



THE CITY OF CHANDLER CITY COUNCIL WILL MEET FOR A SPECIAL SCHEDULED MEETING
TUESDAY, MAY 17, 2016 IN THE CITY HALL OF CHANDLER, TEXAS AT **6PM**

AGENDA

A. CALL TO ORDER

B. ROLL CALL AND ANNOUNCE IF A QUORUM IS PRESENT

C. REGULAR SESSION: Subjects to be discussed or upon which any formal action may be taken are as follows:

1. Canvass and approve Election results submitted.
2. Presentation of Certificates of Election.
3. Oath of Office to New Candidates.
4. New Council Members take their place.

D. EXECUTIVE SESSION: Council will go into Executive Session Pursuant to Texas Government Code section 551.071 (contemplated or pending litigation), the Council will discuss the following:

- Water Well No. 7

E. REGULAR SESSION: Subjects to be discussed or upon which any formal action may be taken are as follows:

1. Consider and act on actions, if any, from the Executive Session.
2. Consider and act on the proposed conditions for the Contractor in completing Well #7. These conditions will result in an agreement with SureTec (the bonding company for the Well #7 project) and Wanda Drilling and Water Development Inc.
3. Consider and Act on the creation of the part time position of Accounting Clerk

E. Adjournment

In compliance with the Americans with Disabilities Act, the City of Chandler will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Shirley Parmer, City Secretary at 903 849-6853.

CERTIFICATION

I certify that a copy of the May 17, 2016, agenda of items to be considered by the Chandler City Council was posted on the City Hall bulletin board on May 12, 2016.

Shirley Parmer, City Secretary

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the _____ day of _____, 20____.

Title



CITY OF CHANDLER

Staff Report

PROJECT: Well #7 – Conditions for Contractor to Complete Well

DATE: **City Council: 5/17/2016**

REQUEST: Review and Act on the Conditions for contractor to complete Well #7

STAFF REVIEW: Wanda Drilling and Water Development, Inc. (Wanda), in a recent letter to SureTec (the bonding company for the referenced contract) has stated that they believed they could employ a "fishing tool company" to "retrieve...objects, blank liner, and screen in the well". Wanda states that there is a "very high probability" that the objects can be retrieved, but they offer no guarantee. Wanda goes on to state that "if this is a success, our company (Wanda) will be able to condition the hole, and then set the screen, blank liner, and gravel pack the screen."

The City's engineering firm (SPI), working with their drilling expert, has produced a letter outlining suggested conditions for the contractor to complete Well #7. This letter is attached and the conditions are outlined in this report. Once Council approves the conditions our attorney would take the SPI conditions and put them in the form of a simple agreement and have Wanda / Suretec sign off.

If Wanda presents a plan that demonstrates how the well can be completed to the recommended material settings, it is recommended that the City of Chandler demand the following conditions for completion:

1. The well must be completed according to the previously referenced "Recommendation of Well Material Settings". If this is not possible, then Wanda must provide a report from a State of Texas licensed ground water geologist stating how the well can be completed successfully, and what the well can be expected to produce (volume of water in gallons per minute). The licensed ground water geologist must address the discrepancy in casing settings, and how this

discrepancy will affect the quality and quantity of water that will be produced by the well.

2. The well must be completed in accordance with the contract documents prepared by EGA, signed and sealed by licensed professional engineer Jerrod L. Morris, P.E. on July 9, 2014, and any related addenda or modifications.
3. A new "borehole volume X-Y caliper" must be prepared and presented to the City for approval after the removal of objects from the well. Wanda must verify that the new caliper elevations are taken from the same elevation datum as the electric log prepared for the well.
4. The well must be developed and tested in accordance with the previously referenced contract documents.
5. The "thirty-six-hour pump test" must be conducted by an independent well-drilling contractor of the City's choice. Wanda will bear all expense related to the thirty-six-hour pump test.
6. The "thirty-six-hour test" will be performed according to the specifications. The thirty-six-hour test shall consist of thirty-six hours of pumping followed by twelve hours of recovery. The well may not be pumped for a minimum of twelve hours prior to commencing the thirty-six-hour test.
7. The Well Efficiency Guarantee (see specifications Section 02594 sub-section 2.8 in the referenced contract documents) shall be performed by a ground water hydrologist licensed by the State of Texas and approved by the City of Chandler. Wanda will bear all expense related to the Well Efficiency Guarantee.
8. Placement of the Blank Liner and Screen must be verified by a camera survey.
9. The City be allowed to hire a third party construction representative. The construction representative should be employed by an engineering firm with a current registration by the Texas Board of Professional Engineers. Wanda will bear the expense related to the third party construction representative.

