use a team approach to promote and articulate the benefits of asset management. The champions are the motivating force behind the team that can consist of operators, managers, elected officials, and stakeholders. Each team member fulfills a role and function in implementing an asset management program.

Components of a Successful Asset Management Team

The team should have the authority and resources to answer the core questions that lead to asset investment decisions. An asset management team:

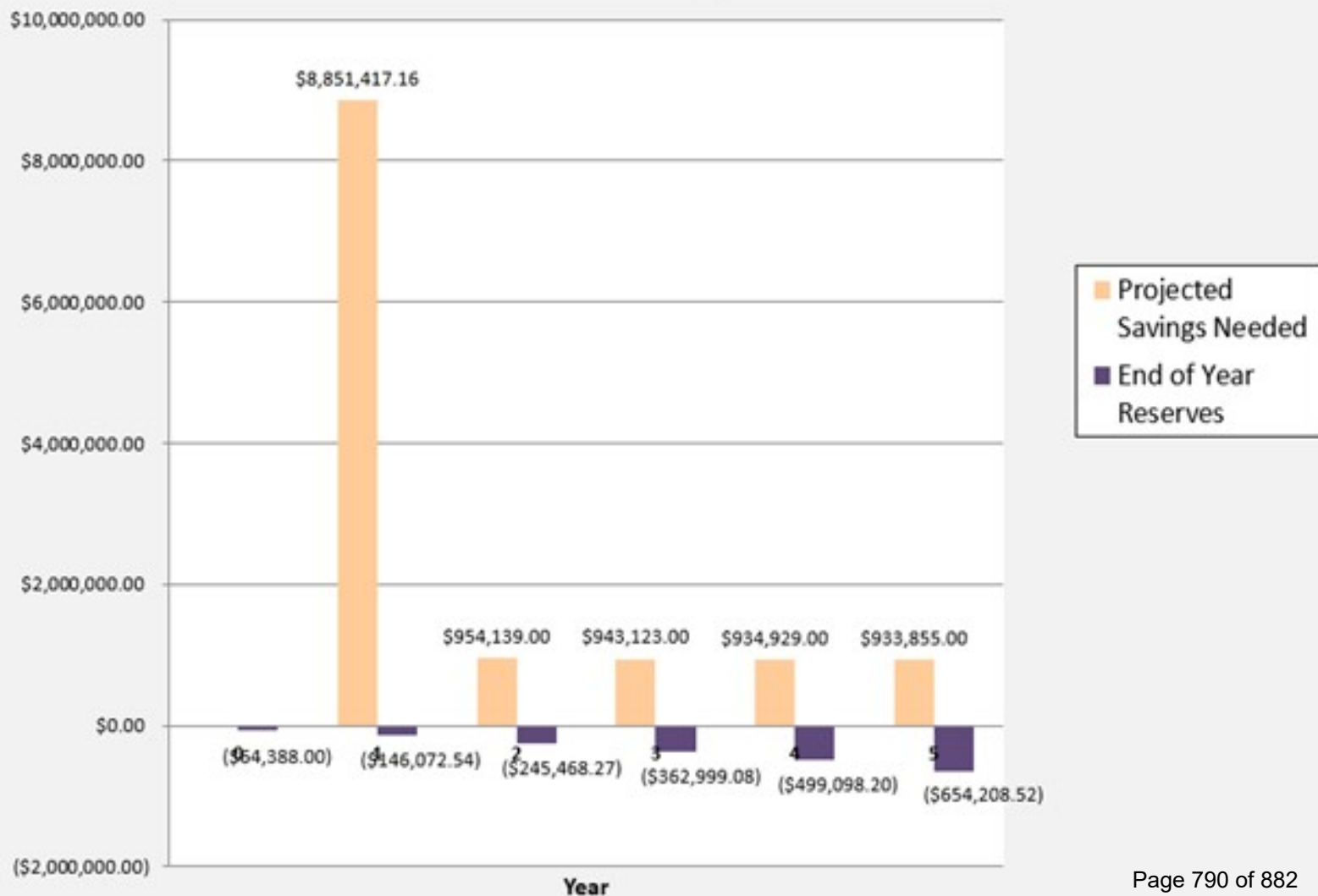
- Is flexible and encourages critical thinking.
- Creates opportunities for sharing ideas and information through open and transparent debate.
- Works through problems and shares the success, not the blame.
- Fosters an atmosphere that builds trust and develops partnerships.
- Uses existing elements of asset management as a basis for the program.
- Starts implementation during planning to achieve early gains.

The following section describes the personnel, departments, and organizations that are good candidates for an asset management team; however, highly effective teams can consist of as few as two members. In the case of a very small system, there may be only one person who will implement an asset management program. **Do not let the size of your team prevent you from getting started.** The team approach works because it brings together the right people to coordinate and drive asset management activities.

Key Team Members	Role and Knowledge Base
Water system operators and engineers (including upper management)	• Knowledge of the current state of water system assets. • Ability to describe the costs and benefits of changes to infrastructure assets. • Experience with the current capital improvement plan and the operations and maintenance strategy.
Local and elected officials (e.g., mayor, council, town manager)	• Authority to commit resources. • Knowledge of the political landscape. • Ability to create new financing mechanisms.
Accountants	• Ability to help estimate the replacement cost of assets. • Knowledge of the existing financing strategy, potential financial resources and challenges, and the need for rate changes.
IT Specialist	• Ability to determine the most practical way to collect, store, and present the information needed to make strategic decisions.
Treasurer	• Ability to implement new financing mechanisms (e.g., bonds, loans, and other debt instruments) and create dedicated reserve accounts.
Other Relevant Departments and Stakeholders	
Other infrastructure managers and utilities (e.g., roads, sewers, and electric)	• Ability to coordinate activities that affect multiple infrastructure sectors and help establish new opportunities for collaboration.
Neighboring water districts	• Share lessons learned, exchange best practices, and enter into new collaborative efforts. Regional and national experts can share innovative ways on how other water systems have overcome their challenges.
Community members	• Knowledge of current and future service expectations. • Ability to reinvest in shared assets. • Desire to preserve the community's assets as the ultimate beneficiaries of a sustainable water service.

For additional information: Call the Safe Drinking Water Hotline at 1-800-426-4791, visit the EPA Web site at <http://www.epa.gov/safewater/smallsystems> or contact your state drinking water representative.

Reserves: Savings or Shortfall



CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 12C

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2025-10-02, a resolution appointing members to the City of Alpine Grievance Committee pursuant to the City's Personnel Policies and Guidelines Handbook. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

The City of Alpine Personnel Policies and Guidelines Handbook establishes a formal grievance process for employees who believe they have been unfairly or improperly treated in their workplace. Central to this process is the Grievance Committee, which is tasked with reviewing, investigating, and resolving grievances that cannot be settled through supervisory or administrative channels.

Per City policy, the Grievance Committee must be composed of three members: one City employee, one City Council member, and one citizen of Alpine. Members serve for an indefinite period of time and remain in place until the City Council appoints replacements.

Resolution 2025-10-02 formally appoints individuals to serve on this committee. Adoption of the resolution ensures compliance with the City's Personnel Policies and Guidelines Handbook and provides employees access to a clear, structured process for resolving disputes. By maintaining an active committee, the City demonstrates its commitment to transparency, fairness, and adherence to established personnel procedures.

Recommendation: Staff recommends approval of Resolution 2025-10-02 to appoint members to the City of Alpine Grievance Committee and ensure the City remains in compliance with its established grievance procedures.

SUPPORTING MATERIALS

1. Resolution 2025-10-02 Appointing Members to the Grievance Committee
2. Grievance Procedure

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/24/2025
Final Approval - 9/24/2025

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2025-10-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, APPOINTING MEMBERS TO THE CITY OF ALPINE GRIEVANCE COMMITTEE PURSUANT TO THE CITY'S PERSONNEL POLICIES AND GUIDELINES HANDBOOK.

WHEREAS, the City of Alpine Personnel Policies and Guidelines Handbook establishes a Grievance Procedure, including the requirement for a Grievance Committee composed of one City Hall Employee, one Council Member, and one Citizen of Alpine; and

WHEREAS, the City Council desires to ensure that such a committee is in place to review and hear grievances in accordance with City policy.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS THAT:

SECTION I. That the following individuals are hereby appointed to serve on the Grievance Committee:

City Hall Employee: _____

City Council Member: _____

Citizen of Alpine: _____

SECTION II. That members shall serve for an indefinite term, consistent with the Personnel Policies and Guidelines, until such time as the City Council appoints replacements.

SECTION III. This resolution is effective immediately upon its passage.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 7th DAY OF OCTOBER 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

City of Alpine

Personnel Policies and Guidelines

minimum requirements of the new position, you may be placed back in your original position or a similar position with less pay than you had been promoted to. Your Supervisor may also recommend a demotion as a disciplinary measure, if you have violated any of the Personnel Policies and Guidelines.

G. COMPLAINTS

Complaints about your work assignments, safety concerns or treatment by your Supervisor should follow the appropriate steps:

- a) Talk with your immediate Supervisor.
- b) Make your complaint in writing and send it to your Department Head.
The Department Head will review your complaint, comment on it, try to resolve and/or forward it to the City Manager.
- c) The City Manager will review your complaint and try to resolve.
- d) If the City Manager is unable to resolve, he/she will forward the charges to a Grievance Committee.
- e) Grievance Committee will review, investigate and handle via the Grievance Procedure.

This section provides employees of the City of Alpine with a formal grievance process for resolving workplace issues. The employee who feels that they have been improperly or unfairly treated in their job or in their relationship with the City shall have the right to file a grievance. Work assignments that are valid City responsibilities and tasks cannot be grieved.

H. GRIEVANCE PROCEDURE

Grievances may include such things as discipline, transfer, job posting selection, raises, unfair assignment of vacation or holiday time, a personal request that was denied, etc. The procedure cannot be used to appeal decisions related to

City of Alpine

Personnel Policies and Guidelines

the City's responsibility to determine the number and assignment of employees, to establish rules of conduct, to determine the hours and days of work, starting and quitting times, wages and benefits, etc.

Any employee regardless of status may submit a grievance when he/she believes they have been wronged by a supervisor or co-worker(s). However, before using this process, employees are encouraged to talk over the problem with their supervisor or co-worker(s). (Refer to the Complaint Process). The grievance process is not a substitute for an appeal of a disciplinary action. When an employee believes that he or she has been harassed or discriminated against, he/she should reference that section of this policy manual.

Failure to act within the allotted time detailed below may result in a forfeiture of grievance opportunities. Former employees and employees on suspension are ineligible to participate in the grievance process.

The Grievance Committee will consist of a City Employee, a Council Member and a Citizen of Alpine. Committee members will serve for an indefinite period of time. City Council will approve, by Resolution, if there is any vacancy based on recommendation from the City Manager.

Step One

Submit your grievance in writing to your supervisor. The grievance must document the circumstances and include the following information:

- a) The exact law, policy, directive, etc., the employee believes has been violated.
- b) How and why the employee believes they have been wronged, or why the employee believes their evaluation does not accurately reflect their performance.

City of Alpine

Personnel Policies and Guidelines

- c) All grievances must be signed and dated.
- d) Written grievances must be submitted to their Department Director and/or Human Resources Director within 5 business days of the Department of Human Resources Director decision.
- e) The City Manager will make a decision within 5 business days.

Step Two

If your grievance is not settled in five (5) business (working) days in Step One, submit your written grievance to the City Secretary and it will be given to the Grievance Committee with all pertinent data within one (1) working day by the City Secretary. The data will then be brought to the Grievance Committee, which shall be made up of one City Councilor, one City Employee and one City Taxpayer named by the City Council. The committee will have three (3) working days to resolve the grievance.

Step Three

The Grievance Committee shall submit their recommendations to the City Attorney for review before a final solution is rendered.

