

ATTACHMENT 11

Resolution 19-21
Annexation Petition – Crystal Lynn Barrera

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: April 15, 2019
Re: Annexation Petition—Crystal Lynn Barrera, Cyndie Park Unit 2, Tract 27 and Southwest Quarter of Tract 28, Nueces County, Texas – Resolution 19-21

Background:

For the past several months, the Board has been reviewing and considering annexation matters associated with the Cyndie Park project which Nueces County has been working on for numerous years. On Monday, April 8th, the Nueces Water Supply Corporation (NWSC) began serving water to the area. However, as reported previously, property owners living outside STWA's district that request retail water service from the NWSC will request annexation into STWA's district in order to pay the same cost for service as other NWSC retail customers. Last month, the STWA Board took action to set the date, time and place for the necessary public hearing on this annexation. The public hearing will occur immediately prior to the Board meeting. Staff does not anticipate any public attendance on the matter unless the landowner decides to attend.

Analysis:

This annexation is part of the long-term project lead by Nueces County and their Grant Administration office. The project included grant funds from the Texas Department of Agriculture and Texas Water Development Board for a planning study, distribution lines in the Cyndie Park Subdivision, a transmission line extending from NWSC's closest 6" line and the soon to be constructed new pump station immediately north of the existing Banquete Pump Station.

Annexing the property into STWA's district results in the NWSC retail customer paying the same inside district rates for service as other NWSC customers. Without the annexation, an outside district customer would pay NWSC monthly minimums and cost per 1000g but would not pay the STWA taxes paid by other NWSC retail customers. With the adoption of the enclosed Resolution 19-21, STWA staff will contact the Nueces County Appraisal District and the property will be added to STWA's rolls.

Staff Recommendation:

Adopt Resolution 19-21.

Board Action:

Determine whether to adopt Resolution 19-21.

Summarization:

Annexation of this property means that this customer will be subject to the same cost as other NWSC retail customers including NWSC retail water rates and STWA property taxes.

public notice of the time, place, and purpose of said Meeting was given all as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED the 23rd day April, 2019.

Rudy Galvan, Jr., Secretary
Board of Directors

Kathleen Lowman, President
Board of Directors

SOUTH TEXAS WATER AUTHORITY

Resolution 19-21

THE STATE OF TEXAS §
COUNTIES OF KLEBERG AND NUECES §
SOUTH TEXAS WATER AUTHORITY §

WHEREAS, the Board of Directors conducted a hearing on this date in reference to the annexation of the territory described in Exhibit A attached hereto; and

WHEREAS, it was deemed advisable by the Board to approve the annexation of such territory to the Authority; and

WHEREAS, it is officially found and determined: that a case of emergency or urgent public necessity exists which required the holding of the meeting at which this Resolution was adopted and that said meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SOUTH TEXAS WATER AUTHORITY:

1. That the annexation of the territory described in Exhibit A is hereby approved by this Board, and it is hereby found that there will be benefit to the territory as amended.
2. That pursuant to Article 7, Chapter 436, Acts of the 66th Legislature, Regular Session, 1979, no election is required to approve the annexation as the petition was signed by all residents and landowners of the annexed territory.

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

STATE OF TEXAS :
COUNTY OF NUECES :

TO THE BOARD OF DIRECTORS OF THE SOUTH TEXAS WATER AUTHORITY:

The undersigned (herein called "Petitioner"), holder of title to the territory described by metes and bounds in Exhibit "A" which is attached hereto and incorporated herein for all purposes, being all of the residents and landowners of such territory, as shown by the tax rolls of Nueces County, Texas, and acting pursuant to the provisions of Section 11006.052, Special District Local Laws Code, respectfully petitions the Board of Directors of South Texas Water Authority that the territory described by metes and bounds in Exhibit "A" be added to and become a part of the established South Texas Water Authority, and in support of this petition would show as follows:

I.

Fee simple title and full ownership of the aforesaid territory, which lies wholly within Nueces County, Texas, is vested in Petitioner.

II.

The addition of said territory to South Texas Water Authority is feasible and practical, would be to the best interest both to the territory and to the Authority and would benefit said territory.

III.

The Authority will be able to supply water, or have water supplied, to the added territory.

IV.

This petition shall constitute an election on the part of the Petitioner, its successors and assigns, for the aforesaid land and any improvements which may be constructed thereon to become liable for all present and future debts of the Authority in the same manner and to the same extent as other lands and improvements in the Authority are liable for the Authority's debts.

V.

Petitioner hereby authorizes the Board of Directors of the Authority to levy taxes and set rates sufficient to pay their share of the aforementioned outstanding indebtedness.

WHEREFORE, Petitioner prays that this petition be properly filed, as provided by law; that the Board of Directors of South Texas Water Authority hear and consider the petition in keeping with the provisions of Section 11006.052, Special District Local Laws Code and that this petition in all things be granted and that the territory described in Exhibit "A" be added to and become a part of the established South Texas Water Authority; that after this petition is granted the Board's order thereon be filed of record and be recorded in the Deed Records of Nueces County, Texas; and that the area described in Exhibit "A" be thereafter a component part of South Texas Water Authority.

[Signatures and Acknowledgement on following page.]

EXECUTED this 19~~th~~ day of March, 2019.

Crystal Lynn Barrera
Crystal Lynn Barrera

ACKNOWLEDGEMENT

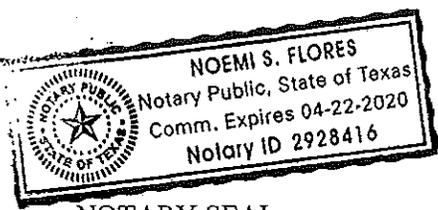
STATE OF TEXAS

COUNTY of Nueces

Subscribed and sworn to before me Crystal Lynn Barrera on this the 19 day of March, 2019.

Noemi S. Flores
Notary Public

My Commission Expires: 3/22/20



NOTARY SEAL

Exhibit "A"

To

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

Property Description:

MANTOR BRIGGS-KUYKENDALL out of lot 25, aka Cyndie Park Unit 2 Tract Twenty-Seven (27) and Southwest Quarter (SW/4) of Tract Twenty-eight (28), being a tract of land containing 0.80 acres more or less, in Nueces County Texas.

ATTACHMENT 12

Resolution 19-22
Annexation Petition – Robert E. Burleson, III

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: April 15, 2019
Re: Annexation Petition—Robert E. Burleson, III, Cyndie Park Unit 2, Tract 45, Nueces County, Texas – Resolution 19-22

Background:

For the past several months, the Board has been reviewing and considering annexation matters associated with the Cyndie Park project which Nueces County has been working on for numerous years. On Monday, April 8th, the Nueces Water Supply Corporation (NWSC) began serving water to the area. However, as reported previously, property owners living outside STWA's district that request retail water service from the NWSC will request annexation into STWA's district in order to pay the same cost for service as other NWSC retail customers. Last month, the STWA Board took action to set the date, time and place for the necessary public hearing on this annexation. The public hearing will occur immediately prior to the Board meeting. Staff does not anticipate any public attendance on the matter unless the landowner decides to attend.