RECOMMENDED ACTION:

Consider and act on the proposed conditions for the Contractor in completing Well #7. These conditions will result in an agreement with SureTec (the bonding company for the Well #7 project) and Wanda Drilling and Water Development Inc.

CITY CONTACT:

John Taylor, City Administrator

ATTACHMENTS:

SPI letter with conditions for contractor completing Well #7

May 11, 2016

Mr. John Taylor
City Administrator
City of Chandler
P.O. Box 425
Chandler, Texas 75758

Re: Water Well No. 7
Conditions for Contractor Completing Well

Mr. Taylor,

Wanda Drilling and Water Development, Inc. (Wanda), in a recent letter to SureTec (the bonding company for the referenced contract) has stated that they believed they could employ a "fishing tool company" to "retrieve...objects, blank liner, and screen in the well". Wanda states that there is a "very high probability" that the objects can be retrieved, but they offer no guarantee. Wanda goes on to state that "if this is a success, our company <Wanda> will be able to condition the hole, and then set the screen, blank liner, and gravel pack the screen." A copy of this letter is attached.

The immediate problem with this scenario is that the casing set by Wanda as a part of this contract was not set where it was supposed to be according to a letter from Everett Griffith, Jr. & Associates, Inc. (EGA). This letter, referenced as "Recommendation of Well Material Settings" and dated January 12, 2015, states that the casing was to be set from 0 feet (ground level) to a depth of 1,107 feet. A copy of this letter is attached for your review.

However, according to the "borehole volume X-Y caliper" prepared by RECON (copy attached), the casing was only set to a depth of approximately 1,060 feet.

Unless Wanda has a plan for extending the casing to the recommended depth, then there does not appear to be a plan for completing the well to the recommended material settings.

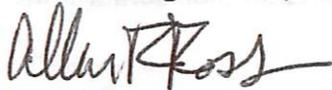
If Wanda presents a plan that demonstrates how the well can be completed to the recommended material settings, it is recommended that the City of Chandler demand the following conditions for completion:

- The well must be completed according to the previously referenced "Recommendation of Well Material Settings". If this is not possible, then Wanda must provide a report from a State of Texas licensed ground water geologist stating how the well can be completed successfully, and what the well can be expected to produce (volume of water in gallons per minute). The licensed ground water geologist must address the discrepancy in casing settings, and how this discrepancy will affect the quality and quantity of water that will be produced by the well.

- The well must be completed in accordance with the contract documents prepared by EGA, signed and sealed by licensed professional engineer Jerrod L. Morris, P.E. on July 9, 2014, and any related addenda or modifications.
- A new "borehole volume X-Y caliper" must be prepared and presented to the City for approval after the removal of objects from the well. Wanda must verify that the new caliper elevations are taken from the same elevation datum as the electric log prepared for the well.
- The well must be developed and tested in accordance with the previously referenced contract documents.
- The "thirty-six hour pump test" must be conducted by an independent well-drilling contractor of the City's choice. Wanda will bear all expense related to the thirty-six hour pump test.
- The "thirty-six hour test" will be performed according to the specifications. The thirty-six hour test shall consist of thirty-six hours of pumping followed by twelve hours of recovery. The well may not be pumped for a minimum of twelve hours prior to commencing the thirty six hour test.
- The Well Efficiency Guarantee (see specifications Section 02594 sub-section 2.8 in the referenced contract documents) shall be performed by a ground water hydrologist licensed by the State of Texas and approved by the City of Chandler. Wanda will bear all expense related to the Well Efficiency Guarantee.
- Placement of the Blank Liner and Screen must be verified by a camera survey.
- The City be allowed to hire a third party construction representative. The construction representative should be employed by an engineering firm with a current registration by the Texas Board of Professional Engineers. Wanda will bear the expense related to the third party construction representative.

These conditions have been suggested as a way for the City of Chandler to monitor the progress and results of construction such that the City is satisfied that they are receiving the constructed product described to them in the construction contract documents and other related correspondence between the City, EGA and Wanda.

Sincerely,
Schaumburg & Polk, Inc.