Step Four

If the grievance is not satisfactorily resolved from the results of the hearing the employee shall within three (3) business days inform the City Secretary of his desire to meet with the City Council in Executive or Open Session. The City Manager will schedule such a hearing on the agenda of the next scheduled City Council meeting and the employee will be notified of the time and date of such meeting. Discussion of the grievance must be limited to those persons with grievance solution responsibilities, and at no time will be notified of the time and date of such meeting. Discussion of the grievance must be limited to those persons with grievance solution responsibilities, and at no time will the individual members

City of Alpine

Personnel Policies and Guidelines

of the City Council be contacted outside of an official City Council meeting.

Step Five

After the employee has his meeting before the City Council, its decision will be given at that time. This decision is, in all cases, final and binding. The employee will be provided with a written copy of the decision within two (2) working days from the City Secretary.

Stopping the Grievance Procedure

Only the employee who has filed the grievance shall be able to stop this procedure either by action or inaction.

The grievance procedure shall be stopped if:

- a) The employee indicates he is satisfied with the action to resolve the grievance at any level of the procedure.
- b) The employee, for any reason, indicates that he no longer wishes to continue the grievance procedure.
- c) The employee fails to take action to continue with the next step of the procedure within three (3) working days of completion of the prior steps.

Adverse Action

No adverse action shall be taken against any employee for reason of his exercise of the right to file a grievance either by Administration nor Supervisory Staff.

I. RESIGNATION

Resignations of employees will be accepted by the Department Heads and City Manager. Procedures to be followed to ensure favorable recommendations from the City for future prospective employers (other than performance of duties

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 12D

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve the 2025-2026 Children's Advocacy Center of the Big Bend contract. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

The City of Alpine enters into an annual agreement with the Children's Advocacy Center of the Big Bend (CACBB), a nonprofit organization that provides essential advocacy, support, and protective services to children and families impacted by abuse or neglect. The Center also funds equipment, supplies, programs, and special projects not otherwise covered by outside funding sources.

Under the Fiscal Year 2025–2026 agreement, the City will provide \$5,000 in financial support. This contribution helps sustain CACBB's mission to deliver critical services to vulnerable children and their families within the Alpine community.

The agreement is effective upon execution and includes standard provisions regarding notices, obligations, and annual renewal. Approval of this item will allow the City to continue its partnership with CACBB, ensuring that vital child advocacy and protective services remain available to residents

SUPPORTING MATERIALS

1. 2025 - 2026 Children's Advocacy Center of the Big Bend (1)

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/24/2025
Final Approval - 9/24/2025

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

AGREEMENT FOR CHILDREN’S ADVOCACY CENTER OF THE BIG BEND

WHEREAS, the Children’s Advocacy Center of the Big Bend and the City of Alpine seek to promote the goal of development of the Center, and expand and enrich the services provided to its patrons; and

WHEREAS, the Children’s Advocacy Center of the Big Bend is a non-profit organization designed to support the Center by funding new equipment, supplies, public programs, and special projects that are not covered by other funding sources; and

WHEREAS, the Children’s Advocacy Center of the Big Bend seeks to further that support into this Agreement establishing the rights and obligations of both parties as it pertains to use of Center facilities, materials, space, and supportive services.

NOW, THEREFORE, for and in consideration of the mutual benefits and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

- The City of Alpine will pay the Children’s Advocacy Center of the Big Bend a fee of \$5,000.00 annually.
- Notice under this Agreement shall be provided to the following addresses:

City of Alpine	Children’s Advocacy Center of the Big Bend
City Manager	c/o Shanna Spence Sullivan
100 N. 13th Street	100 Haystack Mountain Drive
Alpine, Texas 79830	Alpine, Texas 79830
- This Agreement shall be effective upon its execution.

EXECUTED THIS 7th DAY OF OCTOBER 2025.

CITY OF ALPINE, TEXAS

CHILDREN’S ADVOCACY CENTER OF
THE BIG BEND

A Texas Municipal Corporation

A Non-Profit Organization

Geoffrey R. Calderon, Interim City Manager

Shanna Spence Sullivan, Executive Director

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 12E

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve Public Works Department Job Descriptions:

- Assistant Director of Public Works
- Custodian
- Director of Public Works
- Mechanic and Maintenance Worker
- Parks Foreman
- Recreation Coordinator
- Service Worker I
- Service Worker II
- Service Worker III

(G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

As part of the City's ongoing initiative to modernize and standardize all employee job descriptions following the Evergreen Solutions Compensation Study (approved November 2024), staff have been working department by department to update job classifications and responsibilities. This effort ensures consistency with the City's adopted pay-grade system, provides clarity in employee roles, and aligns with best practices for municipal operations.

The Public Works Department job descriptions have been reviewed and updated to accurately reflect the essential duties, minimum qualifications, and reporting structures for each position. The positions included are: **Assistant Director of Public Works, Custodian, Director of Public Works, Mechanic and Maintenance Worker, Parks Foreman, Recreation Coordinator, Service Worker I, Service Worker II, and Service Worker III.** These updates will ensure that the department is well-positioned to address operational needs while providing a fair and transparent framework for employee evaluation, compensation, and advancement.

Approval of these job descriptions will support recruitment, retention, and accountability across the Public Works Department, while ensuring compliance with the City's adopted Compensation Policy and Procedures and providing a solid foundation for future workforce planning.

Recommendation: Staff recommends approval of the updated Public Works Department job descriptions.

SUPPORTING MATERIALS

1. City of Alpine Pay Plan & Adopted Pay Grades by Classification
2. Assistant Director of Public Works
3. Custodian
4. Director of Public Works
5. Mechanic and Maintenance Worker
6. Parks Foreman
7. Recreation Coordinator
8. Service Worker I - Public Works
9. Service Worker II - Public Works
10. Service Worker III - Public Works

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/24/2025
Final Approval - 9/24/2025

PAY PLAN

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression
101	\$ 31,200.00	\$ 39,000.00	\$ 46,800.00	50.0%	-
102	\$ 32,760.00	\$ 40,950.00	\$ 49,140.00	50.0%	5.0%
103	\$ 34,398.00	\$ 42,997.50	\$ 51,597.00	50.0%	5.0%
104	\$ 36,117.90	\$ 45,147.38	\$ 54,176.85	50.0%	5.0%
105	\$ 37,923.80	\$ 47,404.74	\$ 56,885.69	50.0%	5.0%
106	\$ 39,819.98	\$ 49,774.98	\$ 59,729.98	50.0%	5.0%
107	\$ 41,810.98	\$ 52,263.73	\$ 62,716.48	50.0%	5.0%
108	\$ 43,901.53	\$ 54,876.92	\$ 65,852.30	50.0%	5.0%
109	\$ 46,096.61	\$ 57,620.76	\$ 69,144.91	50.0%	5.0%
110	\$ 48,401.44	\$ 60,501.80	\$ 72,602.16	50.0%	5.0%
111	\$ 50,821.51	\$ 63,526.89	\$ 76,232.27	50.0%	5.0%
112	\$ 53,362.59	\$ 66,703.23	\$ 80,043.88	50.0%	5.0%
113	\$ 58,698.85	\$ 73,373.56	\$ 88,048.27	50.0%	10.0%
114	\$ 64,568.73	\$ 80,710.91	\$ 96,853.10	50.0%	10.0%
115	\$ 71,025.60	\$ 88,782.01	\$ 106,538.41	50.0%	10.0%
UNG	-	-	-	-	-

Approved by the City Council on November 19, 2024

PAY GRADES BY CLASSIFICATION

Recommended Title	Proposed Grade	Recommended Title	Proposed Grade
Administrative Assistant	102	Environmental Services Administrator	110
Administrative Assistant II	103	Finance Clerk	104
Administrative Receptionist	101	Finance Clerk II	105
Airport Maintenance Technician	105	Hidta Bookkeeper	107
Airport Supervisor	106	Hidta Investigator	111
Animal Services Officer	102	Human Resources Administrator	105
Animal Services Officer II	103	Kennel Help	101
Animal Services Supervisor	105	Lead Mechanic	107
Assistant Director of Public Works	113	Mechanic & Maintenance Worker	105
Assistant Director of Utility	113	Parks Foreman	107
Assistant to the City Manager	104	Permit Technician	105
Building Official	113	Police Captain	113
Chief of Police	115	Police Lieutenant	112
City Manager	ung	Police Officer	110
City Secretary	113	Police Sergeant	111
Code Compliance Officer	106	Records Clerk	104
Code Enforcement Officer	106	Recreation Coordinator	102
Communication Supervisor	106	Recycling Technician	101
Compliance Technician	104	Service Technician I	101
Compliance Technician II	107	Service Technician II	102
Comunication Operator	103	Service Technician III	103
Construction Foreman	107	Service Worker I	101
Court Clerk	104	Service Worker I	101
Custodian	101	Service Worker II	102
Customer Service Clerk I	101	Service Worker III	103
Customer Service Clerk II	102	Telecommunication Operator	103
Customer Service Clerk II	102	Tourism Administrator	110
Customer Service Clerk III	103	Utility Technician I	102
Customer Service Clerk Supervisor	104	Utility Technician II	103
Deputy City Secretary	106	Utility Technician III	104
DIMP Administrator	110	Visitor Center Assistant	102
Director of Public Works	115		
Director of the Gas Department	115		

Approved by the City Council on November 19, 2024

City of Alpine
Assistant Director of Public Works

DEPARTMENT: Public Works
FLSA: Exempt
PAY GRADE: 113

RESPONSIBILITIES OF POSITION:

The Assistant Director of Public Works is part of the management team developing and implementing a strategy to help meet the City's Sustainable Infrastructure goal. This position will mainly focus on maintaining and improving existing infrastructure related to streets, parks, City properties, and fleet maintenance. The ideal candidate is someone who can work well in a team environment, take initiative, have strong leadership skills, and is organized. The Assistant Director of Public Works will assume the responsibilities of the Director in their absence.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a Bachelor's degree in Public Administration, Engineering, Construction Management or related field is required and five (5) year of experience including progressive supervisory roles.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License.

Special Consideration: Normal days and hours of work are 8 hours daily, Monday through Friday, 8:00 a.m. -5:00 p.m. Flexibility to work outside of normal office hours, including evenings, weekends, and holidays required.

ESSENTIAL FUNCTION STATEMENT:

- Assists in the direction of operations, employees, programs, projects, and activities within the Department of Public Works.
- Ensures all employees use proper safety precautions in all work performed; reports problems and emergency situations; recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Makes recommendations for the preparation and implementation of the department's budgets, capital improvement plan and appropriate master plans consistent with standard operating procedures and department priorities.
- Assists in administering construction contracts for project/program quality, fiscal control and other parameters required by specific funding sources.
- Establishes and maintains a working environment conducive to positive morale, quality, creativity, and teamwork.
- Supervises the day-to-day operations of street, parks, fleet, building management facilities, ensuring the efficient and effective delivery of services in compliance with regulations and standards.
- Prepares, reviews, and approves various documents, including timesheets, reports, surveys, work orders, accident/injury reports, TCEQ reports, etc. ensuring accuracy and completeness.
- Assists employees with obtaining necessary training and skills to operate required equipment.

- Addresses concerns, complaints, inquiries, and issues from citizens, other departments, Council members, agencies, contractors/consultants, and vendors.
- Participates, prepares, and administers budgets and five-year plans for the Public Works Department. Makes informed financial decisions to optimize resource allocation.
- Prepares specifications and bids for annual contracts, equipment purchases, maintenance projects, and infrastructure projects.
- Assigns work to employees and train employees on safety as needed.
- Trains employees on equipment.
- Assists employees with any computer questions.
- Prepares 1-4 year department plans including equipment needs and staff.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of construction management for larger projects.
- Knowledge of required heavy equipment utilized by public works.
- Knowledge of local, state, and federal regulations related to public works operations.
- Skills in strong collaboration/conflict resolution.
- Skills in good judgement, professionalism, thoroughness, detail oriented, flexibility, excellent customer service skills, and personal effectiveness/credibility.
- Skills in organization including handling multiple tasks and prioritizing.
- Ability to safely and frequently drive a city vehicle through city traffic.
- Ability to act independently and proactively to identify and troubleshoot problems and bring issues forward to City leadership as needed.
- Ability to understand and function within municipal government operations, and City specific policies, procedures, ordinances, and budgeting practices.
- Ability to provide excellent leadership, communication, and interpersonal skills.
- Ability to budget, project management, and manage field teams.
- Ability to use relevant software and applications, including MS Office Products.
- Ability to work under pressure and adhere to deadlines.
- Ability to supervise and manage employees in multiple work units, teams, or projects.