Analysis:

This annexation is part of the long-term project lead by Nueces County and their Grant Administration office. The project included grant funds from the Texas Department of Agriculture and Texas Water Development Board for a planning study, distribution lines in the Cyndie Park Subdivision, a transmission line extending from NWSC's closest 6" line and the soon to be constructed new pump station immediately north of the existing Banquete Pump Station.

Annexing the property into STWA's district results in the NWSC retail customer paying the same inside district rates for service as other NWSC customers. Without the annexation, an outside district customer would pay NWSC monthly minimums and cost per 1000g but would not pay the STWA taxes paid by other NWSC retail customers. With the adoption of the enclosed Resolution 19-22, STWA staff will contact the Nueces County Appraisal District and the property will be added to STWA's rolls.

Staff Recommendation:

Adopt Resolution 19-22.

Board Action:

Determine whether to adopt Resolution 19-22.

Summarization:

Annexation of this property means that this customer will be subject to the same cost as other NWSC retail customers including NWSC retail water rates and STWA property taxes.

public notice of the time, place, and purpose of said Meeting was given all as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED the 23rd day April, 2019.

Rudy Galvan, Jr., Secretary
Board of Directors

Kathleen Lowman, President
Board of Directors

SOUTH TEXAS WATER AUTHORITY

Resolution 19-22

THE STATE OF TEXAS §
COUNTIES OF KLEBERG AND NUECES §
SOUTH TEXAS WATER AUTHORITY §

WHEREAS, the Board of Directors conducted a hearing on this date in reference to the annexation of the territory described in Exhibit A attached hereto; and

WHEREAS, it was deemed advisable by the Board to approve the annexation of such territory to the Authority; and

WHEREAS, it is officially found and determined: that a case of emergency or urgent public necessity exists which required the holding of the meeting at which this Resolution was adopted and that said meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SOUTH TEXAS WATER AUTHORITY:

1. That the annexation of the territory described in Exhibit A is hereby approved by this Board, and it is hereby found that there will be benefit to the territory as amended.

2. That pursuant to Article 7, Chapter 436, Acts of the 66th Legislature, Regular Session, 1979, no election is required to approve the annexation as the petition was signed by all residents and landowners of the annexed territory.

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

STATE OF TEXAS :
COUNTY OF NUECES :

TO THE BOARD OF DIRECTORS OF THE SOUTH TEXAS WATER AUTHORITY:

The undersigned (herein called "Petitioner"), holder of title to the territory described by metes and bounds in Exhibit "A" which is attached hereto and incorporated herein for all purposes, being all of the residents and landowners of such territory, as shown by the tax rolls of Nueces County, Texas, and acting pursuant to the provisions of Section 11006.052, Special District Local Laws Code, respectfully petitions the Board of Directors of South Texas Water Authority that the territory described by metes and bounds in Exhibit "A" be added to and become a part of the established South Texas Water Authority, and in support of this petition would show as follows:

I.

Fee simple title and full ownership of the aforesaid territory, which lies wholly within Nueces County, Texas, is vested in Petitioner.

II.

The addition of said territory to South Texas Water Authority is feasible and practical, would be to the best interest both to the territory and to the Authority and would benefit said territory.

III.

The Authority will be able to supply water, or have water supplied, to the added territory.

IV.

This petition shall constitute an election on the part of the Petitioner, its successors and assigns, for the aforesaid land and any improvements which may be constructed thereon to become liable for all present and future debts of the Authority in the same manner and to the same extent as other lands and improvements in the Authority are liable for the Authority's debts.

V.

Petitioner hereby authorizes the Board of Directors of the Authority to levy taxes and set rates sufficient to pay their share of the aforementioned outstanding indebtedness.

WHEREFORE, Petitioner prays that this petition be properly filed, as provided by law; that the Board of Directors of South Texas Water Authority hear and consider the petition in keeping with the provisions of Section 11006.052, Special District Local Laws Code and that this petition in all things be granted and that the territory described in Exhibit "A" be added to and become a part of the established South Texas Water Authority; that after this petition is granted the Board's order thereon be filed of record and be recorded in the Deed Records of Nueces County, Texas; and that the area described in Exhibit "A" be thereafter a component part of South Texas Water Authority.

[Signatures and Acknowledgement on following page.]

EXECUTED this 19 day of MARCH, 2019.

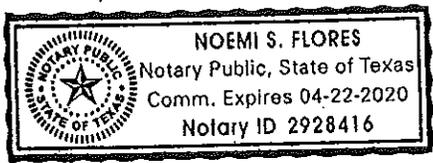
[Signature]
Robert E. Burleson, III.

ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY of Nueces

Subscribed and sworn to before me Robert E. Burleson, III. on this the 19 day of March, 2019.



Noemi S Flores
Notary Public

My Commission Expires: 4/22/2020

NOTARY SEAL

Exhibit "A"

To

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

Property Description:

A Tract of land containing 0.64 acres, more or less, being Tract 45, CYNDIE PARK UNIT 2 in Nueces County, Texas, an unrecorded subdivision out of 29.59 acre Unit #2, out of the 238.79 acre tract of land conveyed by V. I. Schimmel, a feme sole, to John S. McGregor and C.C. Speed by deed recorded in Volume 1840, Page 1017-1021 of the Deed Records of Nueces County, Texas; being out of THE CASA BLANCA GRANT and now being more particularly described hereof by metes and bounds of the Special Warranty Deed recorded under Document No. 2015021137 of the Official Records of Nueces County, Texas

ATTACHMENT 13

Resolution 19-23

Annexation Petition – Roland Bayardo and San Juana Bayardo

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: April 15, 2019
Re: Annexation Petition—Roland and San Juana Bayardo, Cyndie Park Unit 2, Tract 22 and the adjoining ½ of Tract 23, Nueces County, Texas – Resolution 19-23

Background:

For the past several months, the Board has been reviewing and considering annexation matters associated with the Cyndie Park project which Nueces County has been working on for numerous years. On Monday, April 8th, the Nueces Water Supply Corporation (NWSC) began serving water to the area. However, as reported previously, property owners living outside STWA's district that request retail water service from the NWSC will request annexation into STWA's district in order to pay the same cost for service as other NWSC retail customers. Last month, the STWA Board took action to set the date, time and place for the necessary public hearing on this annexation. The public hearing will occur immediately prior to the Board meeting. Staff does not anticipate any public attendance on the matter unless the landowners decide to attend.

Analysis:

This annexation is part of the long-term project lead by Nueces County and their Grant Administration office. The project included grant funds from the Texas Department of Agriculture and Texas Water Development Board for a planning study, distribution lines in the Cyndie Park Subdivision, a transmission line extending from NWSC's closest 6" line and the soon to be constructed new pump station immediately north of the existing Banquete Pump Station.

Annexing the property into STWA's district results in the NWSC retail customer paying the same inside district rates for service as other NWSC customers. Without the annexation, an outside district customer would pay NWSC monthly minimums and cost per 1000g but would not pay the STWA taxes paid by other NWSC retail customers. With the adoption of the enclosed Resolution 19-23, STWA staff will contact the Nueces County Appraisal District and the property will be added to STWA's rolls.

Staff Recommendation:

Adopt Resolution 19-23.

