

CONTRACT REGISTER
August 2009

CTR No.	Description	Type of Agreement	Contract	3/30/2009	3/30/2009	DIR	Approval of expenditures; no funds have been expended as of July 29, 2009
CTR-545	17 Agent seats; 30 T1R ports; one router; 17 phones	Purchase order	AT&T; DIR no. DIR-SDD-233				\$173,385.23
CTR-546	IMG GST- Stages	Construction Contract	Basic Industries	6/1/2009	6/26/2009	REP 2009-003	\$94,900.00
CTR-547	Heritage Park Phase II - main replacement	Interlocal Agreement	City of San Antonio	6/22/2009	see notes	N/A	\$1,132,949.41
CTR-548	Emergency Interconnect - Yaucy Water	Interlocal Agreement	Yaucy Water Supply Corporation	6/22/2009	8/20/2009	N/A	N/A
CTR-549	Emergency Interconnect - Southwest Water Supply	Interlocal Agreement	Southwest Water Supply	6/22/2009	see notes	N/A	N/A
09072-CTR-550	CIP systems solution software	License Agmt	CIP Planner	6/22/2009	8/7/2009	REP 09072	\$114,633.00
CTR-551	Ventura Subdivision Phase IX and X water main project	Professional Svcs Agmt	San Antonio Design Group	6/22/2009	see notes	N/A	\$135,600.00
CTR-552	Sun Belt Development	USA	Sun Belt Investments Partners I, LP	6/22/2009	see notes	N/A	N/A
CTR-553	Environmental Services and hazardous waste clean-up	General Services and Emergency Service Agmt	Eagle Construction and Environmental Services, LLC	note referenced	6/20/2009	Emergency	per task order
CTR-554	SARA, SCTRFPG	Interlocal Agreement	South Central Texas Regional Water Planning Group			N/A	In process
CTR-555	Non-Hazardous Waste Collection	Service Agmt	Waste Management	N/A	11/1/2005	N/A	\$275,000/call
CTR-556	Water Production parts and supplies	CO-OP	HACH	N/A		N/A	per purchase order
CTR-557	Office Supplies	CO-OP	Nolan's Office Supply	N/A			per purchase order
CTR-558	CLWS - Canyon Lake Water Supply	Water Purchase Agmt	Canyon Lake Water Supply	N/A		N/A	
CTR-559	Computer Supplies	CO-OP	PC Mall	N/A		N/A	per purchase order
CTR-560	BevanMet Life Insurance	Service Agmt	American Heritage Life	N/A		N/A	DIR-SDD-1023
CTR-561	Credit Card	Credit Card Services Agmt	American Express	N/A		N/A	
2008-CTR-562	Legal Services	Letter of Engagement	Frank S. Manlitas	8/25/2008	9/3/2008	N/A	\$300.00/hr
2005-CTR-563	Legal Services	Letter of Engagement	Winstead Seclrest Minick	8/29/2005	10/6/2005	RFO dated 5/25/2005, not numbered	\$475.00/hr - \$180.00/hr

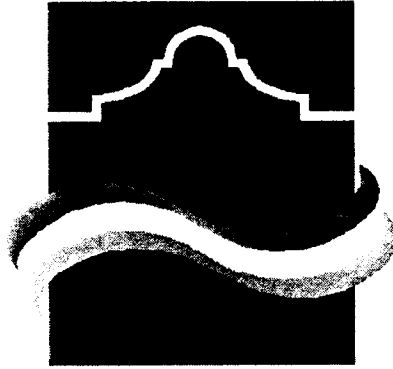
**CONTRAC EGISTER
August 2009**

CTR No.	File Name	Type of Contract	Contractor	7/30/2007	7/30/2007	Professional services	7/30/2007	7/30/2007	7/30/2007
2007-CTR-564	Legal Services	Letter of Engagement	Rolando L. Rios	none referenced	7/30/2007	Professional services	\$295.00/hr and \$75.00/hr		
2007-CTR-565	Legal Services	Letter of Engagement	Mark Anthony Sanchez	none referenced	7/11/2007	RFQ 08037	\$660.00/hr - \$40.00/hr		
2005-CTR-566	Legal Services	Letter of Engagement	Lloyd Gosselink	8/29/2005	11/26/2008	RFQ dated 5/25/2005, not numbered	\$240.00/hr - \$100.00/hr		
2009-CTR-567	Legal Services	Letter of Engagement	Ogletree Deakins Nash	3/4/2009	3/4/2009	professional services	\$280.00/hr - \$115.00/hr		<\$25k; GM approval
2008-CTR-568	Legal Services re: WECO	Letter of Engagement	Gardiner Law Firm	12/8/2008	12/11/2008	RFQ 08037	\$210.00/hr - \$80.00/hr		terminates with conclusion of litigation
2005-CTR-569	Legal Services	none referenced	Oscar H. Villareal	8/29/2005	8/29/2005	RFQ dated 5/25/2005, not numbered	\$175.00/hr		
2009-CTR-570	Legal Services	Letter of Engagement	Guinn & Morrison	1/26/2009	1/26/2009	professional services	\$300/hr		
2007-CTR-571	Recycling Agreement	Service Agmt	Allied Waste	N/A	11/1/2007	N/A			
2009-CTR-572	Hunt Lane	Professional Svcs Agmt	MW Cude Engineers	5/18/2009	8/7/2009		\$61,456.60		
2009-CTR-573	Acoustical Ceiling work - BearMet office	Construction Agmt	Rodriguez & Sons, Inc.	N/A	8/7/2009	IFB B8062-C	\$5,150.00		
2009-CTR-574	Sprinkler Systems alterations	Construction Agmt	Western States Fire Protection Co.	N/A	8/13/2009	B-8062-C	\$4,104.00		