Allen R. Ross, P.E.



Everett Griffith, Jr. & Associates Inc.
ENGINEERS • SURVEYORS

January 12, 2015

Mr. John Taylor, City Administrator
City of Chandler
P.O. Box 425
Chandler, Texas 75758-0425

RE: City of Chandler
Water Well No. 7
Recommendation of Well Material Settings

Dear John:

I have received Wanda Drilling and Water Development's recommendation for constructing Well No. 7 (attached). I generally concur with Mr. Key's recommendation.

With the City of Chandler's approval, I intend to issue the following details to Mr. Key for construction of the well:

Total Well Depth: 1184 feet

Casing: 10 3/4" O.D., 0.375" wall thickness from 0 to 1107 feet.

Underream: 16" diameter minimum. Contractor may underream 18" diameter at his option. Underream from 1107 to 1184 feet.

Blank Liner: 6 5/8" O.D.

From 1174 to 1184 feet (10' length)

From 1007 to 1112 feet (105' length)

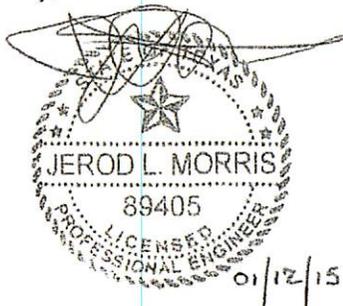
Screen: 6 5/8" O.D. from 1112 to 1174 feet (62' length), 0.20 screen gauge.

Screen to be pipe-based

Gravel Pack: 12-20 gauge

If you have any questions, please let me know.

Sincerely,



408 North Third Street
P.O. Box 1746
Lufkin, Texas 75902-1746
936/634-5528 • FAX # 936/634-7989
admin@everettgriffith.com

Texas Engineering Firm No. F-1156
Texas Surveying Firm No. 100291-00

ATTACHMENT #2

Wanda Drilling and
Water Development, Inc.
19566 N. U.S. Hwy 59
Garrison, TX 75946
(936) 564-6684

May 20th, 2016

Jimmy Sparks
SureTec
9737 Great Hills Trail, Suite 320
Austin, TX 78759

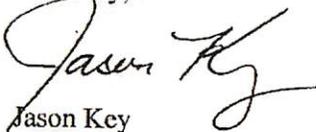
RE: City of Chandler Well No . 7

Dear Sir;

Our company recently acquired information of a Fishing Tool Company (COT Fishing & Rental Tools) that understands and is very familiar with two pieced municipal water wells. I recently met with the Richard Hamburg, the Fishing Tool Supervisor. The contact information of the fishing tool company has been provided for you below. We feel that with his tools and supervision, there is a **very high probability of retrieving objects, blank liner, and screen in the well.** If this is a success, our company will be able to condition the hole, and then set the screen, blank liner, and gravel pack the screen. Once this is complete, we will be able to install the pump into the well.

If the City of Chandler is in agreement with this procedure, we would like to start within two weeks.

Sincerely,



Jason Key
Vice President

COT Oil Tool, Fishing & Rental Tools
Richard Hamburg
Fishing Tool Supervisor
6117 Hwy 21 E.
Bryan, TX 77808
Ph. 979-778-5105

"The Water Master"

ATTACHMENT # 1

Company	WANDA DRILLING				
Well	CITY OF CHANDLER WELL #7				
Field					
County	HENDERSON				
State	TEXAS				

<div style="border: 2px solid black; padding: 10px; display: inline-block;"> <h1 style="margin: 0;">RECON</h1> </div>	<p>BOREHOLE VOLUME X-Y CALIPER</p>
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	SEC	TWP	RGE		OTHER SERVICES:
Location.					
SURF. SAME			AP#.		
Permanent Datum	Ground Level	Elev	421	ELEVATIONS K.B.	
Log Measured From	Kelly Bushing			G.L.	421
Drilling Measured From	Kelly Bushing			D.F.	N/A