Board Action:

Determine whether to adopt Resolution 19-23.

Summarization:

Annexation of this property means that this customer will be subject to the same cost as other NWSC retail customers including NWSC retail water rates and STWA property taxes.

public notice of the time, place, and purpose of said Meeting was given all as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED the 23rd day April, 2019.

Rudy Galvan, Jr., Secretary
Board of Directors

Kathleen Lowman, President
Board of Directors

SOUTH TEXAS WATER AUTHORITY

Resolution 19-23

THE STATE OF TEXAS §
COUNTIES OF KLEBERG AND NUECES §
SOUTH TEXAS WATER AUTHORITY §

WHEREAS, the Board of Directors conducted a hearing on this date in reference to the annexation of the territory described in Exhibit A attached hereto; and

WHEREAS, it was deemed advisable by the Board to approve the annexation of such territory to the Authority; and

WHEREAS, it is officially found and determined: that a case of emergency or urgent public necessity exists which required the holding of the meeting at which this Resolution was adopted and that said meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SOUTH TEXAS WATER AUTHORITY:

1. That the annexation of the territory described in Exhibit A is hereby approved by this Board, and it is hereby found that there will be benefit to the territory as amended.

2. That pursuant to Article 7, Chapter 436, Acts of the 66th Legislature, Regular Session, 1979, no election is required to approve the annexation as the petition was signed by all residents and landowners of the annexed territory.

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

STATE OF TEXAS :
COUNTY OF NUECES :

TO THE BOARD OF DIRECTORS OF THE SOUTH TEXAS WATER AUTHORITY:

The undersigned (herein called "Petitioner"), holder of title to the territory described by metes and bounds in Exhibit "A" which is attached hereto and incorporated herein for all purposes, being all of the residents and landowners of such territory, as shown by the tax rolls of Nueces County, Texas, and acting pursuant to the provisions of Section 11006.052, Special District Local Laws Code, respectfully petitions the Board of Directors of South Texas Water Authority that the territory described by metes and bounds in Exhibit "A" be added to and become a part of the established South Texas Water Authority, and in support of this petition would show as follows:

I.

Fee simple title and full ownership of the aforesaid territory, which lies wholly within Nueces County, Texas, is vested in Petitioner.

II.

The addition of said territory to South Texas Water Authority is feasible and practical, would be to the best interest both to the territory and to the Authority and would benefit said territory.

III.

The Authority will be able to supply water, or have water supplied, to the added territory.

IV.

This petition shall constitute an election on the part of the Petitioner, its successors and assigns, for the aforesaid land and any improvements which may be constructed thereon to become liable for all present and future debts of the Authority in the same manner and to the same extent as other lands and improvements in the Authority are liable for the Authority's debts.

V.

Petitioner hereby authorizes the Board of Directors of the Authority to levy taxes and set rates sufficient to pay their share of the aforementioned outstanding indebtedness.

WHEREFORE, Petitioner prays that this petition be properly filed, as provided by law; that the Board of Directors of South Texas Water Authority hear and consider the petition in keeping with the provisions of Section 11006.052, Special District Local Laws Code and that this petition in all things be granted and that the territory described in Exhibit "A" be added to and become a part of the established South Texas Water Authority; that after this petition is granted the Board's order thereon be filed of record and be recorded in the Deed Records of Nueces County, Texas; and that the area described in Exhibit "A" be thereafter a component part of South Texas Water Authority.

[Signatures and Acknowledgement on following page.]

EXECUTED this 19th day of March, 2019.

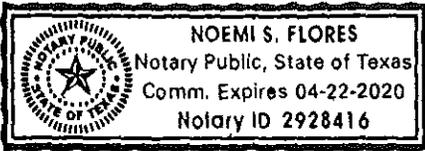
Rolando Bayardo
Rolando Bayardo
San Juana Bayardo
San Juana Bayardo

ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY of Nueces

Subscribed and sworn to before me Rolando Bayardo on this the 19th day of March, 2019.



NOTARY SEAL

Noemi S Flores
Notary Public

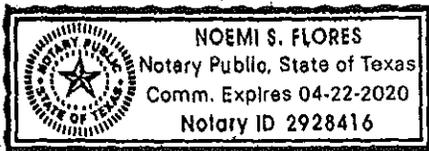
My Commission Expires: 3/19 4/22/2020

ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY of Nueces

Subscribed and sworn to before me San Juana Bayardo on this the 19th day of March, 2019.



NOTARY SEAL

Noemi S Flores
Notary Public

My Commission Expires: 4/20/2020

Exhibit "A"

To

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

Property Description:

Tract Twenty-Two (22), CYNDIE PARK UNIT 2 in Nueces County, Texas being a tract of land containing 0.64 acres, more or less and the adjoining one-half (1/2) of Tract Twenty-Three (23), CYNDIE PARK UNIT 2, in Nueces County, Texas, being a tract of land containing 0.32 acres more or less, out of a 29.59 acre Unit No. 2 out of 59.59 acres, more or less, out of that 238.79 acres standing in the names of John S. McGregor and C.C. Speed by deed recorded in Volume 1840, Page 1017 of the Deed Records of Nueces County, Texas and all being out of THE CASA BLANCA GRANT and being a part of Blocks Twenty-Four (24) and Twenty-Five (25) of the MANTOR, BRIGGS & KUYKENDALL SUBDIVISION of 5155.97 acres in Nueces County, Texas, according to map or plat recorded in Volume 2, Page 57 of the Map Records of Nueces County, Texas, and being more particularly described on Exhibit "A" of the Warranty Deed recorded in Volume 2102, Page 267 of the Deeds Records of Nueces County, Texas.

ATTACHMENT 14

Resolution 19-24
Annexation Petition – Richard L. Burleson

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: April 15, 2019
Re: Annexation Petition—Richard L. Burlison, Cyndie Park Unit 2, the Southwest 23.51 feet of Lot 9, all of Lot 10 and the adjoining Northeast ½ of Lot 11, Nueces County, Texas – Resolution 19-24

Background:

For the past several months, the Board has been reviewing and considering annexation matters associated with the Cyndie Park project which Nueces County has been working on for numerous years. On Monday, April 8th, the Nueces Water Supply Corporation (NWSC) began serving water to the area. However, as reported previously, property owners living outside STWA's district that request retail water service from the NWSC will request annexation into STWA's district in order to pay the same cost for service as other NWSC retail customers. Last month, the STWA Board took action to set the date, time and place for the necessary public hearing on this annexation. The public hearing will occur immediately prior to the Board meeting. Staff does not anticipate any public attendance on the matter unless the landowner decides to attend.

Analysis:

This annexation is part of the long-term project lead by Nueces County and their Grant Administration office. The project included grant funds from the Texas Department of Agriculture and Texas Water Development Board for a planning study, distribution lines in the Cyndie Park Subdivision, a transmission line extending from NWSC's closest 6" line and the soon to be constructed new pump station immediately north of the existing Banquete Pump Station.

Annexing the property into STWA's district results in the NWSC retail customer paying the same inside district rates for service as other NWSC customers. Without the annexation, an outside district customer would pay NWSC monthly minimums and cost per 1000g but would not pay the STWA taxes paid by other NWSC retail customers. With the adoption of the enclosed Resolution 19-24, STWA staff will contact the Nueces County Appraisal District and the property will be added to STWA's rolls.