PHYSICAL ABILITIES:

Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Position will frequently work in both an office and seasonal outdoor environments.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

**City of Alpine
Custodian**

DEPARTMENT: Public Works
FLSA: Non-Exempt
PAY GRADE: 101

RESPONSIBILITIES OF POSITION:

Under close supervision, using established procedures and receiving detailed instructions perform physical tasks as an entry-level Worker I in various City of Alpine Public Utility and Public Works Departments.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker I is assigned to.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs labor intensive work.
- Assists in the completion of paperwork, forms and reports as necessary.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- Cleans city offices, the civic center and assists the street department as needed.
- Orders supplies needed to complete custodial assignments.
- Uses equipment for cleaning as needed.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Knowledge of Federal, State and Local laws.
- Skills in oral and written communication.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to operate a motor vehicle through City traffic.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

City of Alpine
Director of Public Works

DEPARTMENT: Public Works
FLSA: Exempt
PAY GRADE: 115

RESPONSIBILITIES OF POSITION:

The Public Works Director will work under the direct supervision of the City Manager. This is a highly independent and responsible executive level position that supervises and directs the day to-day operations of various Public Works Departments that includes, streets, parks and recreation, and fleet maintenance. Implements policies and instructions to ensure effective service delivery for all divisions of Public Works Department.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a Bachelor's Degree in Public Administration, engineering or related field is required and seven (7) years of professional and supervisory experience in public works, preferably with a municipality.

Licenses and Certificates: This position requires a Texas Class "C" Driver's license.

Special Consideration: Occasionally work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Maintains liaison with appropriate County, State, and Federal agencies.
- Establishes standards, plans, schedules, and procedures for expanding, operating, and maintaining the City's Public Works Infrastructure.
- Assesses the need for contract services and recommends accordingly; represents the City's interests in overseeing and evaluating consultant recommendations.
- Appraises adequacy of facilities and develops plans and priorities for modification and extensions; evaluates soundness and efficiency of operations; supervises the installation of improvements; and develops work programs and budgetary estimates.
- Attends City Council Meetings and advisory board meetings as needed and responds to questions and complaints from General Public.
- Develops the annual budgets and capital improvement needs in support of long range planning of City capital improvement plans or initiatives for each department with assistance from the various departments, and collectively monitor the progress of the budget throughout each fiscal year.
- Updates the defined stakeholders for all projects, update service delivery types, and work to serve their needs as well as protect their interests.
- Hires, assigns, supervises, and evaluates department heads, managers and staff. Assists with hiring and evaluation of other City personnel and ensures that his/her and all employees under his/her direction comply with the City's Personnel and Policy Rules and Regulations, safety and security standards.
- Supervises and manages employees in multiple units, teams or projects.

- Oversees, manages, and ensures the efficiency and effectiveness of manual processes, providing feedback, and the direction to those executing the tasks.
- Plans and initiates long-term projects, secures funding, and allocates resources for capital improvements, significant construction projects, major equipment, and new tech systems to support the organization's goal.
- Serves as liaison to other City departments and outside organizations; respond to information requests, general citizen inquiries, and ensure positive public relations and excellent customer service.
- Assists with city functions and special events and works on-call to handle emergency works as required or necessary.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public relations methods.
- Knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Knowledge of research methods.
- Knowledge in planning, operations, construction practices and materials used in design, engineering and configuration of Streets, Traffic, Drainage, Sanitary Waste Collection and other functions of the Public Works Department.
- Knowledge of municipal financial planning, budgeting and management.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skills in resolving problems or situations requiring the exercise of good judgment.
- Skills and experience in developing and leading teams of people to accomplish public utility tasks, setting goals and objectives, work organization, delegation and employee supervision.
- Skills in creating a professional department that is progressive, proactive and result driven and lead staff to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork and supports constructive resolution of conflicts.
- Ability to communicate effectively, both orally and in writing, in a clear and professional manner.
- Ability to establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Ability to exercise sound independent judgment within general policy and administrative guidelines.

PHYSICAL ABILITIES:

- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.

- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

City of Alpine
Mechanic & Maintenance Worker

DEPARTMENT: Public Works
FLSA: Non-Exempt
PAY GRADE: 105

RESPONSIBILITIES OF POSITION:

Under close supervision, using established procedures and receiving detailed instructions perform physical tasks as an entry-level Mechanic and Maintenance Worker in City of Alpine Public Works Department.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of an Associate's degree is required and two (2) years work experience in any of the following manual labor fields: maintenance, mechanic, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs labor intensive work.
- Performs tune ups, brake jobs, and other preventative maintenance on cars, trucks, buses, and other powered rolling equipment; replaces common parts and adjusts.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Assists in ground maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assesses vehicles and/or machinery to accurately diagnose and repair issues.
- Provides routine inspections of vehicles and informs any issues to the Supervisor.
- Prepares quotes and work estimates as requested.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs maintenance tasks in confined spaces.
- Maintains and cleans garage equipment and tools to ensure they are kept in a safe and usable condition at all times.
- Assists in the completion of paperwork, forms and reports as necessary.
- Performs construction and maintenance tasks that require climbing to heights.

- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighing up to 50 lbs. unassisted.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Keeps an accurate log of all work performed.
- Adheres to company work safety policies.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Knowledge of Federal, State and Local laws.
- Skills in oral and written communication.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to operate a motor vehicle through City traffic.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

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understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

**City of Alpine
Parks Foreman**

DEPARTMENT: Public Works

FLSA: Non-Exempt

PAY GRADE: 107

RESPONSIBILITIES OF POSITION:

Works on assignments that are complex in nature where considerable judgment and initiative are required in resolving problems and making recommendations to management. In addition to physical labor tasks Parks Foreman is required to be proficient in completing regulatory paperwork and reporting findings to supervisors.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required and five (5) years' work experience in any of the following manual labor fields: utilities, construction, maintenance, paving, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Leads other employees to perform labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, work assignments, leadership, and guidance to others.
- Answers citizen questions and aids them.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools; performs general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the set-up, operation and maintenance of a variety of safety-related equipment according to utility safety procedures and SOP's.
- Assists in asset control and inventory activities.

- Leads basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- Provides maintenance of public restrooms, pavilions, and swimming pools.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Knowledge of Federal, State and Local laws.
- Skills in oral and written communication.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Skills in handling multiple tasks and prioritizing.
- Skills in data analysis and problem solving.
- Skills in planning and organizing.
- Skills at reading diagrams and technical drawings.
- Ability to operate a motor vehicle through City traffic.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

**City of Alpine
Service Worker II**

DEPARTMENT: Public Works
FLSA: Non-Exempt
PAY GRADE: 102

RESPONSIBILITIES OF POSITION:

The Recreation Coordinator, operating under the general administration of the and general supervision of the Public Works Director, is tasked with the development, planning, implementation, coordination, and management of a comprehensive array of recreation programs, facilities, and personnel for the City of Alpine. This key position involves overseeing all aspects of recreational activities, ensuring they cater to the diverse needs and interests of the community while adhering to city policies, budgetary guidelines, Texas law regulations, and Safety and Health codes. The Recreation Coordinator will strive to improve community well-being by providing accessible and engaging recreational opportunities that promote physical activity, social interaction, community outreach, and personal enrichment for residents across all age groups.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required. An Associate's degree or higher in Recreation Programming, Public Administration, or a related field, or two (2) years of experience in a Recreation Department involving public contact, is preferred.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker II is assigned to.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs Develop, plan, direct, and coordinate all recreation camps, sports, community outreach, special events, arts/intramurals, and recreational classes for all ages on a city-wide, year-round basis.
- Provide support to the City's Park Supervisor regarding parks and playgrounds.
- Serve as a City liaison for numerous special events within the community that utilize City facilities and spaces for programming.
- Collaborate with local and neighboring city officials, schools, organizations, and visitor centers to establish and maintain recreational collaborative relationships with volunteers, program organizers, citizens, contractors, and vendors.
- Attend Parks and Recreation meetings and collaborate with the Parks Board and City Council members in the analysis of all recreational program functions, recommendations, improvements, and promotional activities.
- Build relationships with residents, community members, and other organizations to solicit feedback and to create and promote recreation programs.

- Manages the operation and maintenance of recreational facilities, including the Kokernot Municipal Pool.
- Coordinates and supervises the recruitment, training, scheduling, supervision, and evaluation of all recreational, seasonal, or volunteer staff providing services at City-owned event spaces, special events, and recreation programs.
- Coordinates and oversees event scheduling, enforces rental contracts, and manages notifications of follow-ups and reimbursement fees as necessary, in collaboration with the finance department.
- Serves as the Pool Supervisor for seasonal lifeguard staff, including overseeing the hiring process, arranging work schedules, and coordinating mandatory and lifeguard training.
- Manages, schedules, and coordinates food truck vendors for various City activities and events.
- Develop program budgets, track expenses, identify donation and funding opportunities, and recommend new programs and equipment.
- Collaborate with the City's Grant Writer on grants pertaining to parks and recreation.
- Oversee and maintain the development, interpretation, and implementation of policies, procedures, protocols, requirements, and standards as mandated by the city and the Texas Health and Safety regulations for the Kokernot Municipal Pool, lifeguard personnel, and all recreational facilities, including but not limited to written Emergency Action Plans.
- Develop and maintain an inventory of City parks, fields, facilities, memorial landmarks, and open spaces, documenting their uses, needs, and challenges.
- Promote and produce marketing and promotional materials, and establish proper communications through various permitted local media and social channels for recreational events or seasonal programs.
- Prepare and maintain accurate administrative system records, both digital and physical, for registrations, attendance, finances, calendars, and other data relevant to special events and recreation programs.
- Address and develop a comprehensive plan for following up on community inquiries and complaints related to recreation programs, events, and facilities.
- Perform any other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrates knowledge in planning, developing, organizing, implementing, and supervising recreational activities, including the supervision of lifeguards, staff, and volunteers.
- Ability to read, interpret, establish, delegate, explain, and implement policies, protocols, and procedures for recreational activities and facilities.
- Proficiency in organization and record-keeping.
- Knowledge of secretarial and office practices and procedures.
- Possesses strong written and verbal communication skills.
- Proficiency in basic office management duties, computer programs (Word, Excel, PowerPoint, Google Sheets), and standard office equipment.

- Skilled in office management duties, including composing correspondence, managing multiple tasks and projects with interruptions, and prioritizing and organizing workload to meet deadlines.
- Ability to adapt to change, resolve conflicts, and exhibit a solution-oriented approach with professionalism.
- Required to work in both indoor office settings and outdoor environments.
- Knowledge of Federal, State and Local laws.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal Instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to operate a motor vehicle through City traffic.
- Ability to handle or use machines, tools, and equipment requiring brief instruction or experience.

PHYSICAL ABILITIES:

- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

**City of Alpine
Service Worker I**

DEPARTMENT: Public Works
FLSA: Non-Exempt
PAY GRADE: 101

RESPONSIBILITIES OF POSITION:

Under close supervision, using established procedures and receiving detailed instructions perform physical tasks as an entry-level Worker I in various City of Alpine Public Utility and Public Works Departments.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker I is assigned to.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs labor intensive work.
- Assists in the completion of paperwork, forms, and reports as necessary.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Assists with installation and maintenance of gas taps, mains, and service lines.
- Digs, trenches, and excavates using heavy machinery and hand tools.
- Locates lines for projects, maintenance, and Texas 811 locate tickets.
- Repairs leaks for above and below ground leaks.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.