CONTRACT FILE CHECKLIST

- 1) _____ Draft Solicitation/Agreement**
- 2) _____ Vendor Proposal/Bid**
- 3) _____ Bid Tab**
- 4) _____ Evaluation Score Sheet (If Applicable)**
- 5) _____ Board Minutes**
- 6) _____ Original Signed Agreement**

Other Contract File Information:



BexarMet
W A T E R D I S T R I C T

PROCUREMENT MANUAL

(Last Updated 12/19/08)

Bexar Metropolitan Water District
2047 W. Malone Ave, San Antonio, Texas 78225
Phone 210.354.6500 · Fax 210.922.5152

6. Exempt Purchase (non-emergency).....15

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Requisitions are as follows:

- a. A requisition/purchase order is a form generated by BexarMet Departments that requests the Procurement Division to solicit vendor(s) for the purchase of goods or services using the requestor's budget
- b. The requisition/purchase order should fully describe what to buy, the quantity, date required, and where the goods are to be delivered or services to be performed. Different types of information are required depending on type of goods and services that are requested.
- c. There are three (3) types of requisitions for processing: 1) routine; 2) priority and 3) emergency.
 - i. Routine. These types of requisitions are for normal items and are processed using normal procedures. Purchase orders, contracts, blanket purchase orders (BPOs or "running POs") are routine types of purchases.
 - ii. Priority. These requisitions are for items needed sooner than the routine processing time. These are also commonly known as "expedited" purchases. There are two (2) types of priority (expedited) purchases: 1) walk-through - for items needed within 5-10 days to avoid a work interruption; and 2) work stoppage - for items needed immediately to avoid a work interruption because of unanticipated events.
 - iii. Emergency. Emergency purchases that meet the definition as detailed in the procedures listed in Section V of the Board Administrative Policies. In general, these must be for immediate life and death situations and must be approved by TCEQ if they exceed \$50,000.

Note: These types of requisitions do not qualify as "emergency" purchases. Failure to anticipate recurring needs in a timely manner does not constitute priority or emergency criteria, but simply a lack of proper planning.

PROCEDURES

BexarMet's Procurement Division will issue specifications for goods and services and will support departments in following associated procedures. All specifications will be drafted by the responsible department to ensure an efficient and fair procurement process.

The District's Directors may appoint a procurement selection committee to advise them with respect to specifications or procurement in specific areas.

The Purchasing Manager will deliver training for those participating in procurement activities and Department Directors will ensure participating staff attends and adheres to concepts, guidelines and policies conveyed through this training.

SECTION I

A. Duties and Responsibilities:

1. Procurement Officer

The Procurement Officer shall plan, develop and manage all procurement and contractual activities of the District.

- a. Ensure compliance to BexarMet policies and procedures
- b. Prepare/oversee preparation and distribution of invitations to tender and manage/conduct all aspects of bid/proposal evaluations
- c. Oversee adherence to contractual agreements including contract dispute resolution, recommends amendments and extensions of contracts, and advise concerned parties on contractual rights and obligations;
- d. Prepare a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.
- e. Provide advice and guidance with regards to purchasing and contracting matters
- f. Review and revise the District's Procurement, Purchasing, and Contracting Manuals as necessary.

2. Purchasing Manager

The Purchasing Manager will support and maintain procedures and requirements that encourage fair and open competition for those seeking to perform work for BexarMet

as a Request for Quotation (RFQ) or Proposal (RFP) which considered confidential according to § 252.049, *Local Government Code*, and shall not be disclosed.

- d. Ensure that all actions involving the District with contracting of any and all goods and services are in compliance with all applicable statutes and regulation.

In addition, the Contracts Administrator will be responsible for the following:

1. Planning, in coordination with Functional Areas during and after the budget process in Organizational Business Plans.
2. Monitoring contract management.
3. Assigning contract titles and numbering.
4. Maintaining original record contract files.
5. Assuring compliance with record retention rules and regulations.
6. Assisting in resolving payment disputes.
7. Recording changes to contracts.
8. Assuring the assignment of Contracting Officer's Representatives in coordination with department directors.
9. Training of contracting personnel.
10. Periodic and annual review of contracts.
11. Revising the Contracting Manual as necessary.