Staff Recommendation:

Adopt Resolution 19-24.

Board Action:

Determine whether to adopt Resolution 19-24.

Summarization:

Annexation of this property means that this customer will be subject to the same cost as other NWSC retail customers including NWSC retail water rates and STWA property taxes.

public notice of the time, place, and purpose of said Meeting was given all as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED the 23rd day April, 2019.

Rudy Galvan, Jr., Secretary
Board of Directors

Kathleen Lowman, President
Board of Directors

SOUTH TEXAS WATER AUTHORITY

Resolution 19-24

THE STATE OF TEXAS §
COUNTIES OF KLEBERG AND NUECES §
SOUTH TEXAS WATER AUTHORITY §

WHEREAS, the Board of Directors conducted a hearing on this date in reference to the annexation of the territory described in Exhibit A attached hereto; and

WHEREAS, it was deemed advisable by the Board to approve the annexation of such territory to the Authority; and

WHEREAS, it is officially found and determined: that a case of emergency or urgent public necessity exists which required the holding of the meeting at which this Resolution was adopted and that said meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SOUTH TEXAS WATER AUTHORITY:

1. That the annexation of the territory described in Exhibit A is hereby approved by this Board, and it is hereby found that there will be benefit to the territory as amended.

2. That pursuant to Article 7, Chapter 436, Acts of the 66th Legislature, Regular Session, 1979, no election is required to approve the annexation as the petition was signed by all residents and landowners of the annexed territory.

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

STATE OF TEXAS :
COUNTY OF NUECES :

TO THE BOARD OF DIRECTORS OF THE SOUTH TEXAS WATER AUTHORITY:

The undersigned (herein called "Petitioner"), holder of title to the territory described by metes and bounds in Exhibit "A" which is attached hereto and incorporated herein for all purposes, being all of the residents and landowners of such territory, as shown by the tax rolls of Nueces County, Texas, and acting pursuant to the provisions of Section 11006.052, Special District Local Laws Code, respectfully petitions the Board of Directors of South Texas Water Authority that the territory described by metes and bounds in Exhibit "A" be added to and become a part of the established South Texas Water Authority, and in support of this petition would show as follows:

I.

Fee simple title and full ownership of the aforesaid territory, which lies wholly within Nueces County, Texas, is vested in Petitioner.

II.

The addition of said territory to South Texas Water Authority is feasible and practical, would be to the best interest both to the territory and to the Authority and would benefit said territory.

III.

The Authority will be able to supply water, or have water supplied, to the added territory.

IV.

This petition shall constitute an election on the part of the Petitioner, its successors and assigns, for the aforesaid land and any improvements which may be constructed thereon to become liable for all present and future debts of the Authority in the same manner and to the same extent as other lands and improvements in the Authority are liable for the Authority's debts.

V.

Petitioner hereby authorizes the Board of Directors of the Authority to levy taxes and set rates sufficient to pay their share of the aforementioned outstanding indebtedness.

WHEREFORE, Petitioner prays that this petition be properly filed, as provided by law; that the Board of Directors of South Texas Water Authority hear and consider the petition in keeping with the provisions of Section 11006.052, Special District Local Laws Code; and that this petition in all things be granted and that the territory described in Exhibit "A" be added to and become a part of the established South Texas Water Authority; that after this petition is granted the Board's order thereon be filed of record and be recorded in the Deed Records of Nueces County, Texas; and that the area described in Exhibit "A" be thereafter a component part of South Texas Water Authority.

[Signatures and Acknowledgement on following page.]

EXECUTED this 19 day of MARCH, 2019.

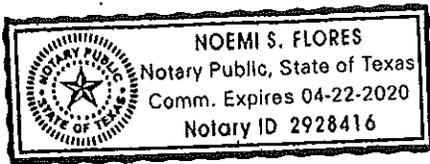

Richard L Burleson

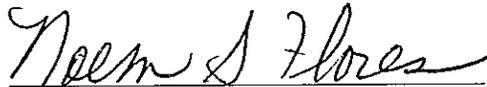
ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY of Nueces

Subscribed and sworn to before me Richard L Burleson on
this the 19th day of March, 2019.




Notary Public

My Commission Expires: 4/22/2020

NOTARY SEAL

Exhibit "A"

To

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

Property Description:

The Southwest 23.51 feet of Lot 9, all of lot 10 and the adjoining Northeast 1/2 of Lot 11, CYNDIE PARK UNIT 2, in Nueces County, Texas.

ATTACHMENT 15

Resolution 19-25
Annexation Petition – Jose Ovidio Guzman, Jr.

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: April 15, 2019
Re: Annexation Petition—Jose Ovidio Guzman, Jr., Cyndie Park Unit 2, Tract 2, Nueces County, Texas – Resolution 19-25

Background:

For the past several months, the Board has been reviewing and considering annexation matters associated with the Cyndie Park project which Nueces County has been working on for numerous years. On Monday, April 8th, the Nueces Water Supply Corporation (NWSC) began serving water to the area. However, as reported previously, property owners living outside STWA's district that request retail water service from the NWSC will request annexation into STWA's district in order to pay the same cost for service as other NWSC retail customers. Last month, the STWA Board took action to set the date, time and place for the necessary public hearing on this annexation. The public hearing will occur immediately prior to the Board meeting. Staff does not anticipate any public attendance on the matter unless the landowner decides to attend.

Analysis:

This annexation is part of the long-term project lead by Nueces County and their Grant Administration office. The project included grant funds from the Texas Department of Agriculture and Texas Water Development Board for a planning study, distribution lines in the Cyndie Park Subdivision, a transmission line extending from NWSC's closest 6" line and the soon to be constructed new pump station immediately north of the existing Banquete Pump Station.

Annexing the property into STWA's district results in the NWSC retail customer paying the same inside district rates for service as other NWSC customers. Without the annexation, an outside district customer would pay NWSC monthly minimums and cost per 1000g but would not pay the STWA taxes paid by other NWSC retail customers. With the adoption of the enclosed Resolution 19-25, STWA staff will contact the Nueces County Appraisal District and the property will be added to STWA's rolls.

Staff Recommendation:

Adopt Resolution 19-25.

Board Action:

Determine whether to adopt Resolution 19-25.

Summarization:

Annexation of this property means that this customer will be subject to the same cost as other NWSC retail customers including NWSC retail water rates and STWA property taxes.

public notice of the time, place, and purpose of said Meeting was given all as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED the 23rd day April, 2019.

Rudy Galvan, Jr., Secretary
Board of Directors

Kathleen Lowman, President
Board of Directors

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

STATE OF TEXAS :
COUNTY OF NUECES :

TO THE BOARD OF DIRECTORS OF THE SOUTH TEXAS WATER AUTHORITY:

The undersigned (herein called "Petitioner"), holder of title to the territory described by metes and bounds in Exhibit "A" which is attached hereto and incorporated herein for all purposes, being all of the residents and landowners of such territory, as shown by the tax rolls of Nueces County, Texas, and acting pursuant to the provisions of Section 11006.052, Special District Local Laws Code, respectfully petitions the Board of Directors of South Texas Water Authority that the territory described by metes and bounds in Exhibit "A" be added to and become a part of the established South Texas Water Authority, and in support of this petition would show as follows:

I.