- Sets up barricades, cones, construction signs, flags to secure job sites from vehicular traffic and pedestrians.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Knowledge of Federal, State and Local laws.
- Knowledge of basic or routine tasks and procedures that may require on-the-job training.
- Skills in oral and written communication.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to operate a motor vehicle through City traffic.
- Ability to handle or use machines, tools, equipment or software requiring moderate instruction and experience.
- Ability to perform tasks using specialized technical or professional tools, machinery, procedures, or methods.
- Ability to use heavy machinery such as a backhoe, mini excavator, trencher, and work vehicles.
- Ability to manage assigned work with little intervention or input needed from supervisor.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

**City of Alpine
Service Worker II**

DEPARTMENT: Public Works
FLSA: Non-Exempt
PAY GRADE: 102

RESPONSIBILITIES OF POSITION:

Under close supervision, using established procedures and receiving detailed instructions perform physical tasks as Worker II in various City of Alpine Public Utility and Public Works Departments.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required and two (2) years of work experience in any of the following manual labor fields: utilities, construction, maintenance, paving, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker II is assigned to.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs labor intensive work.
- Assists in the completion of paperwork, forms and reports as necessary.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Assists in ground maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- Runs heavy equipment as needed to complete tasks as well as dump trucks, hot oil distributor, welding equipment, etc.

- Performs tasks using specialized technical or professional tools, machinery, procedures, or methods.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures
- Knowledge of Federal, State and Local laws.
- Knowledge of basic or routine tasks and procedures that may require on-the-job training.
- Skills in oral and written communication.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal Instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to operate a motor vehicle through City traffic.
- Ability to handle or use machines, tools, and equipment requiring brief instruction or experience.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

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what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

**City of Alpine
Service Worker III**

DEPARTMENT: Public Works
FLSA: Non-Exempt
PAY GRADE: 103

RESPONSIBILITIES OF POSITION:

Under close supervision, using established procedures and receiving detailed instructions perform physical tasks as Worker III in various City of Alpine Public Utility and Public Works Departments.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required and three (3) years of work experience in any of the following manual labor fields: utilities, construction, maintenance, paving, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker III is assigned to.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Performs labor intensive work.
- Assists in the completion of paperwork, forms and reports as necessary.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Establishes and maintains effective working relationships with other employees, city officials, and the public.
- Operates a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Assists in ground maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures

- Knowledge of Federal, State and Local laws.
- Skills in oral and written communication.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal Instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to operate a motor vehicle through City traffic.

PHYSICAL ABILITIES:

- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

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Employee Signature & Date

Employee's Printed Name

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 12F

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve Public Utilities (Water & Wastewater) Job Descriptions:

- Assistant Director of Utilities
- Compliance Technician
- Director of Utilities (Approved 7/1/25)
- Utilities Foreman
- Utilities Technician I
- Utilities Technician II
- Utilities Technician III
- Wastewater Operator I
- Wastewater Operator II
- Wastewater Operator III (Wastewater Chief Operator)

(G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

In continuation of the City's comprehensive initiative to update all employee job descriptions following the Evergreen Solutions Compensation Study (approved November 2024), the Public Utilities (Water & Wastewater) Department has completed revisions to its job classifications. This effort is designed to ensure that all positions are clearly defined, aligned with the City's adopted pay-grade structure, and reflective of current operational and regulatory requirements.

The updated job descriptions cover a range of critical positions within the department, including supervisory, technical, and operational roles. The **Director of Utilities** job description was previously approved on July 1, 2025, and is reaffirmed as part of this broader package for consistency. The additional job descriptions—**Assistant Director of Utilities, Compliance Technician, Utilities Foreman, Utilities Technician I–III, and Wastewater Operator I–III (Chief Operator)**—provide clarity on duties, qualifications, and reporting structures essential for the safe and efficient operation of the City's water and wastewater systems.

Approval of these job descriptions will ensure compliance with regulatory standards, support employee development and accountability, and strengthen the City's ability to recruit and retain qualified staff in these critical infrastructure positions. This action reflects the City's ongoing

commitment to transparency, organizational consistency, and alignment with best practices in municipal utility management.

Recommendation: Staff recommends approval of the updated Public Utilities (Water & Wastewater) job descriptions.

SUPPORTING MATERIALS

1. City of Alpine Pay Plan & Adopted Pay Grades by Classification
2. Assistant Director of Utilities
3. Compliance Technician Utilities
4. Director of Utilities
5. Utilities Foreman
6. Utility Technician I
7. Utility Technician II
8. Utility Technician III
9. Wastewater Operator I
10. Wastewater Operator II
11. Wastewater Operator III (Chief Wastewater Operator)

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/24/2025
Final Approval - 9/24/2025

PAY PLAN

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression
101	\$ 31,200.00	\$ 39,000.00	\$ 46,800.00	50.0%	-
102	\$ 32,760.00	\$ 40,950.00	\$ 49,140.00	50.0%	5.0%
103	\$ 34,398.00	\$ 42,997.50	\$ 51,597.00	50.0%	5.0%
104	\$ 36,117.90	\$ 45,147.38	\$ 54,176.85	50.0%	5.0%
105	\$ 37,923.80	\$ 47,404.74	\$ 56,885.69	50.0%	5.0%
106	\$ 39,819.98	\$ 49,774.98	\$ 59,729.98	50.0%	5.0%
107	\$ 41,810.98	\$ 52,263.73	\$ 62,716.48	50.0%	5.0%
108	\$ 43,901.53	\$ 54,876.92	\$ 65,852.30	50.0%	5.0%
109	\$ 46,096.61	\$ 57,620.76	\$ 69,144.91	50.0%	5.0%
110	\$ 48,401.44	\$ 60,501.80	\$ 72,602.16	50.0%	5.0%
111	\$ 50,821.51	\$ 63,526.89	\$ 76,232.27	50.0%	5.0%
112	\$ 53,362.59	\$ 66,703.23	\$ 80,043.88	50.0%	5.0%
113	\$ 58,698.85	\$ 73,373.56	\$ 88,048.27	50.0%	10.0%
114	\$ 64,568.73	\$ 80,710.91	\$ 96,853.10	50.0%	10.0%
115	\$ 71,025.60	\$ 88,782.01	\$ 106,538.41	50.0%	10.0%
UNG	-	-	-	-	-

Approved by the City Council on November 19, 2024

PAY GRADES BY CLASSIFICATION

Recommended Title	Proposed Grade	Recommended Title	Proposed Grade
Administrative Assistant	102	Environmental Services Administrator	110
Administrative Assistant II	103	Finance Clerk	104
Administrative Receptionist	101	Finance Clerk II	105
Airport Maintenance Technician	105	Hidta Bookkeeper	107
Airport Supervisor	106	Hidta Investigator	111
Animal Services Officer	102	Human Resources Administrator	105
Animal Services Officer II	103	Kennel Help	101
Animal Services Supervisor	105	Lead Mechanic	107
Assistant Director of Public Works	113	Mechanic & Maintenance Worker	105
Assistant Director of Utility	113	Parks Foreman	107
Assistant to the City Manager	104	Permit Technician	105
Building Official	113	Police Captain	113
Chief of Police	115	Police Lieutenant	112
City Manager	ung	Police Officer	110
City Secretary	113	Police Sergeant	111
Code Compliance Officer	106	Records Clerk	104
Code Enforcement Officer	106	Recreation Coordinator	102
Communication Supervisor	106	Recycling Technician	101
Compliance Technician	104	Service Technician I	101
Compliance Technician II	107	Service Technician II	102
Comunication Operator	103	Service Technician III	103
Construction Foreman	107	Service Worker I	101
Court Clerk	104	Service Worker I	101
Custodian	101	Service Worker II	102
Customer Service Clerk I	101	Service Worker III	103
Customer Service Clerk II	102	Telecommunication Operator	103
Customer Service Clerk II	102	Tourism Administrator	110
Customer Service Clerk III	103	Utility Technician I	102
Customer Service Clerk Supervisor	104	Utility Technician II	103
Deputy City Secretary	106	Utility Technician III	104
DIMP Administrator	110	Visitor Center Assistant	102
Director of Public Works	115		
Director of the Gas Department	115		

Approved by the City Council on November 19, 2024

City of Alpine
Assistant Director of Utilities

DEPARTMENT: Utilities
FLSA: Exempt
PAY GRADE: 113

RESPONSIBILITIES OF POSITION:

The Assistant to the Utilities Director is responsible for supporting the Department Director in the efficient administration and operation of the Utilities Department. This position requires independent judgment, discretion, and the ability to act with delegated authority. The Assistant plays a key role in overseeing the department's administrative functions, ensuring operational excellence, staff support, and regulatory compliance at the local, state, and federal levels.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required, along with at least two years of office and computer experience, or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. This position also requires a valid Texas Class "C" Driver's License. A minimum of seven (7) years of experience in maintenance, construction, or utilities—at least two (2) of which should be in a supervisory capacity. Bachelor's degree is preferred.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Class "D" Basic Water and/or Wastewater License certification required within 12 months of employment. If certificates or licenses are not obtained within 12 months, demotion or termination could occur.

Special Consideration: Work flexible hours, weekends, holidays, extended hours, and on-call.

ESSENTIAL FUNCTION STATEMENT:

- Prepares and submits accurate State and Federal reports in a timely manner, including those required by TCEQ, STEERS, EPA, PHMSA, Energy Reports, and the Texas Municipal League Audit Report.
- Maintains and updates critical departmental documents and programs, such as the Operations and Maintenance Manual, Drug and Alcohol Program, Public Awareness Plan, Damage Prevention Program, and Texas 811 relations.
- Assists with Texas Railroad Commission online reporting (serving as Security Administrator Designee), and ensures compliance with regulatory reporting requirements.
- Oversees and manages administrative processes including processing and entering completed service orders, maintenance work orders, utility locates, and customer adjustments for approval.
- Performs general office duties such as answering and directing incoming calls, providing customer service, scanning, filing, and document management.

- Oversees, aligns, and improves department-wide processes to support strategic objectives and operational efficiency.
- Provides support, training, coaching, and guidance to staff; manages scheduling to ensure departmental coverage and meets operational needs.
- Conducts annual performance evaluations and tracks continuing education hours to ensure all staff certifications and training requirements are maintained.
- Ensures departmental compliance with all City policies, procedures, safety, and personnel regulations; promotes a safe working environment by enforcing safety protocols and attending required safety training.
- Maintains and operates department vehicles and equipment per established standards.
- Assists in developing and maintaining the annual departmental budget.
- Participates in the planning and development of departmental policies and procedures.
- Compiles, analyzes, and reports statistical data; prepares and maintains logs, records, and monthly/quarterly reports.
- Represents the department at City Council meetings and advisory board meetings as needed; responds to questions and complaints from the general public.
- Cross-trains in other City departments as appropriate to ensure operational flexibility.
- Assists the Director in setting measurable goals, strategic planning, and day-to-day oversight; assumes leadership responsibilities in the Director's absence.
- Responds to emergency situations, including working on-call as needed.
- Performs all duties outlined in subordinate job descriptions and other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City ordinances, policies, procedures, and applicable regulations.
- Knowledge of administrative principles, office operations, and clerical procedures.
- Knowledge of proper safety practices, procedures, and regulations related to departmental activities.
- Knowledge of financial processes including purchasing, budget planning, and capital improvement planning.
- Knowledge of grant writing, preparation, and administration processes.
- Knowledge of Microsoft Office Suite, including advanced experience with Excel and Word.
- Skilled in operating standard office equipment such as computers, printers, copiers, scanners, fax machines, and multi-line telephones.
- Skilled in preparing and reviewing complex reports, studies, and presentations for internal and external stakeholders.
- Skilled in administrative research and data analysis to support organizational goals and decision-making.
- Skilled in using financial and technical resources to carry out department tasks and projects.
- Skilled in operating and maintaining both small and large equipment when required.
- Skilled in problem-solving and applying sound judgment in routine and emergency situations.