4. Department Directors

- a. Authorize staff participation in the District's procurement process system and assure that all staff adheres to the procedures.
- b. Reviews specifications, evaluation criteria, bid tabulations and recommends the vendor most advantageous to the District in consultation with the Purchasing Manager.
- c. Ensures responses to vendor inquiries are delivered in a timely fashion to the Purchasing Manager and Contracts Administrator.

For additional contracting procedures, refer to Contracting Manual.

SECTION III

METHODS OF BIDDING:

1. Invitation to Bid

- a. Invitations to Bid are posted to the District's website and advertised in the newspaper and other publications.
- b. Prospective vendors may obtain bids at the Purchasing Office or may be downloaded from BexarMet's website.
- c. Numbers of copies required for this solicitation will be specified therein.
- d. A copy of the submitted bid should be retained by the vendor.

2. Competitive Sealed Bidding

- a. The preferred method of procurement shall be competitive sealed bidding.
- b. Where only one bid or proposal is received, an award may be made to such bidder or offeror if the Purchasing Manager determines the following:
 - i. That the price submitted is fair and reasonable.
 - ii. That other prospective bidders or offerors had a reasonable opportunity to respond;
- c. Otherwise, the bid or proposal may be rejected on Competitive Sealed Bidding and the Purchasing Manager may:
 - i. Cancel the proposed procurement.
 - ii. Solicit new bids or proposal.
 - iii. Proceed with procurement pursuant to Section 2.10.a on Competitive Best Value Bidding as appropriate.

3. Multi-step Sealed Bidding

- a. Multi-step Sealed Bids shall be issued when the requisitions for goods and services is anticipated to meet or exceed \$50,000.
- b. When it is considered impractical (due to insufficient data, uncertain requirements) to initially prepare a purchase description to support an award based on price, an invitation for proposals may be issued requesting the submission of un-priced offers to be followed by an invitation for Bids limited to those bidders whose proposals have been qualified under the criteria set forth in the Request for Proposals.

4. Competitive Best Value Bidding

employment or practice of a person who is licensed or registered as:

- a. Accounting - a certified public accountant (CPA);
- b. Architecture - an architect;
- c. Landscape Architecture;
- d. Land Surveying - a land surveyor;
- e. Medicine - a physician, including a surgeon;
- f. Optometry - an optometrist;
- g. Professional Engineering - a professional engineer;
- h. Real Estate Appraising - a state certified/licensed real estate appraiser; or
- i. Professional Nursing - registered nurse.

Architects, engineers, accountants and surveyors must be selected based on demonstrated competence, qualifications, and for a fair and reasonable price.

8. Amendment or Withdrawal of Bids

- a. Vendors not able to appear in person, who wish to withdraw or amend a bid, may do so by submitting either a letter containing such a request to the Purchasing Department prior to bid opening.
 - i. Should such a request for withdrawal be made, the Purchasing Manager will attach the dated and time stamped request to the bid, which will remain unopened as a part of the permanent file.
- b. After a bid opening, a vendor will be permitted to withdraw his bid if there is an obvious error in the bid supported by cost data, or where enforcement of the bid would impose an unconscionable hardship due to an error in the bid resulting in a quotation substantially below the other bids received.
- c. The request for withdrawal shall be made in writing to the Purchasing Manager. No change in bid prices or other provision of bids shall be made.

9. Correspondence Concerning Bid Invitations

- a. Any question concerning the Invitation of Bid should be directed to the Purchasing Manager.
- b. The person corresponding should specify, in the heading of the letter, the bid number, requisition number and the bid opening date that appear in the bid invitation. For example:

Bid Number:

Requisition Number:

Opening Date - 2:00 p.m., July 5, 2007

Note: Reference the bid# in the letter only. Do not put the bid # on the outside of the envelope.

- c. All original receipts must be retained and must reflect the business purpose and description of the expenditure.
- d. Receipts must be forwarded to the BexarMet Purchasing Department as soon as possible but no later than the next business day.
- e. The Purchasing Department must reconcile the monthly statement to the receipts and forward the statement to the BexarMet Accounts Payable for payment.
- f. Failure to adhere to this requirement and/or control access to the card will result in disciplinary action.

4 Expedited Purchases

- a. There are only two types of expedited purchases: walk-through and work-stoppage. The difference between these two is in the processing times. The Department should commence the work-stoppage process immediately after it is known with telephone notification to the Purchasing Department.
- b. An expedited purchase (work stoppage) is the procurement of any goods or services needed sooner than if obtained through a normal purchasing process - either formal or informal. The normal processing times are informal (request for quotes) - less than 30 days and formal (Invitation For Bid (IFB) or Request For Proposal (RFP) - less than 65 days. Expedited purchases are generally made to prevent work stoppage or loss of BexarMet money. Expedited purchases are not emergency purchases and are subject to all applicable bidding requirements.
- c. Walk-through purchases are for items needed within 5 to 10 days to avoid a work interruption/stoppage or loss of service. The walk-through purchases are for items required to perform a much needed repair before it becomes an emergency situation or when there would be a significant added cost of operations to the District.
- d. Any expedited purchase greater than \$5,000 but less than \$50,000 must be approved by the Board President in advance and certified for the Board at the next regular Board Meeting.