Date	21-APR-2015				
Run No.	ONE				
TD Driller	1184	ft.			ft.
TD RECON	1184	ft.			ft.
Bot Logged Interval	1184	ft.			ft.
Top Logged Interval	960	ft.			ft.
Casing Depth Driller	10	in.	@ 1060		in. @
Casing Depth RECON	10	in.	@ 1060		in. @
Bit Size	20	in.			in.
Drilling Fluid Type	GEL CHEM				
Density	Viscosity				
Fluid Loss	PH				
Source Of Sample	Flowline				
RM @ Measured Temp		Ohmm	@ 75		Ohmm @
RMF @ Measured Temp		Ohmm	@ 75		Ohmm @
RMC @ Measured Temp		Ohmm	@ 75		Ohmm @
RM @ MRT		Ohmm	@		Ohmm @
Max Recorded Temp		DegF			DegF
Time Drilling Stopped	20-APR-2015	14:00			
Time Circulation Stopped	21-APR-2015	09:00			
Time Logger On Bottom	21-APR-2015	13:00			
Unit Num	Location	S408	OKLAHOMA CITY, OK		
Recorded By	A. NGUYEN				
Witnessed By	JASON KEY				

ATTACHMENT #3

Wanda Drilling and
Water Development, Inc.
19566 N. U.S. Hwy 59
Garrison, TX 75946
(936) 564-6684

**City of Chandler WSC
Hydrologist Report: Water Well #7
Test Well Data Review**

Test Well

A 7 7/8" test well was drilled from 0' to 1,240'. Sand analysis was collected and bagged. The sand samples were sent to Alloy Machine Works, Inc. A complete sand sieve analysis was completed on the samples caught and the results indicated that the best sand for water well production would be from 1,112' to 1,174' using 0.020 slot screen and 12-20 gravel (.066 - 0331).

Test Well Results

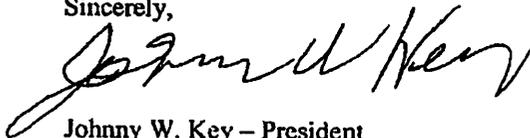
Wanda Drilling and Water Development, Inc. set 4" casing in test well to 1,112 feet. Sixty (60') feet of 4" screen with slot size 0.020 was set from 1,112' to 1,174' and then gravel packed with 12-20 gravel. Water well was jetted for five hours with air at 560', jetting 70 gpm (gallons per minute). Well became clear within four hours. A 7 1/2 hp 40gpm Grunfos pump was installed at a depth of 588' to begin the pumping test. The static water level is 418' before pumping test began.

After pumping the well for 24 hours, well was staying consistent at 48 gpm. The well drawdown was 60'. After the completion of 24 hour pump test, the well recovered back to the static water level of 418' within two hours. Water samples were taken and sent to Ana-Lab in Kilgore, Texas. The water analysis results revealed that the water satisfies the requirements of the Drinking Water Standards of the Department of Health, Education and Welfare and that of the Texas State Board of Health.