- Ability to provide high-level administrative support to department leadership, including calendar management, meeting coordination, and communication with citizens and officials.
- Ability to communicate effectively, both orally and in writing, in a clear, professional, and courteous manner.
- Ability to establish and maintain effective working relationships with coworkers, City officials, boards, commissions, the public, and other departments.
- Ability to manage multiple tasks simultaneously and prioritize responsibilities in a fast-paced environment.
- Ability to oversee and ensure the effectiveness of complex departmental processes, providing training, guidance, and feedback as needed.
- Ability to exercise sound independent judgment within general policy and administrative guidelines.
- Ability to create and adjust work schedules, manage time-off requests, and coordinate staffing needs.
- Ability to handle confidential information and sensitive issues with discretion and professionalism.
- Ability to assist in organizing and participating in special events, city functions, and emergency response activities, including on-call duties.
- Ability to work independently or collaboratively with minimal supervision.

PHYSICAL ABILITIES:

- Lift and carry items up to 50 pounds.
- Occasionally work flexible hours, weekends, holidays, extended hours, and mandatory overtime.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

WORK ENVIRONMENT:

- Work is performed in an office environment.
- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time
- Occasional exposure to irate members of the public.

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ACKNOWLEDGEMENT

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Employee Signature & Date

Employee's Printed Name

City of Alpine
Utilities Compliance Technician

DEPARTMENT: Utilities
FLSA: Non-Exempt
PAY GRADE: 104

RESPONSIBILITIES OF POSITION:

Responsible to the Department Director for the performance of administrative duties required to coordinate the activities of the department, this position requires independent judgment and the exercise of authority as delegated by the Department Head. The role oversees administrative functions related to the department and the operation of the City and ensures compliance with all applicable Texas Commission on Environmental Quality (TCEQ) regulations, as well as all state, local, and federal reporting requirements. Responsibilities include maintaining accurate records, submitting timely reports to regulatory agencies, monitoring and interpreting regulatory changes, and implementing necessary updates to departmental procedures to ensure consistent and accurate compliance practices.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required. At least two years office experience and computer experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. This position requires a Texas Class "C" Driver's License.

ESSENTIAL FUNCTION STATEMENT:

- Prepares State and Federal Reports (Texas Commission of Environmental Quality (TCEQ), STEERS, EPA, PHMSA, Energy Reports and Texas Municipal League Audit Report) before deadlines.
- Maintains up to date Operations and Maintenance Manual, Drug and Alcohol Program, Public Awareness Plan, Damage Prevention Program, and Texas 811 relations.
- Processes and enters completed service orders, maintenance service orders, and locates as needed.
- Processes customer adjustments and submit for approval.
- Assists staff with Texas Railroad Commission online reporting (SAD - Security Administrator Designee).
- Conducts general office duties which involve answering and directing incoming phone calls, providing customer service, scanning documents, and filing.
- Oversees, manages, and aligns processes that reach the entire organization ensuring the support organizational strategy, objectives, and operations.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Operate standard and specialized equipment as necessary: Use copier, fax, printer, scanner, personal computer with generic office productivity software and multi-line telephone.
- Greet and assist City employees, officials and the public as required. Involves: Respond to visitors in a courteous manner. Answer phones, take messages or forward inquiries to the appropriate party exercising proper telephone etiquette.
- Perform miscellaneous tasks as assigned.
- Perform specified clerical, administrative and other support tasks.
- Provides staff assistance to the Department Head.
- Prepares and/or reviews complex reports and studies.
- Provides analysis on a wide variety of administrative or management policies in support of organization goals, priorities and initiatives.
- Produces presentations, as needed, for use with citizens, boards, commissions, employees, area businesses, service agencies, regional groups and other applicable groups to convey information on City programs, service offerings and other related issues.
- Oversees various purchasing activities including the five-year capital plan in relation to expenses by departments.
- Prepare reports for the public.
- Maintains calendar, meeting schedules and establishes citizen meetings or notices on behalf of the Department Head.
- conducts research on assigned topics.
- Answers inquiries from the public and provide advanced level staff support to a variety of committees, boards, teams and commissions.
- Recommendations, plans and implements, changes and administration of personnel policies and guidelines within the department.
- Preparation of all field work for grants and grant programs.
- Prepares applications and cost estimates for the grant projects.
- Confer with the Department Head to discuss the conditions and needs of the City.
- Perform a variety of clerical and para-professional tasks to assist staff, as assigned.
- Refer complex queries to more knowledgeable staff.
- Assists with city functions, special events, may work on-call to handle emergency situations and perform other duties as required or necessary

PHYSICAL ABILITIES:

- Lift and carry items up to 50 pounds.
- Occasionally work flexible hours, weekends, holidays, extended hours and mandatory overtime.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

WORK ENVIRONMENT:

- Work is performed in an office environment.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

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Employee Signature & Date

Employee's Printed Name

**City of Alpine
Director of Utilities**

DEPARTMENT: Utilities
FLSA: Exempt
PAY GRADE: 115

RESPONSIBILITIES OF POSITION:

Supervises and directs the day-to-day operations of various Public Utilities that includes water and sewer utilities, fleet maintenance, building maintenance, environmental services. Provides construction information, recommendations, technical assistance to City management, attends all meetings related to City Management and Public Utilities. Prioritizes order of construction projects and lays out daily work schedules; oversees construction projects including CIP projects, including supervising contractors and consultants. Administers department budget and authorizes related expenditures.

EXPERIENCE, EDUCATION, and/or TRAINING: Three (3) to Five (5) years of project management experience in construction, engineering, water, or wastewater projects.

Licenses and Certificates: A “C” license in wastewater treatment and a “C” license in water is preferred, or ability to obtain the licenses within three (3) years. This position requires a Texas Class "C" Driver's License. Possession of Certification as a Licensed Professional Engineer (P.E.) in the State of Texas highly desirable.

- **Special Consideration:** Occasionally work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

- Plans, directs, and coordinates the activities of the Water, Wastewater, Sanitation and environmental services.
- Maintains liaison with appropriate County, State, and Federal agencies.
- Establishes standards, plans, schedules, and procedures for expanding, operating, and maintaining the City's Public Utility Infrastructure.
- Assesses the need for consultant services and recommends accordingly; represents the City's interests in overseeing and evaluating consultant recommendations.
- Appraises adequacy of facilities and develops plans and priorities for modification and extensions; evaluates soundness and efficiency of operations; supervises the installation of improvements; and develops work programs and budgetary estimates.
- Recruits, selects and supervises employees within the Departments.
- Attends City Council Meetings and advisory board meetings as needed and responds to questions and complaints from General Public.
- Develops the annual budgets and capital improvement needs in support of long-range planning of City capital improvement plans or initiatives for each department with assistance from the various departments, and collectively monitor the progress of the budget throughout each fiscal year.
- Leads and monitors the delivery of any Public Utility Infrastructure and Capital Improvement Programs.
- Works with City Management on maintenance of contract for the Municipal Landfill.

- Oversees the activities of Keep Alpine Beautiful and the Recycling Center.
- Updates the defined stakeholders for all projects, update service delivery types, and work to serve their needs as well as protect their interests.
- Hires, assigns, supervises, and evaluates department heads, managers and staff. Assist with hiring and evaluation of other City personnel and ensure that his/her and all employees under his/her direction comply with the City's Personnel and Policy Rules and Regulations, safety and security standards.
- Serves as liaison to other City departments and outside organizations; respond to information requests, general citizen inquiries, and ensure positive public relations and excellent customer service.
- Ensures all regulator reports and deadlines are adhered to and department activities comply with regulating entities' rules and regulations for all departments; immediately notifies the City Manager of any known regulatory violations, inspections, notices, investigations or enforcement activities.
- Assists with city functions and special events and works on-call to handle emergency works as required or necessary.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of planning and drafting techniques.
- Knowledge of geographical information systems.
- Knowledge of mapping, drafting, graphics and illustration methods and materials.
- Knowledge of public relations methods.
- Knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Knowledge of research methods.
- Knowledge in planning, operations, construction practices and materials used in design, engineering and configuration of water, wastewater, sanitation and landfill systems or services.
- Knowledge and understanding of pumps, meters, valves, lift stations as well as all testing and reporting required by regulatory bodies necessary for effective and efficient systems.
- Knowledge of municipal financial planning, budgeting and management.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skills in resolving problems or situations requiring the exercise of good judgment.
- Skills in creating a professional department that is progressive, proactive and result driven and lead staff to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork and supports constructive resolution of conflicts.
- Ability and proven experience in developing and leading teams of people to accomplish public utility tasks, setting goals and objectives, work organization, delegation and employee supervision.
- Ability to communicate effectively, both orally and in writing, in a clear and professional manner.

- Ability to prepare a variety of reports related to Public Utilities activities.
- Ability to establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Ability to operate a motor vehicle through City traffic.
- Ability to exercise sound independent judgment within general policy and administrative guidelines.

PHYSICAL ABILITIES:

- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

**City of Alpine
Utilities Foreman**

DEPARTMENT: Utilities
FLSA: Non-Exempt
PAY GRADE: 107

RESPONSIBILITIES OF POSITION:

The Utilities Foreman is responsible for the day-to-day supervision of utility crews performing a variety of unskilled and semi-skilled labor tasks related to the maintenance, repair, and construction of the City's utility infrastructure. Reporting directly to the Utilities Director, the Foreman serves as a working supervisor and departmental trainer, ensuring work is completed safely, efficiently, and in compliance with all applicable regulations and standards. The Foreman is also responsible for planning daily work assignments, coordinating field operations, and providing leadership and guidance to field staff. In the absence of the Utilities Manager and/or Director, the Foreman may assume their responsibilities as delegated.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of five (5) years progressively responsible experience in utility construction, maintenance and repair relating to water and wastewater. High School diploma or GED is required. Ongoing Continuing Education Units are required by TCEQ to renew water, and wastewater licenses every 3 years.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License and safe driving record.

Class "C" Wastewater and/or Class C Groundwater or Class C Distribution Certification from the Texas Commission on Environmental Quality (TCEQ)

Special Consideration: Work flexible hours, weekends, holidays, on-call and extended hours.

ESSENTIAL FUNCTION STATEMENT:

Water System Infrastructure & Maintenance

- Lead and assist in the repair, installation, and replacement of water mains, service lines, meters, hydrants, and valves.
- Excavate, backfill, and restore work sites following safety protocols and using appropriate tools and equipment.
- Identify and repair leaks or breaks in the water distribution system.
- Perform physically demanding tasks, including lifting up to 50 lbs unassisted, working in confined spaces, and operating at heights.
- Maintain grounds and perform site cleanup at all water facilities and job sites.

Crew Supervision & Leadership

- Supervise and manage utility crews performing unskilled and semi-skilled labor in water, wastewater, and/or gas systems.

- Plan, assign, and oversee daily work schedules and job assignments to ensure timely and effective project completion.
- Act as a hands-on working supervisor, participating in fieldwork and operating tools, vehicles, and equipment as needed.
- Serve as a departmental trainer, providing job-specific training on safety procedures, tools, and equipment operation.
- Observe and evaluate crew performance, offering feedback and recommendations for performance reviews and disciplinary actions.
- Assist and take the lead in coordinating staffing, project planning, and long-term maintenance activities.

Work Orders, Service Calls & Customer Service

- Complete and manage work orders related to leaks, meter installations, service disconnects/reconnects, and customer concerns.
- Respond promptly to both routine and emergency service calls.
- Read and service residential water meters and assist with bulk water orders from designated distribution points.
- Maintain professional communication with customers, contractors, and City staff.