5. Petty Cash Expenditure

Petty cash funds are for small authorized expenditures such as vehicle parking receipts and official meetings. The Petty Cash fund will be secured at all times in a locked container. Access to this fund is limited to Purchasing Department personnel only. Keys to this container must be safeguarded at all times.

SECTION V

PROTESTS

The Procurement and Purchasing Managers have the authority, prior to the commencement of an administrative review, as provided in this procedure, to settle and resolve a protest of an aggrieved bidder, offerer, contractor or subcontractor, actual or prospective, concerning the solicitation award of a contract. This authority shall be utilized in a manner consistent with BexarMet Purchasing Policy.

Any actual or prospective bidder, offerer, contractor, or subcontractor who is aggrieved in connection with the solicitation or award of a contract may protest to the District Procurement Office.

- a. The protest, setting forth the grievance, shall be submitted in writing within ten (10) days after such aggrieved persons know or should have known the facts giving rise thereto, but in no circumstance after thirty (30) calendar days of notification of award of contract.
- b. If the protest is not resolved by mutual agreement, the Purchasing Manager shall promptly issue a decision within writing ten (10) days of receipt of said protest. The decision shall state the reasons for the action taken.
- c. A copy of the decision this procedure shall be mailed or otherwise furnished immediately to the protestor, General Manager, and any other party intervening.

Agreement - A mutual understanding to hold a same opinion. It is often used casually as consent between two or more individuals for a particular course of action. It may or may not be binding on the parties. Agreements can be informal (verbal) or formal (written).

Anti-competitive - Activity that is designed by one or more participants to diminish or eliminate competition by collusion, conspiracy, fraud, or other circumvention of open and fair competition.

Appeal - A request made by a contractor for reconsideration.

Auction - An asset sales strategy in which assets are sold to the highest bidder in an open-outcry auction.

Award - Execution of the contract by the BexarMet Contracting Officer or Legal Department on behalf of the Board of Directors.

Assignments - The legal transfer of a right or title or property from one party to another.

Best Interests of the District - Most advantageous to the District in light of all relevant circumstances.

Best And Final Offer (BAFO) - A final acceptance of terms to the original proposal by the offerors after discussions reflecting the firm's best offer to BexarMet.

Bexar Met Bidders List (BMBL)

A list maintained by the Purchasing Dept containing the name and addresses of prospective bidders.

Bid - An offer to contract with the District submitted in response to a bid solicitation issued by the Purchasing Department.

Bid Bond - A deposit required of bidders to protect the District in the event a low bidder attempts to withdraw its bid or otherwise fails to enter into a contract with the District. Acceptable forms of bid deposits are limited to: cashier's check, certified check, a surety from a company chartered or authorized to do business in State of Texas and United States Treasury Listed; a United States Treasury Bond; or certificate of deposit. (Normally, five (5%) percent of a Respondent's bid proposal).

Bid Opening - The public opening of bids, in which the names of the bidders submitting a bid proposal to a solicitation and prices of the bidders are publicly read and recorded.

Bid Protest Procedures - A process where an offeror (interested party) may challenge a solicitation prior to contract award.

Bid Sample - A sample required to be furnished as part of a bid, for evaluating the quality of the product offered.

reasonable opportunity to bid, and requires that all bidders be placed on the same area of equality. Each bidder must bid on the same advertised specifications, terms, and conditions in all the items and parts of a contract. The purpose of competitive bidding is to stimulate competition, prevent favoritism, and secure the best goods and services at the lowest practicable price, for the benefit of the District. Competitive bidding cannot occur where contract specifications, terms, and conditions prevent or unduly restrict competition, favor a particular vendor, or increase the cost of goods or services without providing a corresponding benefit to the District.

Competitive Sealed Bidding - Process of advertising a solicitation, conducting a public bid opening and awarding a purchase order/contract to the lowest responsive and responsible bidder in accordance with BexarMet purchasing policies and procedures.

Competitive Specifications

A specification stated in such a manner that two or more bidders can meet the specifications on the same plane of equality,

Confirmation Order

A purchase order issued to a vendor, listing the commodities and terms of an order placed verbally, or otherwise, in advance of the issuance of the purchase order. Also called a Confirmation Order.

Contract - A legal document binding BexarMet and the successful bidder or contractor to a specific project or work.

Contract Ceiling - A dollar amount that may not be exceeded for a specific contract.

Contract Modification - A process where a written alteration in an awarded contract is changed or modified to reflect the correct language in mutual agreement between two parties.

Contracting Officer - The BexarMet representative delegated contracting authority to enter into and contractually bind, administer and terminate contractual instruments on behalf of BexarMet.

Contractor - An individual, corporation, partnership, joint-venture, or other third party entity that enters into a contract with BexarMet to provide goods, services, or other requirements pursuant to its terms and conditions.

Contract Oversight - The process of ensuring that the contractor delivers the products or performs the services as stated in the contract requirements of BexarMet.

Contract Personnel - Employees of a contractor who perform under a contract with BexarMet. Employees can include key and non-key individuals.