Fee simple title and full ownership of the aforesaid territory, which lies wholly within Nueces County, Texas, is vested in Petitioner.

II.

The addition of said territory to South Texas Water Authority is feasible and practical, would be to the best interest both to the territory and to the Authority and would benefit said territory.

III.

The Authority will be able to supply water, or have water supplied, to the added territory.

IV.

This petition shall constitute an election on the part of the Petitioner, its successors and assigns, for the aforesaid land and any improvements which may be constructed thereon to become liable for all present and future debts of the Authority in the same manner and to the same extent as other lands and improvements in the Authority are liable for the Authority's debts.

V.

Petitioner hereby authorizes the Board of Directors of the Authority to levy taxes and set rates sufficient to pay their share of the aforementioned outstanding indebtedness.

WHEREFORE, Petitioner prays that this petition be properly filed, as provided by law; that the Board of Directors of South Texas Water Authority hear and consider the petition in keeping with the provisions of Section 11006.052, Special District Local Laws Code; and that this petition in all things be granted and that the territory described in Exhibit "A" be added to and become a part of the established South Texas Water Authority; that after this petition is granted the Board's order thereon be filed of record and be recorded in the Deed Records of Nueces County, Texas; and that the area described in Exhibit "A" be thereafter a component part of South Texas Water Authority.

[Signatures and Acknowledgement on following page.]

EXECUTED this 19th day of March, 2019.

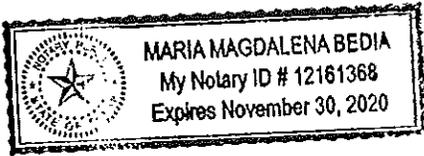
Jose Ovidio Guzman, Jr.
Jose Ovidio Guzman, Jr.

ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY of Nueces

VMB ~~JK~~ Subscribed and sworn to before me Jose Ovidio Guzman, Jr.
on this the 19th day of March, 2019.



NOTARY SEAL

Maria M. Bedia
Notary Public

My Commission Expires: 11/30/2020

Exhibit "A"

To

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

Property Description:

Tract Two (2), CYNDIE PARK UNIT 2, in Nueces County, Texas, being a tract of land containing 0.73 acres, more or less, out of a 29.59 acre Unit No. 2 out of 59.59 acre tract, out of 238.79 acres standing in the name of John S. McGregor and C.C. Speed by deed recorded in Volume 1840, Page 1017 of the Deed Records of Nueces County, Texas and all being out of the CASA BLANCA GRANT and being a part of Blocks Twenty-Four (24) and Twenty-Five (25) of the MANTOR, BRIGGS & KUYKENDALL SUBDIVISION of 5155.97 acres in Nueces County, Texas, according to map or plat recorded in Volume 2, Page 57 of the Map Records of Nueces County, Texas and being more particularly described by metes and bounds in a Warranty Deed from John S. McGregor and C. C. Speed to Jose Ovidio Guzman and wife, Isabel C. Guzman dated June 23th, 1987 and filed of record in Vol. 2102, pages 225-228, Deed Records, Nueces County, Texas.

ATTACHMENT 16

Annexation Petitions

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: April 15, 2019
Re: Annexation Petitions – Two (2) Additional Cyndie Park 2 Subdivision Petitions – Set Time/Date for Public Hearing

Background:

As stated in other memoranda associated with annexations, the Nueces Water Supply Corporation is now providing water service to the Cyndie Park area. As the Board is aware, a property owner living outside of South Texas Water Authority's (STWA) district boundaries will request retail water service from the Nueces Water Supply Corporation (NWSC) and is then required to request annexation into STWA's district. This results in the new NWSC member paying the same costs as all other NWSC customers, specifically their NWSC retail water bill and property taxes to STWA.

In addition, staff has reported that additional correspondence has been sent to all Cyndie Park 2 Water Supply Corporation active customers in an effort to receive all the necessary paperwork from each and every customer. Enclosed is the annexation paperwork for two (2) additional Cyndie Park 2 Subdivision landowners. As this process continues, annexation paperwork will also be processed for Cyndie Park 1 lot owners and The Ranch Subdivision land owners.

Analysis:

The two (2) enclosed petitions brings the total to ten (10) Cyndie Park 2 Subdivision property owners that have filed their necessary paperwork. This is a two-step process. This first step sets the time and date for the public hearing and allows for the publication of the required notice. The public hearing will be prior to the May Board meeting.

Staff Recommendation:

Adopt Resolutions 19-26 and 19-27.

Board Action:

Determine whether to adopt Resolutions 19-26 and 19-27.

Summarization:

Accepting the petitions and publishing notice of a hearing date and time, enables the landowner to receive service and provides uniformity between all NWSC members.

ATTACHMENT 17

Resolution 19-26

SOUTH TEXAS WATER AUTHORITY

Resolution 19-26

RESOLUTION OF DETERMINATION OF VALIDITY OF ANNEXATION PETITION,
SETTING PUBLIC HEARING AND AUTHORIZING PUBLICATION OF NOTICE.

WHEREAS, Lino Moreno, Jr. and Rebecca Moreno (Petitioners), have filed the attached petition (the Petition) with the South Texas Water Authority requesting annexation of their property into the South Texas Water Authority in order to allow water service to their property to be provided by Nueces Water Supply Corporation, and

WHEREAS, the South Texas Water Authority Board of Directors has reviewed the Petition and finds that it meets all of the requirements for annexation into the South Texas Water Authority's District, and

WHEREAS, the Board of Directors hereby sets a public hearing to hear evidence for or against the proposed annexation of this property to be held on May 28, 2019 at 5:30 p.m. at the South Texas Water Authority, 2302 East Sage Road, Kingsville, Texas.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the South Texas Water Authority hereby authorizes the publication of the attached Notice of Public Hearing on Annexation for a public hearing to be held on May 28, 2019 at 5:30 p.m. at South Texas Water Authority, 2302 East Sage Road, Kingsville, Texas. At such hearing all interested persons may appear and offer evidence for or against the proposed annexation of the property described in Exhibit A of the Petition.

Duly adopted this 23rd day of April, 2019.

KATHLEEN LOWMAN, PRESIDENT

ATTEST:

RUDY GALVAN, JR., SECRETARY/TREASURER

RECEIVED

MAR 27 2019

NUECES WATER SUPPLY CORPORATION

PETITION FOR ADDITION OF CERTAIN LANDS TO THE SOUTH TEXAS WATER AUTHORITY

STATE OF TEXAS :
COUNTY OF NUECES :

TO THE BOARD OF DIRECTORS OF THE SOUTH TEXAS WATER AUTHORITY:

The undersigned (herein called "Petitioner"), holder of title to the territory described by metes and bounds in Exhibit "A" which is attached hereto and incorporated herein for all purposes, being all of the residents and landowners of such territory, as shown by the tax rolls of Nueces County, Texas, and acting pursuant to the provisions of Section 11006.052, Special District Local Laws Code, respectfully petitions the Board of Directors of South Texas Water Authority that the territory described by metes and bounds in Exhibit "A" be added to and become a part of the established South Texas Water Authority, and in support of this petition would show as follows:

I.