Conclusion

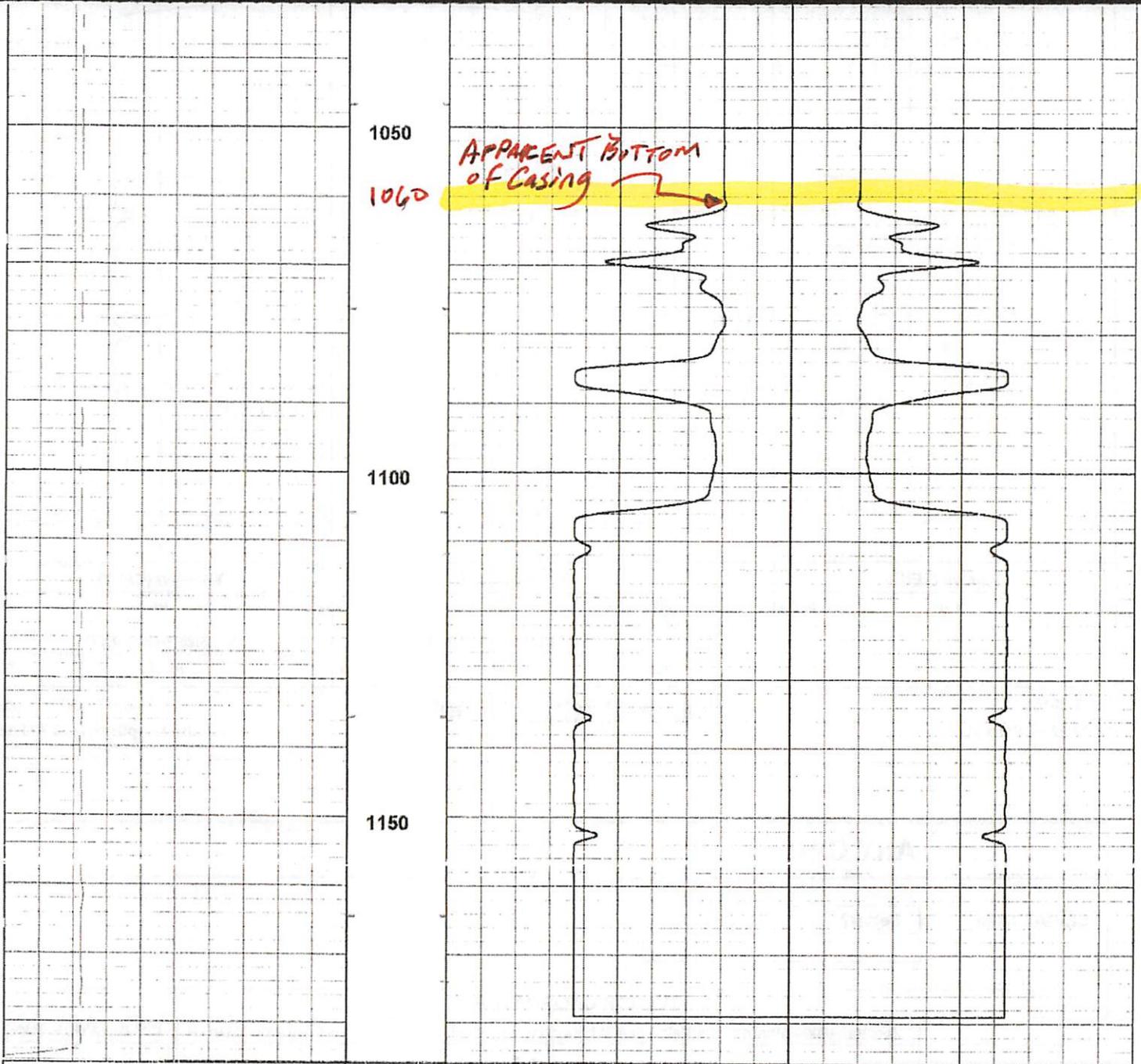
I, John Key, suggest to drill a 15" hole, then case the hole with 10 3/4" o.d. 0375 wall steel casing and pressure cement in place from surface to 1,112'. Then under ream from 1,112' to 1,174'. Set 6" 0.20 stainless steel screen from 1,112' to 1,174' and gravel pack with 12-20 gauge gravel. After well development, install a 40 Hp 230S400-13 Grunfos all stainless steel pump to pump 220 gpm at 600' of head.

Sincerely,



Johnny W. Key - President
Water Well License #1606CMWI

"The Water Master"



1050
 1060 APPARENT BOTTOM OF CASING

Tension (TENS)
 0. Lbs 5000.

X-Calliper (CALX)
 26. In 6. 6.

Y-Calliper (CAL Y)
 In 26.

Bit Size X-CAL (BIT)
 16. Ref In 6. 6.

Bit Size Y-CAL (BIT)
 Ref In 16.

04/21/2015
 13:02:22 => Start Time

MAIN PASS (5"/100ft)

Log UP - (VER 11.25)
 Start Depth=> 1163.70 Feet

ANY CAL - 3

SERIAL NUM

Serial?



CITY OF CHANDLER

Staff Report

PROJECT: City of Chandler Accounting Clerk Position

DATE: **City Council: 5/17/2016**

REQUEST: Review and Act on the creation of a part time Accounting Clerk position within the City of Chandler

STAFF REVIEW: Small city staff always have to do many jobs to be able to carry on the local government's business. One of the positions that has to do that more than most is City Secretary. Accountant is one of those jobs that the City Secretary has been expected to do. Over the past many years we have been able to get by with that arrangement. However, Chandler has grown in its development and in its financial complexity making this need to change.

In speaking with our auditing firm, it is their opinion that Chandler is past due in hiring someone that has training and experience in accounting and bookkeeping. Our City Secretary 100% supports that opinion. In their recent draft report, they mention several financial shortcomings and need for improvements. Most of which we believe can be addressed with a part time bookkeeper of about 20 hours a week.

The following are excerpts from their report that can be addressed through adding a part time position of accounting clerk.