Formal Bid

A written bid submitted in a sealed envelope in accordance with a prescribed format.

Historically Underutilized Business (HUD)

A corporation formed for the purpose of making a profit in which 51 percent or more all classes of the shares of stock or other equitable securities are owned by one or more socially disadvantaged persons who have a proportionate interest and actively participate in the corporation's control, operation, and management. Groups include: Black Americans, Hispanic Americans, Women, Asian, Pacific Americans, and Native Americans.

Informal Bid

An unsealed, competitive bid submitted by letter, facsimile transmission, telephone or on-line electronic transmission bid, used for purchases less than \$25,000.00.

Inspection

Examination and/or testing of merchandise to determine whether it has been received in the proper quantity, condition, and to verify that it conforms to the applicable specifications.

Internal Repairs

Repairs in which the extent and cost cannot be determined until the commodity is disassembled and evaluated. An internal repair may contain labor and also parts.

Invitation for Bids (IFB)

A written request for submission of a bid; also referred to as a bid invitation.

Late Bid

A bid that is received after the time and date set for opening of a bid.

Lease of Equipment

A contract or agreement granting use of equipment or other fixed assets for a specified time in exchange for payment. Title of equipment remains with the vendor or lessor.

Lease Purchase

A contract or agreement where the lessee has the right to purchase the equipment at an agreed upon price under certain conditions. Title passes from seller to purchaser if and at the time the option to purchase is exercised.

Letter of Award (or Notice to Proceed)

A letter of notification announcing the award of the contract to a bidder.

Local Government

A county, municipality, school district, special district, or other legally constituted political subdivision of the State of Texas.

A permanent business office located in Texas from which a bid is submitted and from which business activities are conducted other than submitting bids to governmental agencies.

Protest Procedures

Procedures for resolving vendor protests relating to purchasing issues.

Public Bid Opening

The opening of bids at the time and place advertised in the bid invitation, in the presence of anyone who wishes to attend. On request of any person in attendance, bids will be read aloud.

Purchase Orders

A document issued by the Purchasing Department thereby obligating BexarMet funds to accept a bid or merchandise.

Purchasing Functions

The development of specifications, receipt and processing of requisitions, review of specifications, advertising for bids, bid evaluating, award of contracts, and inspection of merchandise received. Then term does not include invoice, audit, or contract administrative functions.

Rent

Payment for the use of property or facilities by others.

Request for Information (RFI)

Used when the requesting department (user) cannot clearly identify product requirements/specifications.

BEXAR METROPOLITAN WATER DISTRICT

Date: _____ Time: _____ *Purchase Requisition* Requisition. No. _____

Proc Vendor: _____

Acct. #: _____ **Dept:** _____

Qty	Part #	Description	*X*	Price	Amount	Acct. #	Dept

WO Number: _____ **BUDGETED?** YES NO **TOTAL:** _____

Emergency **Person declaring emergency:** _____

REQUESTOR: _____ **EMPLOYEE NO.:** _____ **EMPLOYEE NAME:** _____ **DEPARTMENT MANAGER:** _____

Purpose or Use: _____ **Date Wanted:** _____

Comments:

PRINT
CLEAR
EXIT

APPROVAL SIGNATURES

S. A. Sandoval	D. Rush	J. A. Terrazas	M. J. Albach	R. Vasquez	L. L. Bittle	S. Gamez/T. C. Moreno
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REJECTED! REASON: _____

Purchasing Dept. Use Only! P.O. No.: _____ Date ordered: _____ Vendor Used: _____ Date received: _____

Accounting Dept. Use Only! Date received: _____ Date Entered: _____ Check Date: _____ Check No: _____

TELEPHONE BID RECORD

Date	Goods/Services	Vendor	Amount of Bid

Signature of Solicitor

Exhibit 5

UNSUCCESSFUL OFFEROR LETTER

To: Name of Offeror

Subject: Title of Request for Proposal

Dear: Name of Offeror's Representative

The Bexar Met Water District has completed the review of all proposals received in response to the subject Request for Proposal for (title). Unfortunately, we must advise you that your company is an unsuccessful offeror. The Bexar Met Water District selected (name of successful offeror) to provide the required (goods or services).

Your proposal was determined not to offer the best value for the requirement. We sincerely appreciate your interest in this effort and invite you to submit proposals for our future requirements.

If you would like to receive a debriefing, please contact this office in writing within ten (10) calendar days from the date of this letter. A debriefing will be scheduled and held in person or by telephone within (15) days after receipt of your request.

If you have any questions, please feel free to contact me at (telephone number).

Sincerely,

Purchasing Manager

EXHIBIT 7

Contracting Manual



NUMBER: 059027
 ACCOUNT NUMBER: 3787-325462-91008
 CORPORATE ID: 8 47

CORPORATE PURCHASING CARD BILLING STATEMENT CC-1583



PAGE 1

PURCHASING DEPT
 BEXARMET WATER DIST
 2047 W MALONE
 SAN ANTONIO, TX 78225

STATEMENT DATE 08/07/09	TERMS: PAYABLE IN FULL WITHIN 14 DAYS AS PER YOUR CORPORATE CONTRACT	DUE DATE: 08/21/09
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REMITTANCE ADVICE

PLEASE RETURN THE REMITTANCE ADVICE MAILER PAGE WITH YOUR REMITTANCE.
 SEE LEGEND PAGE FOR MAILING INSTRUCTIONS.