Fee simple title and full ownership of the aforesaid territory, which lies wholly within Nueces County, Texas, is vested in Petitioner.

II.

The addition of said territory to South Texas Water Authority is feasible and practical, would be to the best interest both to the territory and to the Authority and would benefit said territory.

III.

The Authority will be able to supply water, or have water supplied, to the added territory.

IV.

This petition shall constitute an election on the part of the Petitioner, its successors and assigns, for the aforesaid land and any improvements which may be constructed thereon to become liable for all present and future debts of the Authority in the same manner and to the same extent as other lands and improvements in the Authority are liable for the Authority's debts.

V.

Petitioner hereby authorizes the Board of Directors of the Authority to levy taxes and set rates sufficient to pay their share of the aforementioned outstanding indebtedness.

WHEREFORE, Petitioner prays that this petition be properly filed, as provided by law; that the Board of Directors of South Texas Water Authority hear and consider the petition in keeping with the provisions of Section 11006.052, Special District Local Laws Code and that this petition in all things be granted and that the territory described in Exhibit "A" be added to and become a part of the established South Texas Water Authority; that after this petition is granted the Board's order thereon be filed of record and be recorded in the Deed Records of Nueces County, Texas; and that the area described in Exhibit "A" be thereafter a component part of South Texas Water Authority.

[Signatures and Acknowledgement on following page.]

EXECUTED this 20th day of March, 2019.

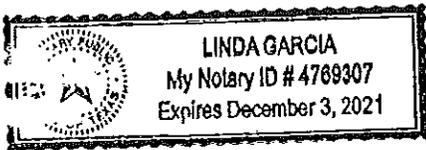
Lino Moreno Jr
Lino Moreno, Jr.
Rebecca Moreno
Rebecca Moreno

ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY of Nueces

Subscribed and sworn to before me Lino Moreno, Jr on this the 20th day of March, 2019.



Linda Garcia
Notary Public

My Commission Expires: 12-03-2021

NOTARY SEAL

ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY of Nueces

Subscribed and sworn to before me Rebecca Moreno on this the 20th day of March, 2019.

Linda Garcia
Notary Public

My Commission Expires: 12-03-2021

NOTARY SEAL

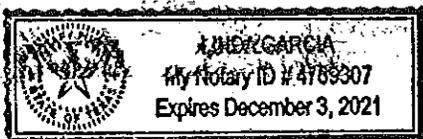


Exhibit "A"

To

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

Property Description:

Tract Thirteen (13), CYNDIE PARK UNIT 2 in Nueces County, Texas being a tract of land containing 0.64 acres, more or less, out of a 29.59 acre Unit No. 2, out of 59.59 acres, more or less, out of 238.79 acres of land conveyed October 20, 1982, from V. Schimmel, a femme sole, to John S. McGregor and C.C. Speed as recorded in Volume 1840, Page 1017 of the Deed Records of Nueces County, Texas and being out of CASA BLANCA GRANT and being a part of Blocks 24 and 25 of the MANTOR, BRIGGS & KUYKENDALL SUBDIVISION of 5155.97 acres in Nueces County, Texas being more particularly described by metes and bounds on the Warranty Deed recorded under Document No. 2006010050 of the Official Records of Nueces County, Texas.

NOTICE OF PUBLIC HEARING ON ANNEXATION

THE STATE OF TEXAS
SOUTH TEXAS WATER AUTHORITY

Pursuant to a Resolution adopted by the Board of Directors of South Texas Water Authority, a hearing shall be held at the South Texas Water Authority, 2302 East Sage Road, Kingsville, Texas, on May 28, 2019 at 5:30 p.m. with respect to the Petition filed by Lino Moreno, Jr. and Rebecca Moreno for annexation of the territory described below, on the question of whether the territory sought to be annexed will be benefited by the improvements, works, and facilities then owned or operated or contemplated to be owned or operated by the Authority or by the other functions of the Authority. All interested persons may appear at such hearing and offer evidence for or against the proposed annexation.

Signed this the 23rd day of April, 2019.

Kathleen Lowman, President
Board of Directors
South Texas Water Authority

That certain lot or tract of land situated in Nueces County, Texas, and more particularly described as follows:

Tract Thirteen (13), CYNDIE PARK UNIT 2 in Nueces County, Texas being a tract of land containing 0.64 acres, more or less, out of a 29.59 acre Unit No. 2, out of 59.59 acres, more or less, out of 238.79 acres of land conveyed October 20, 1982, from V. Schimmel, a femme sole, to John S. McGregor and C.C. Speed as recorded in Volume 1840, Page 1017 of the Deed Records of Nueces County, Texas and being out of CASA BLANCA GRANT and being a part of Blocks 24 and 25 of the MANTOR, BRIGGS & KUYKENDALL SUBDIVISION OF 5155.97 acres in Nueces County, Texas being more particularly described by metes and bounds on the Warranty Deed recorded under Document No. 2006010050 of the Official Records of Nueces County, Texas.

ATTACHMENT 18

Resolution 19-27

SOUTH TEXAS WATER AUTHORITY

Resolution 19-27

RESOLUTION OF DETERMINATION OF VALIDITY OF ANNEXATION PETITION,
SETTING PUBLIC HEARING AND AUTHORIZING PUBLICATION OF NOTICE.

WHEREAS, Ruben Jimenez and Rosemary R. Jimenez (Petitioners), have filed the attached petition (the Petition) with the South Texas Water Authority requesting annexation of their property into the South Texas Water Authority in order to allow water service to their property to be provided by Nueces Water Supply Corporation, and

WHEREAS, the South Texas Water Authority Board of Directors has reviewed the Petition and finds that it meets all of the requirements for annexation into the South Texas Water Authority's District, and

WHEREAS, the Board of Directors hereby sets a public hearing to hear evidence for or against the proposed annexation of this property to be held on May 28, 2019 at 5:30 p.m. at the South Texas Water Authority, 2302 East Sage Road, Kingsville, Texas.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the South Texas Water Authority hereby authorizes the publication of the attached Notice of Public Hearing on Annexation for a public hearing to be held on May 28, 2019 at 5:30 p.m. at South Texas Water Authority, 2302 East Sage Road, Kingsville, Texas. At such hearing all interested persons may appear and offer evidence for or against the proposed annexation of the property described in Exhibit A of the Petition.

Duly adopted this 23rd day of April, 2019.

KATHLEEN LOWMAN, PRESIDENT

ATTEST:

RUDY GALVAN, JR., SECRETARY/TREASURER

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

STATE OF TEXAS :
COUNTY OF NUECES :

TO THE BOARD OF DIRECTORS OF THE SOUTH TEXAS WATER AUTHORITY:

The undersigned (herein called "Petitioner"), holder of title to the territory described by metes and bounds in Exhibit "A" which is attached hereto and incorporated herein for all purposes, being all of the residents and landowners of such territory, as shown by the tax rolls of Nueces County, Texas, and acting pursuant to the provisions of Section 11006.052, Special District Local Laws Code, respectfully petitions the Board of Directors of South Texas Water Authority that the territory described by metes and bounds in Exhibit "A" be added to and become a part of the established South Texas Water Authority, and in support of this petition would show as follows:

I.