Water Quality & Regulatory Compliance

- Collect, test, and document water samples for chlorine residuals and other TCEQ-mandated parameters.
- Monitor and maintain chlorine gas tanks and chlorination equipment.
- Assist and lead in water system flushing and other procedures to maintain regulatory water quality standards.
- Maintain accurate logs and records to ensure compliance with TCEQ, OSHA, and other regulatory requirements.

SCADA & System Operations Monitoring

- Monitor water system operations through the SCADA (Supervisory Control and Data Acquisition) system.
- Record and report system data such as tank levels, pressures, flow rates, and pump run-times.
- Troubleshoot field-level SCADA issues, including radio and communication equipment.

System Monitoring & Recordkeeping

- Record daily water production and usage data from major meters and well levels at scheduled intervals.
- Submit accurate reports detailing operations, maintenance activities, and equipment usage.
- Maintain logs of repairs, sampling, and other regulatory or operational documentation.

Equipment Operation & Maintenance

- Safely operate and maintain hand tools, power tools, light and heavy equipment, and City vehicles.

- Perform routine inspection and minor maintenance on assigned tools and equipment.
- Assist and lead in reading and interpreting construction maps, utility plans, and gauges.

Safety & Compliance Oversight

- Ensure compliance with all safety standards; conduct job-site safety meetings and tailgate briefings.
- Secure job sites and set up appropriate traffic control in work zones.
- Work in potentially hazardous environments including exposure to chemicals, confined spaces, and extreme weather.

Administrative & Managerial Support

- Maintain inventory of materials, tools, and supplies; assist with procurement as needed.
- Support budget planning by tracking usage of materials, labor hours, and equipment.
- Assume operational responsibilities of the Utilities Manager or Director during their absence.
- Attend meetings, contribute to departmental planning, and communicate updates to leadership and stakeholders.

Other Duties

- Participate in the on-call rotation and respond to after-hours utility emergencies.
- Assist and support other utility divisions (wastewater, stormwater) as needed.
- Maintain effective communication and teamwork with coworkers, supervisors, and the public.
- Perform all other related duties as assigned to support utility operations and public service delivery.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of equipment, tools, materials, and techniques used in construction, maintenance, and repair tasks.
- Knowledge of proper safety practices, procedures, and regulations applicable to utility and construction work.
- Knowledge of City ordinances, rules, regulations, standards, and safety policies, and the ability to apply them appropriately in daily operations.
- Knowledge of federal, state, and local laws affecting municipal utility operations.
- Knowledge of Microsoft Office applications, including proficiency in Excel and Word.
- Skilled in the safe and effective use of hand tools, power tools, and specialized maintenance equipment.
- Skilled in operating and maintaining both small and large motorized equipment, including pickup trucks, dump trucks, tractors, forklifts, front-end loaders, and similar machinery.
- Skilled in oral and written communication, with the ability to respond calmly and professionally to customers and members of the public.
- Skilled in interpreting and following technical guidelines, operating procedures, and instructions.

- Skilled in establishing and maintaining positive working relationships with coworkers, officials, other City departments, and the public.
- Skilled in problem-solving and using good judgment in routine and emergency situations.
- Ability to create and manage work schedules, prioritize tasks, schedule time off, and make adjustments due to employee absences.
- Ability to understand and follow written and verbal instructions and standard operating procedures.
- Ability to read and interpret maps, technical manuals, and procedural documents.
- Ability to work within established guidelines and perform repetitive tasks with consistency and attention to detail.
- Ability to exercise sound independent judgment within general policy and administrative guidelines.
- Ability to operate motor vehicles and equipment safely, including navigating through City traffic.
- Ability to remain calm and courteous while addressing questions, concerns, or complaints from the public.
- Ability to lead by example, supervise crew activities, and maintain a productive, safe, and compliant work environment.

PHYSICAL ABILITIES:

- Work is performed indoors and outdoors with exposure to varying weather, traffic, noise, and potential hazards such as chemicals, pressurized lines, and heavy machinery.
- Must be able to lift 50+ pounds, work in trenches or confined spaces, and operate equipment safely.
- Frequent walking, bending, lifting, kneeling, climbing, and standing for long periods.
- Operation of utility trucks, tapping machines, backhoes, and hand tools.’
- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.
- Leadership skills include and are not limited to overseeing and leading small crews as assigned by the director or supervisor.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

**City of Alpine
Utility Technician I**

DEPARTMENT: Utilities
FLSA: Non-Exempt
PAY GRADE: 102

RESPONSIBILITIES OF POSITION:

The Water Utility Technician I is an entry-level position responsible for supporting the operation, maintenance, and repair of the municipality's water distribution system. This includes replacing water and sewer infrastructure, completing assigned work orders, monitoring SCADA systems, and assisting with water sampling and reporting. Technician I plays a key role in ensuring safe, reliable, and compliant water service for the community, in accordance with TCEQ regulations.

EXPERIENCE, EDUCATION, and/or TRAINING

- Must obtain GED/High school diploma within 1 year of hire. Must to obtain TCEQ Class "D" Water Operator License within 1 year of employment. Two (2) years' work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, and similar fields is preferred.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Class "D" Basic Water and/or Wastewater License certification required within 12 months of employment. If certificates or licenses are not obtained within 12 months, demotion or termination will occur.

Special Consideration: Work flexible hours, weekends, holidays, extended hours, and on-call hours are required.

ESSENTIAL FUNCTION STATEMENT:

Water System Infrastructure & Maintenance

- Assist in the repair and replacement of water mains, service lines, meters, hydrants, and valves.
- Excavate, backfill, and restore work sites using appropriate tools and safety practices.
- Identify and repair leaks or breaks in the water distribution system.
- Perform maintenance tasks in confined spaces and at heights.
- Perform physically demanding work, including lifting and carrying up to 50 lbs unassisted.
- Complete grounds maintenance and cleanup at all water facilities and work sites.

Work Orders, Service Calls & Customer Service

- Complete assigned work orders related to leaks, meter installations, disconnects/reconnects, and customer complaints.
- Respond promptly to routine and emergency service calls.
- Read and service residential water meters.

- Assist customers with bulk (non-potable) water orders from bulk water distribution points.

Water Quality & Sampling (TCEQ Compliance)

- Collect and document water samples for chlorine residuals and other required parameters.
- Conduct daily chlorine residual tests from all major water storage locations.
- Monitor and maintain chlorinator stations and chlorine gas tanks.
- Maintain accurate sampling and water quality logs in accordance with TCEQ regulations.
- Assist with flushing operations to ensure water quality.

SCADA Monitoring & System Operations

- Assist in monitoring water system operations through SCADA (Supervisory Control and Data Acquisition) systems.
- Report SCADA alarms or anomalies to supervisor.
- Record tank levels, pump runtimes, system pressures, and flow data.
- Conduct field-level SCADA support, including troubleshooting and radio communication checks.

System Monitoring & Data Recording

- Record daily water usage from main meters at major locations.
- Take and record well water depths monthly (first, middle, and end of month).
- Maintain and submit accurate records of operations and maintenance activities.

Equipment Operation & Site Maintenance

- Operate various hand and power tools, vehicles, and heavy equipment safely and effectively.
- Perform routine inspection and minor maintenance of vehicles and equipment.
- Assist in interpreting maps, plans, and gauges used in water system work.

Other Duties

- Participate in on-call rotation and respond to after-hours emergencies as needed.
- Work in hazardous environments including exposure to chemicals and extreme weather.
- Maintain effective communication with coworkers, supervisors, and the public.
- Assist other utility crews (e.g., wastewater, stormwater) as needed.
- Perform all other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Knowledge of Federal, State, and Local laws.
- Skills in oral and written communication.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.

- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to follow written and oral instructions and maintain accurate records.
- Ability to operate a motor vehicle through City traffic.

PHYSICAL ABILITIES:

- Work is performed indoors and outdoors with exposure to varying weather, traffic, noise, and potential hazards such as chemicals, pressurized lines, and heavy machinery.
- Must be able to lift 50+ pounds, work in trenches or confined spaces, and operate equipment safely.
- Frequent walking, bending, lifting, kneeling, climbing, and standing for long periods.
- Operation of utility trucks, tapping machines, backhoes, and hand tools.'
- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

**City of Alpine
Utility Technician II**

DEPARTMENT: Varied
FLSA: Non-Exempt
PAY GRADE: 103

RESPONSIBILITIES OF POSITION:

Water Utility Technician II is an intermediate-level position responsible for performing skilled work in the operation, maintenance, and repair of the municipality's water distribution and wastewater systems. Technician II completes complex service tasks, leads small crews or projects as assigned, and ensures compliance with TCEQ regulations and safety protocols. This role includes installing and replacing water and sewer infrastructure, resolving system issues, monitoring SCADA systems, and assisting with water quality testing and regulatory reporting. The Technician II supports the delivery of safe, reliable utility services to the community while mentoring entry-level staff and promoting operational excellence.

EXPERIENCE, EDUCATION, and/or TRAINING

High School diploma or GED required. TCEQ Class C Water Operator License required. Ongoing Continuing Education Units are required by TCEQ to renew water, and wastewater licenses every 3 years. Two (2) years' work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Class "C" Basic Water and/or Wastewater License certification required.

Special Consideration: Work flexible hours, weekends, holidays, extended hours, and on-call required.

ESSENTIAL FUNCTION STATEMENT:

Water System Infrastructure & Maintenance

- Assist and lead in the repair and replacement of water mains, service lines, meters, hydrants, and valves.
- Excavate, backfill, and restore work sites using appropriate tools and safety practices.
- Identify and repair leaks or breaks in the water distribution system.
- Perform maintenance tasks in confined spaces and at heights.
- Perform physically demanding work, including lifting and carrying up to 50 lbs unassisted.
- Complete grounds maintenance and cleanup at all water facilities and work sites.

Work Orders, Service Calls & Customer Service

- Complete assigned work orders related to leaks, meter installations, disconnects/reconnects, and customer complaints.
- Respond promptly to routine and emergency service calls.

- Read and service residential water meters.
- Assist customers with bulk (non-potable) water orders from bulk water distribution points.

Water Quality & Sampling (TCEQ Compliance)

- Collect and document water samples for chlorine residuals and other required parameters.
- Conduct daily chlorine residual tests from all major water storage locations.
- Monitor and maintain chlorinator stations and chlorine gas tanks.
- Maintain accurate sampling and water quality logs in accordance with TCEQ regulations.
- Assist with flushing operations to ensure water quality.

SCADA Monitoring & System Operations

- Assist and lead in monitoring water system operations through SCADA (Supervisory Control and Data Acquisition) systems.
- Report SCADA alarms or anomalies to supervisor.
- Record tank levels, pump runtimes, system pressures, and flow data.
- Conduct field-level SCADA support, including troubleshooting and radio communication checks.

System Monitoring & Data Recording

- Record daily water usage from main meters at major locations.
- Take and record well water depths monthly (first, middle, and end of month).
- Maintain and submit accurate records of operations and maintenance activities.

Equipment Operation & Site Maintenance

- Operate various hand and power tools, vehicles, and heavy equipment safely and effectively.
- Perform routine inspection and minor maintenance of vehicles and equipment.
- Assist in interpreting maps, plans, and gauges used in water system work.

Other Duties

- Participate in on-call rotation and respond to after-hours emergencies as needed.
- Work in hazardous environments including exposure to chemicals and extreme weather.
- Maintain effective communication with coworkers, supervisors, and the public.
- Assist and lead other utility crews (e.g., wastewater, stormwater) as needed.
- Perform all other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Knowledge of Federal, State, and Local laws.
- Skills in oral and written communication.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.

- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to operate a motor vehicle through City traffic.
- Ability to follow written and oral instructions and maintain accurate records.