Exhibit C

ACCOUNT NAME EDNA WIGFALL CRUTE							
--	--	--	--	--	--	--	--

FOR ASSISTANCE CONTACT
 CORPORATE PURCHASING CARD UNIT
 1-800-492-4979

TOLL FREE
 1-800-492-4979

FAX
 1-623-492-1777

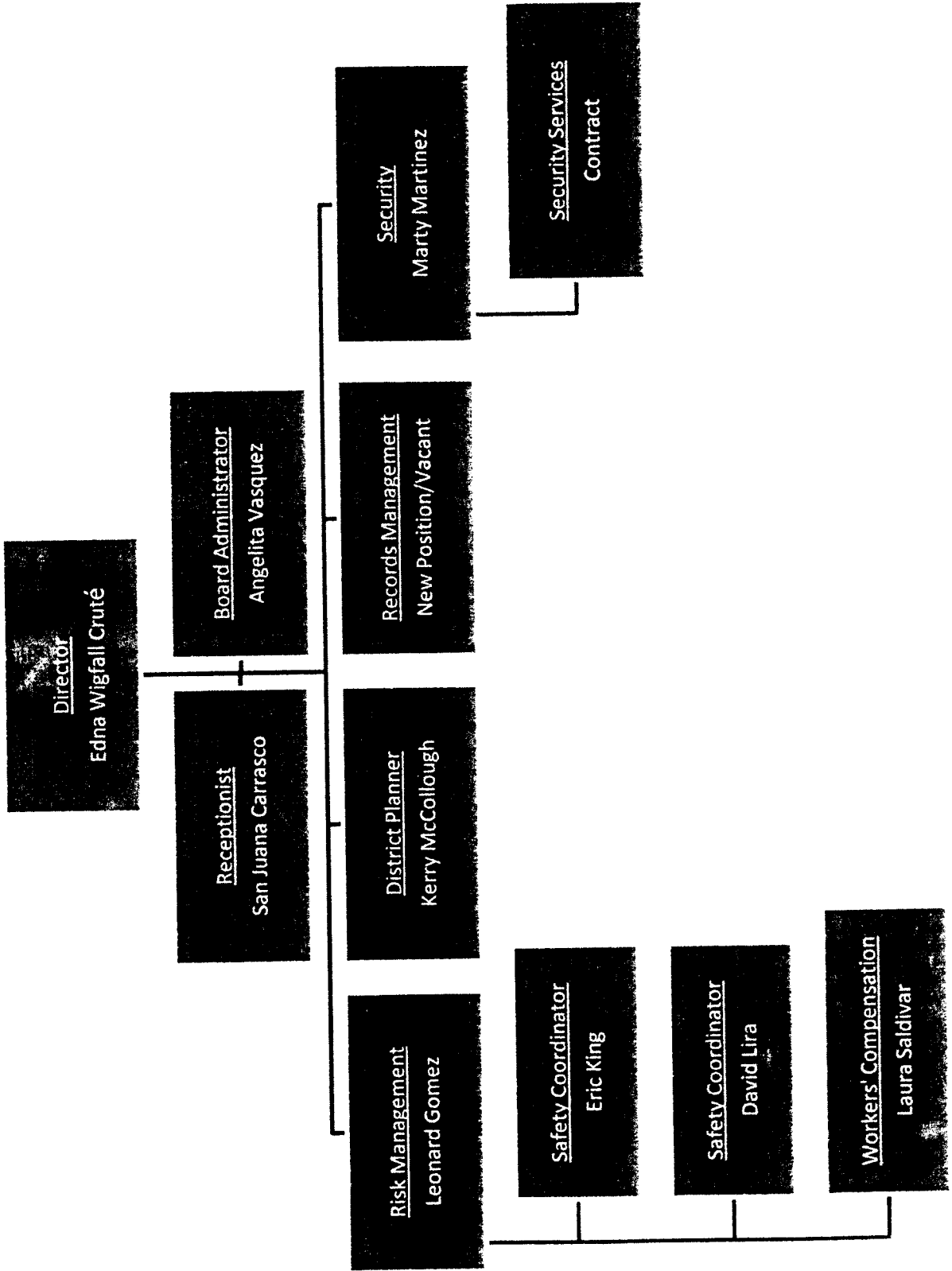
FOR REMITTANCE METHODS AND ADDRESSES,
 PLEASE SEE LEGEND ON REVERSE SIDE OF THE
 SUMMARY OF ACCOUNTS





Administration

March 12, 2009



American Express Bill

Authorized Personal

Account Number

Credit Limit

How to complete and turn in the monthly statement?