Fee simple title and full ownership of the aforesaid territory, which lies wholly within Nueces County, Texas, is vested in Petitioner.

II.

The addition of said territory to South Texas Water Authority is feasible and practical, would be to the best interest both to the territory and to the Authority and would benefit said territory.

III.

The Authority will be able to supply water, or have water supplied, to the added territory.

IV.

This petition shall constitute an election on the part of the Petitioner, its successors and assigns, for the aforesaid land and any improvements which may be constructed thereon to become liable for all present and future debts of the Authority in the same manner and to the same extent as other lands and improvements in the Authority are liable for the Authority's debts.

V.

Petitioner hereby authorizes the Board of Directors of the Authority to levy taxes and set rates sufficient to pay their share of the aforementioned outstanding indebtedness.

WHEREFORE, Petitioner prays that this petition be properly filed, as provided by law; that the Board of Directors of South Texas Water Authority hear and consider the petition in keeping with the provisions of Section 11006.052, Special District Local Laws Code; and that this petition in all things be granted and that the territory described in Exhibit "A" be added to and become a part of the established South Texas Water Authority; that after this petition is granted the Board's order thereon be filed of record and be recorded in the Deed Records of Nueces County, Texas; and that the area described in Exhibit "A" be thereafter a component part of South Texas Water Authority.

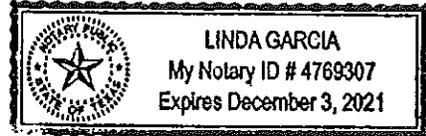
[Signatures and Acknowledgement on following page.]

EXECUTED this 21st day of March, 2019.

Ruben Jimenez
Ruben Jimenez

Rosemary R. Jimenez
Rosemary R. Jimenez

ACKNOWLEDGEMENT



STATE OF TEXAS

COUNTY of Nueces

Subscribed and sworn to before me Ruben Jimenez on this the 21st day of March, 2019.

Linda Garcia
Notary Public

My Commission Expires: 12-03-2021

NOTARY SEAL

ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY of Nueces

Subscribed and sworn to before me Rosemary R. Jimenez on this the 21st day of March, 2019.

Linda Garcia
Notary Public

My Commission Expires: 12-03-2021

NOTARY SEAL

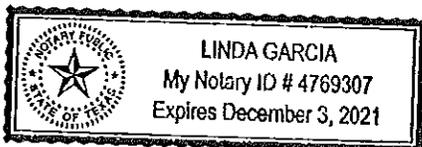


Exhibit "A"

To

PETITION FOR ADDITION OF CERTAIN LANDS TO
THE SOUTH TEXAS WATER AUTHORITY

Property Description:

Tracts 36, 37, and 1/2 of 35, CYNDIE PARK UNIT 2, Nueces County, Texas being more particularly described in Exhibit "A" of the Warranty Deed recorded under Document No. 2004019694 of the Official Records of Nueces County, Texas.

NOTICE OF PUBLIC HEARING ON ANNEXATION

THE STATE OF TEXAS
SOUTH TEXAS WATER AUTHORITY

Pursuant to a Resolution adopted by the Board of Directors of South Texas Water Authority, a hearing shall be held at the South Texas Water Authority, 2302 East Sage Road, Kingsville, Texas, on May 28, 2019 at 5:30 p.m. with respect to the Petition filed by Ruben Jimenez and Rosemary R. Jimenez for annexation of the territory described below, on the question of whether the territory sought to be annexed will be benefited by the improvements, works, and facilities then owned or operated or contemplated to be owned or operated by the Authority or by the other functions of the Authority. All interested persons may appear at such hearing and offer evidence for or against the proposed annexation.

Signed this the 23rd day of April, 2019.

Kathleen Lowman, President
Board of Directors
South Texas Water Authority

That certain lot or tract of land situated in Nueces County, Texas, and more particularly described as follows:

Tracts 36, 37, and ½ of 35, CYNDIE PARK UNIT 2, Nueces County, Texas being more particularly described in Exhibit "A" of the Warranty Deed recorded under Document No. 2004019694 of the Official Records of Nueces County, Texas.

ATTACHMENT 19

STWA Cross Training and Standard Operating Procedures

Memorandum

To: South Texas Water Authority Board of Directors
From: Carola G. Serrato, Executive Director
Date: April 17, 2019
Re: South Texas Water Authority Cross Training and Standard Operating Procedures

Background:

In previous Weekly Updates, staff reported that field and office personnel have been working on standard operating procedures (SOPs) and essential operational information. As the Board is aware, with the exception of the two cathodic protection technicians, all STWA employees perform STWA, Nueces Water Supply Corporation (NWSC), and Ricardo Water Supply Corporation (RWSC) tasks. The Board will also recall that the percentage of each employee's time is used to calculate the fees charged to the Corporations to recoup salaries, employee benefits and overhead. Although many of these tasks are already performed by more than one employee, some tasks are of a nature such that one specific person is responsible for a particular duty. Many of these duties/tasks already have instructions to assist staff in the absence of the person that typically performs the job. However, as previously reported, staff is working on creating binders with SOPs and Information Sheets as a means of ensuring efficient operations.

Analysis:

Enclosed are the Table of Contents for STWA, NWSC and RWSC SOPs and Information Sheets. The Table of Contents are divided into the following binders: Finance, Business Office and Technological Procedures, Personnel, SCADA, Pump Station, Operations and Monitoring. The majority of the SOPs and Information Sheets are complete. However, as these documents have been drafted, additional subjects have surfaced and staff recognizes that the binders will be modified as operation procedures change.

Staff Recommendation:

Continue to work on the completion of the existing Table of Contents and amend as needed.

Board Action:

Provide feedback to staff.

Summarization:

Due to the size of staff, there has always been a need for one or more individuals to know how to perform another employee's tasks. In addition, I believe it warrants stating that STWA has been fortunate to have employees that are willing to help and assist whenever a co-worker is unavailable.