PHYSICAL ABILITIES:

- Work is performed indoors and outdoors with exposure to varying weather, traffic, noise, and potential hazards such as chemicals, pressurized lines, and heavy machinery.
- Must be able to lift 50+ pounds, work in trenches or confined spaces, and operate equipment safely.
- Frequent walking, bending, lifting, kneeling, climbing, and standing for long periods.
- Operation of utility trucks, tapping machines, backhoes, and hand tools.'
- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.
- Leadership skills that include and are not limited to overseeing and leading small crews as assigned by the director or supervisor.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

**City of Alpine
Utility Technician III**

DEPARTMENT: Varied
FLSA: Non-Exempt
PAY GRADE: 104

RESPONSIBILITIES OF POSITION:

The Water Utility Technician III is the highest-level field technician position responsible for leading, supervising, and coordinating daily operations, maintenance, and repair of the municipality's water distribution and wastewater collection systems. This position serves as a field supervisor and technical expert, overseeing complex infrastructure projects, ensuring regulatory compliance with TCEQ and other governing agencies, and mentoring lower-level technicians. Water Utility Technician III ensures that work is completed safely, efficiently, and to professional and regulatory standards. This role acts as a key liaison between field crews, utility supervisors, contractors, and regulatory bodies to support the delivery of safe, sustainable utility services to the community.

EXPERIENCE, EDUCATION, and/or TRAINING

High School diploma or GED required. TCEQ Class C Water Operator License required. Ongoing Continuing Education Units are required by TCEQ to renew water, and wastewater licenses every 3 years. Five (5) years' work experience in any of the following manual labor fields: utilities, construction, maintenance, factory work, pipe laying, or related work etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Class "C" Basic Water and/or Wastewater License certification required.

Special Consideration: Work flexible hours, weekends, holidays, extended hours, and on-call required.

ESSENTIAL FUNCTION STATEMENT:

Water System Infrastructure & Maintenance

- Assist and lead in the repair and replacement of water mains, service lines, meters, hydrants, and valves.
- Excavate, backfill, and restore work sites using appropriate tools and safety practices.
- Identify and repair leaks or breaks in the water distribution system.
- Perform maintenance tasks in confined spaces and at heights.
- Perform physically demanding work, including lifting and carrying up to 50 lbs unassisted.
- Complete grounds maintenance and cleanup at all water facilities and work sites.

Work Orders, Service Calls & Customer Service

- Complete assigned work orders related to leaks, meter installations, disconnects/reconnects, and customer complaints.
- Respond promptly to routine and emergency service calls.

- Read and service residential water meters.
- Assist customers with bulk (non-potable) water orders from bulk water distribution points.

Water Quality & Sampling (TCEQ Compliance)

- Collect and document water samples for chlorine residuals and other required parameters.
- Conduct daily chlorine residual tests from all major water storage locations.
- Monitor and maintain chlorinator stations and chlorine gas tanks.
- Maintain accurate sampling and water quality logs in accordance with TCEQ regulations.
- Assist with flushing operations to ensure water quality.

SCADA Monitoring & System Operations

- Assist and lead in monitoring water system operations through SCADA (Supervisory Control and Data Acquisition) systems.
- Report SCADA alarms or anomalies to supervisor.
- Record tank levels, pump runtimes, system pressures, and flow data.
- Conduct field-level SCADA support, including troubleshooting and radio communication checks.

System Monitoring & Data Recording

- Record daily water usage from main meters at major locations.
- Take and record well water depths monthly (first, middle, and end of month).
- Maintain and submit accurate records of operations and maintenance activities.

Equipment Operation & Site Maintenance

- Operate various hand and power tools, vehicles, and heavy equipment safely and effectively.
- Perform routine inspection and minor maintenance of vehicles and equipment.
- Assist in interpreting maps, plans, and gauges used in water system work.

Other Duties

- Participate in on-call rotation and respond to after-hours emergencies as needed.
- Work in hazardous environments including exposure to chemicals and extreme weather.
- Maintain effective communication with coworkers, supervisors, and the public.
- Assist and lead other utility crews (e.g., wastewater, stormwater) as needed.
- Perform all other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures.
- Knowledge of Federal, State, and Local laws.
- Skills in oral and written communication.
- Skills at using hand tools and power tools.
- Skills at operating a motor vehicle and motorized equipment.

- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to operate a motor vehicle through City traffic.
- Ability to follow written and oral instructions and maintain accurate records.

PHYSICAL ABILITIES:

- Work is performed indoors and outdoors with exposure to varying weather, traffic, noise, and potential hazards such as chemicals, pressurized lines, and heavy machinery.
- Must be able to lift 50+ pounds, work in trenches or confined spaces, and operate equipment safely.
- Frequent walking, bending, lifting, kneeling, climbing, and standing for long periods.
- Operation of utility trucks, tapping machines, backhoes, and hand tools.'
- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.
- Leadership skills include and are not limited to overseeing and leading small crews as assigned by the director or supervisor.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

City of Alpine Wastewater Operator

DEPARTMENT: Utilities
FLSA: Non-Exempt
PAY GRADE: 102

RESPONSIBILITIES OF POSITION:

Wastewater Operator I is an entry-level position responsible for assisting in the operation and maintenance of the municipality's wastewater collection system, including multiple lift stations, pipelines, and related infrastructure. The Technician I ensures the proper performance of preventive and corrective maintenance tasks, maintains cleanliness and safety at wastewater facilities, and helps the municipality remain in compliance with TCEQ rules and regulations.

EXPERIENCE, EDUCATION, and/or TRAINING:

GED/High school diploma required within 1 year of hire. Class "D" Wastewater Collection License from TCEQ within 1 year of employment is required.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Class "D" Basic Water and/or Wastewater License certification required within 12 months of employment. If certificates or licenses are not obtained within 12 months, demotion or termination could occur.

Special Consideration: Work flexible hours, weekends, holidays, and extended hours.

ESSENTIAL FUNCTION STATEMENT:

Plant Operations

- Assist with daily operations of the aerobic wastewater treatment plant, including monitoring influent, effluent, clarifiers, digesters, and biosolids systems.
- Record flow rates, sludge levels, and process control data.
- Monitor and adjust chemical feed systems (e.g., chlorine) to maintain treatment efficiency and compliance.
- Perform routine sampling and field testing (e.g., pH, BOD, TSS, ammonia, chlorine residuals).
- Assist in the cleaning and maintenance of basins, blowers, mixers, and digesters.
- Notify supervisor of equipment malfunctions or process irregularities.

Lift Station Monitoring & Maintenance

- Inspect and maintain lift stations on a routine schedule.
- Perform mechanical and electrical checks on pumps, motors, floats, and control panels.
- Clean wet wells, grates, and screens to prevent blockages.
- Respond to system alarms or malfunctions; assist with necessary repairs.
- Record readings for pump runtimes, wet well levels, and other performance metrics.
- Maintain detailed logs of inspections, maintenance, and repairs.

Preventive & Corrective Maintenance

- Perform scheduled maintenance on plant equipment, lift stations, and collection system components.
- Lubricate, inspect, and service pumps, valves, generators, and other mechanical systems.
- Identify inefficiencies, wear, or potential failures and assist in timely repairs.

Regulatory Compliance & Documentation

- Assist in maintaining compliance with TCEQ standards and wastewater discharge permits.
- Maintain accurate records of sampling, maintenance logs, operational data, and DMRs.
- Follow standard operating procedures (SOPs) and safety guidelines for chemical handling and regulatory reporting.
- Assist with TCEQ inspections, documentation, and facility preparation.
- Understand and apply relevant portions of 30 TAC Chapters 217 & 309.

Sampling & Laboratory Support

- Collect wastewater and sludge samples from designated locations.
- Assist with field and basic in-house lab testing as directed.
- Prepare and label samples for delivery to certified labs.
- Accurately record test results and report anomalies.

Facility Housekeeping & Site Maintenance

- Maintain cleanliness and order at plant facilities, lift stations, and chemical storage areas.
- Remove debris, weeds, and hazards from walkways and equipment zones.
- Ensure facilities meet public health, safety, and visual compliance standards.

Equipment Operation

- Safely operate utility equipment including trucks, pumps, aerators, mixers, and generators.
- Use hand tools, power tools, and handheld devices to perform maintenance and operational tasks.
- Refuel and perform minor adjustments to equipment as needed.

Physical & Safety Requirements

- Perform work in confined spaces, at heights, and in all weather conditions.
- Lift and carry equipment and supplies weighing up to 50 lbs unassisted.
- Work around hazardous chemicals using proper PPE.
- Participate in confined space entry, lock-out/tag-out, and other safety-sensitive operations.

Interdepartmental Support & Communication

- Establish and maintain effective working relationships with coworkers, supervisors, and the public.
- Assist other divisions such as water, stormwater, or streets, as needed.
- Help read and interpret utility maps, gauges, plans, and technical drawings.

Other Duties as Assigned

- Participate in an on-call rotation and respond to after-hours emergencies.
- Attend required training and pursue TCEQ licensing (e.g., Class D or C Wastewater).
- Perform other related duties as assigned by the supervisor or utility director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to read and follow written instructions, procedures, and safety guidelines.
- Knowledge of Federal, State, and local laws.
- Skill in oral and written communication.

PHYSICAL ABILITIES:

- Frequent walking, standing, bending, kneeling, climbing ladders.
- Use of hand tools and power tools.
- Ability to safely operate utility trucks, pumps, and maintenance equipment.
- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or

what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

City of Alpine Wastewater Operator II

DEPARTMENT: Utilities
FLSA: Non-Exempt
PAY GRADE: 103

RESPONSIBILITIES OF POSITION:

The Wastewater Operator II is an intermediate-level position responsible for performing and overseeing the day-to-day operations, maintenance, and monitoring of the municipality's wastewater collection system, including lift stations, pipelines, and related infrastructure. This position leads and supports Operator I staff in performing preventive and corrective maintenance and ensures compliance with all applicable local, state, and federal environmental regulations, including TCEQ rules. The Operator II plays a key role in troubleshooting complex system issues, maintaining system efficiency, and promoting operational safety and effectiveness.

EXPERIENCE, EDUCATION, and/or TRAINING:

GED/High school diploma required. Class "C" Wastewater Collection License from TCEQ required. Ongoing Continuing Education Units are required by TCEQ to renew water, and wastewater licenses every 3 years.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Class "C" Basic Water and/or Wastewater License certification required.

Special Consideration: Work flexible hours, weekends, holidays, on call and extended hours.

ESSENTIAL FUNCTION STATEMENT:

Plant Operations

- Assist and lead with daily operations of the aerobic wastewater treatment plant, including monitoring influent, effluent, clarifiers, digesters, and biosolids systems.
- Record flow rates, sludge levels, and process control data.
- Monitor and adjust chemical feed systems (e.g., chlorine) to maintain treatment efficiency and compliance.
- Perform routine sampling and field testing (e.g., pH, BOD, TSS, ammonia, chlorine residuals).
- Assist and lead in the cleaning and maintenance of basins, blowers, mixers, and digesters.
- Notify supervisor of equipment malfunctions or process irregularities.

Lift Station Monitoring & Maintenance

- Inspect and maintain lift stations on a routine schedule.
- Perform mechanical and electrical checks on pumps, motors, floats, and control panels.
- Clean wet wells, grates, and screens to prevent blockages.
- Respond to system alarms or malfunctions; assist with necessary repairs.
- Record readings for pump runtimes, wet well levels, and other performance metrics.
- Maintain detailed logs of inspections, maintenance, and repairs.

Preventive & Corrective Maintenance

- Perform scheduled maintenance on plant equipment, lift stations, and collection system components.
- Lubricate, inspect, and service pumps, valves, generators, and other mechanical systems.
- Identify inefficiencies, wear, or potential failures and assist in timely repairs.