- Upon receiving the statement for the month, look through the bill and collect the receipts that were charge per individual.
- Make sure they are signed and a brief description and who was there with a statement.
- For some reason if you are missing receipts for the individual make copy of the monthly Corporate Purchasing Cardmember Report. After making copies of missing receipts have that person sign and give a brief description.
- Make two sets of copies with all the receipts with the monthly statement. Turn in the original paper work to accounting dept. One set goes to your files; the other set goes to Sylvia Gamez.

To order any additional cards, increase the limit, or to report any lost / stolen cards or just any questions please call Customer Service at 1-800-492-4979 and give them the Control Account Number: 3787-325462-91008.

General Ledger

4352-Department

Meals

Travel & Conference Expense

4252-Department

General Merchandise

Employee Benefits

4244-Department

Office Supplies

4216-Department

Fuel & Lubricants

4328-Department

Postage & Express Charges

4351-Department

Training Expense

Exhibit D

Ranges: All Accounts Selected
 All Profit Centers

(Compress Codes Are: N=None, D=Date, P=Period, S=Source Within Date, X=Source Within Period)

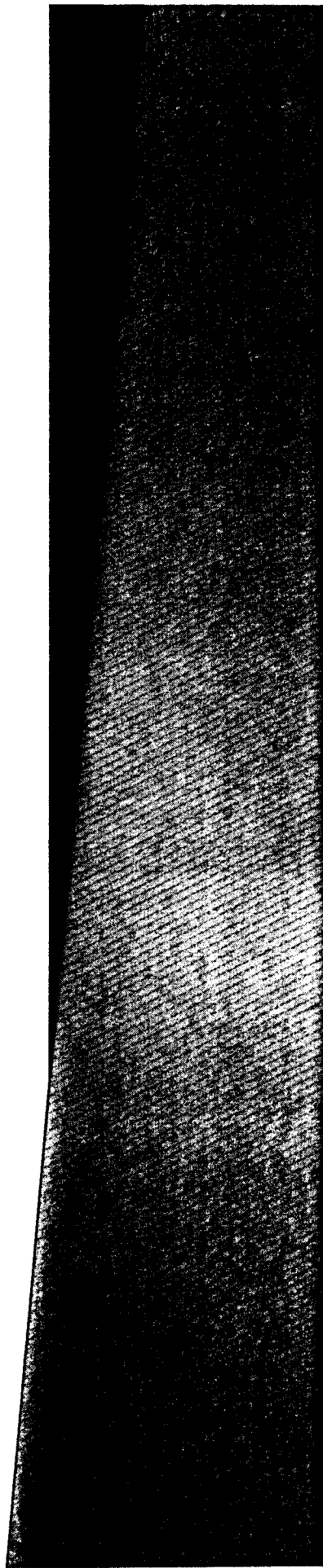
Account-No	Description	Counter Bal-Acct	Consolidation Acct	Dist Subt Code Level	Stmnt Saf Type Type	Parn Comp Code Code	Rat Cd	Sts Acc
1004-000	CASH SWEEP IN/OUT				B	C	N	N
1005-000	BANK/AMERICA DEPOSIT ACCOUNT			1	B	D	N	N
1006-000	BANK/AMERICA SELF INSURANCE			1	B	D	N	N
1007-000	BANK/AMERICA PAYROLL ACCOUNT			1	B	D	N	N
1008-000	BANK/AMERICA DISBURSEMENT ACCT			1	B	D	N	N
1009-000	WELLS FARGO BANK - PRIME				B	N	D	N
1010-000	PRIME BANK PAYMENT STATION				B		D	N
1011-000	FROST BANK - OPERATING ACCOUNT			1	B		D	N
1012-000	PRIME BANK CERTIFICATE DEPOSIT				B	C	D	N
1013-000	CLEAR LAKE PAYMENT STATION			1	B		D	N
1015-000	NSF CHECKS			1	B		D	N
1015-010	ALLOW FOR UNCOLLECTIBLE NSF				B		C	N
1016-000	BOA VEHICLE AQUISITION ESCROW				B		D	N
1017-000	BOA EQMNT AQUISITION ESCROW				B		D	N
1018-000	BOA TELEPHONE ESCROW LEASE				B		D	N
1019-000	BOA VEHICLE/EQUIP ESCROW-2005				B		D	N
1020-000	SIEMENS FINANCIAL ESCROW ACCT				B		D	N
1025-000	A/R MISC - CLEARING ACCOUNT				B		D	N
1035-000	PETTY CASH - MALONE OFFICE				B	C	D	N
1035-000	CASHIERS FUND - BANK				B		D	N
1040-000	WELLS FARGO BANK - MARBACH				B	N	D	N
1045-000	FROST BANK PAYMENT STATION				B		D	N
1090-000	BANK OF CHERRY CREEK ESCR ACCT				B		D	N
1100-000	LASALLE BANK NATL ASSN ESCROW				B		D	N
1101-000	INTEREST & SINKING FUND - 01				B	C	D	N
1102-000	RESERVE FUND - 02				B	C	D	N
1103-000	BOND CLEARING ACCOUNT - 03				B	C	D	N
1104-000	CONTINGENCY FUND - 04				B	C	D	N
1105-000	DEBT SER/RESV FUND 92 INVESTMT				B	C	D	N
1106-000	DEBT SER/RESV/FUND 95 INVESTMT				B	C	D	N
1107-000	ACCRUED INTEREST				B	C	D	N
1108-000	A/R PAYMENTS UNAPPLIED				B		D	N
1109-000	CHASE BANK - (DSRF)				B		D	N
1110-000	DEBT SERV/RESV/FUND 98 INVEST				B		D	N
1111-000	RESV INTEREST/SINKING S95 - 05				B		D	N
1112-000	INTEREST/SINKING SER 95A - 06				B		D	N
1113-000	OPERATING REVENUE RESERVE-07				B		D	N
1114-000	CONSTRUCTION FUND - 08				B		D	N
1115-000	DEBT SERV RESV FUND 98A INVEST				B		D	N
1116-000	JPMORGAN 98A DSRF OPERATING AC				B		D	N
1117-000	IMPACT FEE ACCT - 09				B		D	N
1210-000	A/R - CUSTOMERS ACCOUNTS				B	A	D	N
1210-100	UNBILLED WATER REVENUES REC				B		D	N
1210-000	A/R - MISCELLANEOUS				B	A	D	N
1211-000	ALLOW FOR UNCOLLECTIBLE ACCTS				B		C	N
1212-010	ALLOWANCE UNCOLLECTIBLE - NSF				B		C	N
1212-020	ALLOW FOR UNCOLLECT ACCT MISC				B		C	N
1213-000	GRANT RECEIVABLE				B		D	N
1214-000	A/R IMPACT FEES				B		D	N