Fixed Assets

"It was noted during the audit that a significant amount of capital purchases, qualifying under the City's policy to be capitalized as fixed assets, were intermingled across three separate funds and multiple general ledger accounts. This creates a situation where fixed assets may not be capitalized or the amounts capitalized could be materially misstated due to difficulty in identifying the total cost of the fixed assets on the books. The City should design internal controls in order to efficiently track all cost associated with capital purchases and utilize transfers between funds in order to pay for capital items in a single fund."

The new Accounting Clerk will be to establish internal standard operating procedures to address this issue.

Budget

“It was noted during the audit that purchases of capital assets were sometimes split among different accounts, some not related to asset purchases or repairs and maintenance cost. The purpose of recording the purchase transactions this way was so the City would remain within the approved budget for each line item. By doing this, the cost of a capitalized asset may be understated and the true nature of the expenditure may be hidden. We recommend that excess budget amounts be transferred through the budget amendment process so that expenditures may be recorded in total to the correct accounts.”

The new Accounting Clerk will establish internal standard operating procedures to address this issue.

Adjusting Journal Entries

“There were a substantial number of adjusting journal entries required for the year ending September 30, 2015, some of which were material to the financial statements as a whole. The City should determine if the accounting staff requires additional training or oversight in order to record complex accounting transactions correctly.”

The City has never had any accounting staff and has always tried to make do with untrained staff. By hiring an accounting clerk, the city will be able to accurately record complex accounting transactions correctly.

Supporting Documents

“It was noted during the audit that the City had difficulty locating source documents requested by the audit staff. In some instances, it was necessary to contact the vendor to acquire a copy of an original invoice. We recommend that the City evaluate its internal controls over source documents to insure they are maintained and easily located in the future.”

The new Accounting Clerk will establish internal standard operating procedures to address this issue.

Being able to have trained accounting staff the city will be able to avoid paying the auditor increased fees due to extra work required on their part to correct our books due to accounting errors. This year the extra cost was \$10,500 which would have paid for 525 hours of a highly trained book keeper.

**RECOMMENDED
ACTION:**

Approve the Part-time Accounting Clerk job description thus creating the position within the City of Chandler.

CITY CONTACT:

John Taylor, City Administrator

ATTACHMENTS:

Job Description
Organizational Chart

Accounting Clerk



Class: Non-Exempt (Part-time)

Reports to: City Secretary

CITY OF CHANDLER
Established Date: May 17, 2016

PAY RANGE

\$16.00 to \$20.00 Hourly

PURPOSE OF POSITION:

This position is responsible for accounting duties of a moderate nature by maintaining records of department revenues and expenditures. May participate in preparation and administration of the department's annual budget and may maintain accounts having special fund characteristics. Ensures transactions are in accordance with generally accepted accounting principles and processes assigned duties in a cost effective and professional manner.

ESSENTIAL FUNCTIONS:

The information listed below is intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of this position.

1. Process and prepare financial statements and all related payroll and sales tax returns.
2. Prepare annual W-2s and 1099s.
3. Assist with accounting needs, including payroll and sales tax compliance.
4. Balances and maintains client general ledgers, including posting journal entries and making accruals.
5. Prepares bank reconciliations and balances checkbooks.
6. Maintains working files; assures timely tax payments and benefit plan contributions, if applicable.
7. Process accounts payable, including coding invoices, entering bills and paying bills.
8. Process accounts receivables, entering deposits from various departments.
9. Interacts in a professional manner and is able to establish credibility.
10. Becomes knowledgeable about all necessary computer software packages, with emphasis on STW.
11. Responds to federal and state tax notices received by city, and work with CPA on response.
12. Do filing and file maintenance.
13. Communicates problems and issues to management.
14. Portrays a positive image of the city.
15. Performs other duties as assigned by supervisors.

MINIMUM QUALIFICATIONS:

Education

An associate's degree in accounting or a bookkeeping certification.

Experience

Minimum of two years of accounting experience.

Certification and Other Requirements

Valid Texas Class C Driver's License

SUPPLEMENTAL INFORMATION:

Reading

Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math

Complex - Ability to deal with accounting principles and their application. Proficiency with computer, spreadsheet software programs and calculator. Ordinarily, such education is obtained in a college accounting degree or an associate's degree.

Writing

Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Managerial

Receives limited directions. The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.

Complexity

Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and precedents.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary - Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

City of Chandler Organizational Chart 5/17/16