Regulatory Compliance & Documentation

- Assist in maintaining compliance with TCEQ standards and wastewater discharge permits.
- Maintain accurate records of sampling, maintenance logs, operational data, and DMRs.
- Follow standard operating procedures (SOPs) and safety guidelines for chemical handling and regulatory reporting.
- Assist with TCEQ inspections, documentation, and facility preparation.
- Understand and apply relevant portions of 30 TAC Chapters 217 & 309.

Sampling & Laboratory Support

- Collect wastewater and sludge samples from designated locations.
- Assist with field and basic in-house lab testing as directed.
- Prepare and label samples for delivery to certified labs.
- Accurately record test results and report anomalies.

Facility Housekeeping & Site Maintenance

- Maintain cleanliness and order at plant facilities, lift stations, and chemical storage areas.
- Remove debris, weeds, and hazards from walkways and equipment zones.
- Ensure facilities meet public health, safety, and visual compliance standards.

Equipment Operation

- Safely operate utility equipment including trucks, pumps, aerators, mixers, and generators.
- Use hand tools, power tools, and handheld devices to perform maintenance and operational tasks.
- Refuel and perform minor adjustments to equipment as needed.

Physical & Safety Requirements

- Perform work in confined spaces, at heights, and in all weather conditions.
- Lift and carry equipment and supplies weighing up to 50 lbs unassisted.
- Work around hazardous chemicals using proper PPE.
- Participate in confined space entry, lock-out/tag-out, and other safety-sensitive operations.

Interdepartmental Support & Communication

- Establish and maintain effective working relationships with coworkers, supervisors, and the public.

- Assist and lead other divisions such as water, stormwater, or streets, as needed.
- Help read and interpret utility maps, gauges, plans, and technical drawings.

Other Duties as Assigned

- Participate in an on-call rotation and respond to after-hours emergencies.
- Attend required training and pursue TCEQ licensing (e.g., Class D or C Wastewater).
- Perform other related duties as assigned by the supervisor or utility director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to read and follow written instructions, procedures, and safety guidelines.
- Knowledge of Federal, State and local laws.
- Skill in oral and written communication.
- Leadership skills

PHYSICAL ABILITIES:

- Frequent walking, standing, bending, kneeling, climbing ladders.
- Use of hand tools and power tools.
- Ability to safely operate utility trucks, pumps, and maintenance equipment.
- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable

accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

City of Alpine
Wastewater Chief Operator (Wastewater Operator III)

DEPARTMENT: Utilities
FLSA: Non-Exempt
PAY GRADE: 104

RESPONSIBILITIES OF POSITION:

Under management supervision of the director of Utilities the Wastewater Chief Operator performs skilled work in the daily operation, management and maintenance of the City's wastewater collection and treatment systems. This position requires the ability to lead co-workers on tasks, follow established procedures, and carry out preventive and corrective maintenance duties across wastewater infrastructure, including lift stations, pipelines, and treatment facilities. The Wastewater Chief Operator ensures operations meet regulatory compliance (TCEQ), maintains facility safety and cleanliness, and assists in troubleshooting equipment and process issues.

EXPERIENCE, EDUCATION, and/or TRAINING:

GED/High school diploma required. Class "C" Wastewater Collection License or higher from TCEQ. Ongoing Continuing Education Units are required by TCEQ to renew water, and wastewater licenses every 3 years.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Class "C" Wastewater License certification is required.

Special Consideration: Work flexible hours, weekends, holidays, on-call and extended hours required.

ESSENTIAL FUNCTION STATEMENT:

Plant Operations

- Manage and lead daily operations of the aerobic wastewater treatment plant, including monitoring influent, effluent, clarifiers, digesters, and biosolids systems.
- Record flow rates, sludge levels, and process control data.
- Monitor and adjust chemical feed systems (e.g., chlorine) to maintain treatment efficiency and compliance.
- Perform routine sampling and field testing (e.g., pH, BOD, TSS, ammonia, chlorine residuals).
- Manage and lead in the cleaning and maintenance of basins, blowers, mixers, and digesters.
- Notify supervisor of equipment malfunctions or process irregularities.

Lift Station Monitoring & Maintenance

- Inspect and maintain lift stations on a routine schedule.
- Perform mechanical and electrical checks on pumps, motors, floats, and control panels.
- Clean wet wells, grates, and screens to prevent blockages.

- Respond to system alarms or malfunctions; assist with necessary repairs.
- Record readings for pump runtimes, wet well levels, and other performance metrics.
- Maintain detailed logs of inspections, maintenance, and repairs.

Preventive & Corrective Maintenance

- Perform scheduled maintenance on plant equipment, lift stations, and collection system components.
- Lubricate, inspect, and service pumps, valves, generators, and other mechanical systems.
- Identify inefficiencies, wear, or potential failures and assist in timely repairs.
- Manage and lead the budget for Wastewater.
- Responsible for coordinating scheduled repairs and maintenance activities, managing emergency communications via phone and email, and handling work orders, purchase orders, and other administrative tasks essential to the daily operations of a wastewater treatment plant.

Regulatory Compliance & Documentation

- Manage and maintain compliance with TCEQ standards and wastewater discharge permits.
- Maintain accurate records of sampling, maintenance logs, operational data, and DMRs.
- Follow standard operating procedures (SOPs) and safety guidelines for chemical handling and regulatory reporting.
- Manage and lead with TCEQ inspections, documentation, and facility preparation.
- Understand and apply relevant portions of 30 TAC Chapters 217 & 309.

Sampling & Laboratory Support

- Collect wastewater and sludge samples from designated locations.
- Manage and lead with field and basic in-house lab testing as directed.
- Prepare and label samples for delivery to certified labs.
- Accurately record test results and report anomalies.

Facility Housekeeping & Site Maintenance

- Maintain cleanliness and order at plant facilities, lift stations, and chemical storage areas.
- Remove debris, weeds, and hazards from walkways and equipment zones.
- Ensure facilities meet public health, safety, and visual compliance standards.

Equipment Operation

- Safely operate utility equipment including trucks, pumps, aerators, mixers, and generators.
- Use hand tools, power tools, and handheld devices to perform maintenance and operational tasks.
- Refuel and perform minor adjustments to equipment as needed.

Physical & Safety Requirements

- Perform work in confined spaces, at heights, and in all weather conditions.

- Lift and carry equipment and supplies weighing up to 50 lbs unassisted.
- Work around hazardous chemicals using proper PPE.
- Participate in confined space entry, lock-out/tag-out, and other safety-sensitive operations.

Interdepartmental Support & Communication

- Establish and maintain effective working relationships with coworkers, supervisors, and the public.
- Manage and lead other divisions such as water, stormwater, or streets, as needed.
- Help read and interpret utility maps, gauges, plans, and technical drawings.

Other Duties as Assigned

- Participate in an on-call rotation and respond to after-hours emergencies.
- Attend required training and pursue TCEQ licensing (e.g., Class C Wastewater or higher).
- Perform other related duties as assigned by the supervisor or utility director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to read and follow written instructions, procedures, and safety guidelines.
- Knowledge of Federal, State and local laws.
- Skill in oral and written communication.

PHYSICAL ABILITIES:

- Frequent walking, standing, bending, kneeling, climbing ladders.
- Use of hand tools and power tools.
- Ability to safely operate utility trucks, pumps, and maintenance equipment.
- Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

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- Work is performed in both an office and field environment.
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Employee Signature & Date

Employee's Printed Name

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 12G

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve the Gibson, Ruddock, Patterson, LLC Letter of Engagement for the Fiscal Year 2024-2025 annual audit. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Each year, the City of Alpine engages an independent certified public accounting firm to perform its annual financial audit in compliance with state law, generally accepted accounting principles (GAAP), and federal audit requirements. For Fiscal Year 2024-2025, the firm **Gibson, Ruddock, Patterson, LLC (GRP)** has provided a Letter of Engagement outlining the scope, objectives, and terms of service for the City's audit.

Under the engagement, GRP will:

- Audit the City's governmental activities, business-type activities, each major fund, and all remaining fund information.
- Perform the audit in accordance with **Generally Accepted Auditing Standards (GAAS)**, **Government Auditing Standards**, and the **Uniform Guidance** for federal grant compliance.
- Provide an auditor's opinion on the City's financial statements and on supplementary schedules such as the **Schedule of Expenditures of Federal Awards** if applicable.
- Evaluate internal controls and compliance with applicable laws, regulations, contracts, and grant requirements.
- Conduct a **Single Audit** if required by federal or state funding thresholds.

The engagement also establishes responsibilities for City management, including ensuring accurate financial reporting, maintaining effective internal controls, and providing all records necessary for audit testing.

The agreed audit fee is **\$158,000**, with additional costs of **\$11,000** each for federal and state single audits if needed. The firm’s most recent peer review (2022) received a **“pass” rating**, affirming compliance with professional auditing standards.

Recommendation: Staff recommends approval of the Gibson, Ruddock, Patterson, LLC Letter of Engagement for the FY 2024-2025 annual audit to ensure the City meets its financial accountability and reporting obligations.

SUPPORTING MATERIALS

1. 2025 Engagement Letter-City of Alpine
-

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/24/2025
Final Approval - 9/24/2025

September 18, 2025

City Manager, Mayor,
and Members of City Council
City of Alpine, Texas
Alpine, Texas 79830

We are pleased to confirm our understanding of the services we are to provide the City of Alpine, Texas (City of Alpine) for the year ended September 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the City of Alpine as of and for the year ended September 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Alpine's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Alpine's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule(s) of Revenue, Expenditures, and Changes in Fund Balance - Budget and Actual and related notes
3. Texas Municipal Retirement System Pension Schedules and related notes
4. Texas Municipal Retirement System OPEB Schedules and related notes

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Alpine's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Combining Statements
2. Schedule of expenditures of federal awards

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement in accordance with GAAS as part of our audit planning:

- Management override of controls
- Improper revenue recognition

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Alpine's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Alpine's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City of Alpine's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the

preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have

reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of Alpine in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City of Alpine; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Gibson Ruddock Patterson LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit

documentation and appropriate individuals will be made available upon request and in a timely manner to the appropriate federal agency or its designee providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gibson Ruddock Patterson LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory or federal agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Marlene Strickler is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our audit engagement ends on the delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our fee for the audit will be \$158,000 plus an additional \$11,000 for a federal single audit and \$11,000 for the state single audit, if those are needed. In addition, if additional assistance is needed for the implementation of new GASB pronouncements, we will document that time separately and bill it at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and council of the City of Alpine. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we

retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue reports, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2022 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the City of Alpine and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Gibson Ruddock Patterson LLC

RESPONSE:

This letter correctly sets forth the understanding of the City of Alpine.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



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Report on the Firm's System of Quality Control

September 16, 2022

To the Owners of Gibson, Ruddock, Patterson, LLP
and the Peer Review Committee of the TXCPA

We have reviewed the system of quality control for the accounting and auditing practice of Gibson, Ruddock, Patterson, LLP (the firm) in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

(Continued)

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Gibson, Ruddock, Patterson, LLC in effect for the year ended June 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Gibson, Ruddock, Patterson, LLC has received a peer review rating of *pass*.

Crowe LLP
Crowe LLP
Austin, Texas

CITY COUNCIL AGENDA ITEM REPORT

October 7, 2025

Agenda Item No. 15A

Department: City Attorney

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: None



AGENDA ITEM

A. Consultation with Attorney § 551.071, Texas Government Code:

- a. Review and discuss the Texas Disposal Systems contract terms. (R. Stephens, City Council)
- b. Discussion with the City Attorney regarding possible updates to the Grievance Procedure and the Personnel Policies and Guidelines Handbook. (L. Escovedo, City Council)

B. Personnel Matters § 551.074, Texas Government Code

- a. Discuss the vacancy for the City Manager position and take action to hire a City Manager. (C. Eaves, Mayor)
- b. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 9/24/2025
Final Approval - 9/24/2025