South Texas Water Authority

Finance Binder

Table of Contents

Subject	Tab Number
Agency Reports and Filed Forms	1
• IRS 941 Report – Quarterly	
• IRS 1099 and IRS 1096	
• IRS W-2 and IRS W-3	
• Texas Comptroller’s – Sales Tax – Annual – on Surplus Sales	
• Texas Workforce Commission (TWC) Employer’s Quarterly	
Allocating Expenses to Chart of Accts.....	2
Account Payable Process including Purchase Orders, Invoices & Reports.....	3
Bank Reconciliation including File Name and Location.....	4
Chart of Accounts.....	5
Check Orders – Form, Name and Contact Number.....	6
Check Register including File Name and Location.....	7
Deposit Slip Orders Form, Name and Contact Number.....	8
Fees and Charges – Cost of STWA Charges to Water Supply Corporation.....	9
Fiscal Year Audit Adjustments.....	10
Fund Transfers.....	11
General Ledger Entries.....	12
Inventory Audits.....	13
Payroll – Including Bank Processing for Employee Auto Deposit.....	14
Payroll Adjustments – Changes to Salary and Deductions.....	15
Payroll Reports - File Names and Locations.....	16
• 941 Reports	
• Current Earnings	
• Payroll Check Register	
• Payroll Check Sheets	
• Payroll Contributions	
○ Nationwide	
○ ?????	
• Payroll Journal	
• Payroll Register	
• STWA Retirement Contributions – Frost Bank	
Posting and Reconciling Accounts.....	17
Quarterly Report – Board Packet.....	18
Taps and Repairs Invoice – STWA Charges to WSC’s.....	19
Tax Records – in Sage Accounting Program.....	20
Tax Records – TexPool Accounts.....	21
Treasurer’s Report – Board Packet.....	22
Updating Vendor Accounts.....	23
Wholesale Water Invoices including File Name and Location.....	24

South Texas Water Authority
Business Office and Information Technology Procedures Binder
Table of Contents

Subject	Tab Number
Agenda Posting– complying with State Requirements.....	1
Agenda – Posting the Agenda to the STWA Website.....	2
Consumables - List of Recurring supplies including Contact Names and Numbers.....	3
Copier Instructions - Agendas with Divider Sheets.....	4
Daily Water Loss including File Name and Location.....	5
File Cabinet Map with Contents.....	6
File Retention Schedule.....	7
Insurance – TML Names and Contact Numbers.....	8
Insurance – TML Claims – Filing a Claim Online.....	9
Internet – Troubleshooting/Resetting Service.....	10
Leased Equipment List with Contracts.....	11
Main Server – Troubleshooting and Resetting.....	12
Service Order Forms – Physical Location and File Name and Location.....	13
Telephones – Resetting and Troubleshooting the System including contacting AT&T...	14
Website - Making Changes to or Updating the STWA Website.....	15
Work Order Forms - Physical Location and File Name and Location.....	16

South Texas Water Authority

Personnel Binder

Table of Contents

Subject	Tab Number
Employees' Leave Balance – File Name and Location.....	1
Employees' Leave Quarterly Report – File Name and Location.....	2
New Hires – Required Forms including payroll.....	3
• Depository – ACH Direct Deposit Form	
• IRS Withholding W-4 Form	
• Retirement Contribution Form	
•	
•	
•	
New Hires Screening – including Contact Names & Numbers of Screening Vendors...	4

South Texas Water Authority

SCADA Binder

Table of Contents

Subject	Tab Number
SCADA Card – Check and/or Replace Card.....	1
SCADA Fuse – Check and/or Replace Fuse.....	2
SCADA – Troubleshoot and/or Reset System.....	3

South Texas Water Authority

Pump Station Binder

Table of Contents

Subject	Tab Number
Normal Pump Station Operation Check List.....	1
Pump Station Standard Operating Procedures.....	2
• Driscoll Pump Station	
• Central Pump Station	

South Texas Water Authority

Operations Binder

Table of Contents

Subject	Tab Number
Daily Schedules – Prioritize Tasks and Service Orders.....	1
Field Personnel Certifications – Status.....	2
GPS – Schedule and How to Retrieve and Print Weekly Reports.....	3
GPS – How to Add New Service & How to Install in Vehicle.....	4
Inventory Forms.....	5
Line Locates – Process to Retrieve and Perform.....	6
Service Contacts – Service Provider Company Names, Contact Persons, & Numbers...	7
Supplier Contacts – Supplier Company Names, Contact Persons, & Numbers.....	8
Tool Box Inventory Forms.....	9
Vehicle Driving Policy.....	10
Vehicle Maintenance Form.....	11

South Texas Water Authority

Monitoring Binder

Table of Contents

Subject	Tab Number
DR 900 – Performing Residual Tests.....	1
<ul style="list-style-type: none">• Total Chlorine• Free Chlorine• Chloramines• Free Available Ammonia	
NAP Instructions.....	2

Nueces Water Supply Corporation

Finance Binder

Table of Contents

Subject	Tab Number
ACH Online Bill Payments Approval.....	1
Agency Reports and Filed Forms	2
•	
•	
•	
•	
Allocating Expenses to Chart of Accts.....	3
Account Payable Process including Purchase Orders, Invoices & Reports.....	4
Bank Reconciliation including File Name and Location.....	5
Cancellation Letter Template - File Name & Location.....	6
Chart of Accounts.....	7
Check Orders – Form, Name and Contact Number.....	8
Check Register including File Name and Location.....	9
Deposit Slip Orders Form, Name and Contact Number.....	10
Fiscal Year Audit Adjustments.....	11
Fund Transfers.....	12
General Ledger Entries – Posting to GL.....	13
Inventory Audits.....	14
Non Sufficient Funds Form - for Lock-outs - File Name & Location.....	15
Non Sufficient Funds 2 week Lockout notice - File Name & Location.....	16
Posting and Reconciling Accounts.....	17
STWA Fees and Charges – List of STWA Costs Invoiced to WSC.....	18
Taps & Repairs Invoice - File Name & Location.....	19
Treasurer's Report – Board Packet.....	20
Updating Vendor Accounts.....	21

Nueces Water Supply Corporation
Business Office and Information Technology Procedures Binder
Table of Contents

Subject	Tab Number
Agenda Posting– complying with State Requirements.....	1
Agenda – Posting the Agenda to the NWSC Website.....	2
Consumables - List of Recurring supplies including Contact Names and Numbers.....	3
Copier Instructions - Agendas with Divider Sheets.....	4
EPANet Monthly Update.....	5
File Cabinet Map with Contents.....	6
File Retention Schedule.....	7
Insurance – AIA Names and Contact Numbers.....	8
Insurance – AIA Claims – Filing a Claim	9
Internet – Troubleshooting/Resetting Service.....	10
Leased Equipment List with Contracts.....	11
Main Server – Troubleshooting and Resetting.....	12
Middleware Server – Troubleshooting and Resetting.....	13
Service Order Forms – Physical Location and File Name and Location.....	14
Telephones – Resetting and Troubleshooting the System including contacting AT&T...	15
Website - Making Changes to or Updating the NWSC Website.....	16
Work Order Forms - Physical Location and File Name and Location.....	17

Nueces Water Supply Corporation
Membership – Billing - Developer Binder
Table of Contents

Subject	Tab Number
ACH Payments – Processing in Billing System.....	1
Balance Cash Drawer Daily.....	2
Cancellation of Customer Account – Billing System Processing.....	3
Cost of Service Estimates - File Name/Location.....	4
Cross Connection Template Letter - File Name & Location.....	5
Customer Invoice from WO - File Name/Location.....	6
Developer Analysis - by Type and PS.....	7
• Agua Dulce - Contract	
• Agua Dulce - Addendum	
• Banquete - Contract	
• Banquete - Addendum	
• Bishop - Contract	
• Bishop - Addendum	
• Central - Contract	
• Central - Addendum	
• Driscoll - Contract	
• Driscoll - Addendum	
• Sablatura Park - Contract	
• Sablatura Park - Addendum	
Lockout List Instructions: How to Produce the Lockout List.....	8
Meter Readings – Posting in Billing System.....	9
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