=====		P	D	N	N	N
4344-050	TELEPHONE/PAGER/FAX	P	D	N	N	N
43 55	TELEPHONE/PAGER/FAX	P	D	N	N	N
4344-060	TELEPHONE/PAGER/FAX	P	D	N	N	N
4344-070	TELEPHONE/PAGER/FAX	P	D	N	N	N
4344-080	TELEPHONE/PAGER/FAX	P	D	N	N	N
4344-085	TELEPHONE/PAGER/FAX	P	D	N	N	N
4344-090	TELEPHONE/PAGER/FAX	P	D	N	N	N
4344-095	TELEPHONE/PAGER/FAX	P	D	N	N	N
4344-100	TELEPHONE/PAGER/FAX	P	D	N	N	N
4350-000	MEALS & ENTERTAINMENT ✓	P	D	N		N
4351-010	TRAINING EXPENSE	P	D	N	N	N
4351-015	TRAINING EXPENSE - SEWER	P	D	N	N	N
4351-016	TRAINING EXPENSE - SEWER HEB	P	D	N	N	N
4351-020	TRAINING EXPENSE	P	D	N	N	N
4351-030	TRAINING EXPENSE	P	D	N	N	N
4351-035	TRAINING EXPENSE	P	D	N	N	N
4351-040	TRAINING EXPENSE	P	D	N	N	N
4351-045	TRAINING EXPENSE	P	D	N	N	N
4351-050	TRAINING EXPENSE	P	D	N	N	N
4351-055	TRAINING EXPENSE	P	D	N	N	N
4351-060	TRAINING EXPENSE	P	D	N	N	N
4351-070	TRAINING EXPENSE	P	D	N	N	N
4351-075	TRAINING EXPENSE	P	D	N	N	N
4351-080	TRAINING EXPENSE	P	D	N	N	N
4351-085	TRAINING EXPENSE	P	D	N	N	N
4351-090	TRAINING EXPENSE	P	D	N	N	N
4351-095	TRAINING EXPENSE	P	D	N	N	N
4 100	TRAINING EXPENSE	P	D	N		N
4352-000	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-010	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-015	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-020	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-030	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-035	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-040	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-045	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-050	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-055	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-060	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-070	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-080	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-085	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-090	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-095	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4352-100	TRAVEL & CONFERENCE EXPENSES	P	D	N	N	N
4353-010	MILEAGE & MEETING EXPENSES	P	D	N	N	N
4353-020	MILEAGE & MEETING EXPENSES	P	D	N	N	N
4353-030	MILEAGE & MEETING EXPENSES	P	D	N	N	N
4353-035	MILEAGE & MEETING EXPENSES	P	D	N	N	N
4353-040	MILEAGE & MEETING EXPENSES	P	D	N	N	N
4353-045	MILEAGE & MEETINGS EXPENSES	P	C	N		N
4353-050	MILEAGE & MEETING EXPENSES	P	D	N	N	N
4 055	MILEAGE & MEETING EXPENSES	P	D	N	N	N
4353-060	MILEAGE & MEETING EXPENSES	P	D	N	N	N
4353-070	MILEAGE & MEETING EXPENSES	P	D	N	N	N
4353-080	MILEAGE & MEETING EXPENSES	P	D	N		N
4353-085	MILEAGE & MEETING EXPENSES	P	D	N		N
4353-090	MILEAGE & MEETING EXPENSES	P	D	N	N	N

Purchasing Training

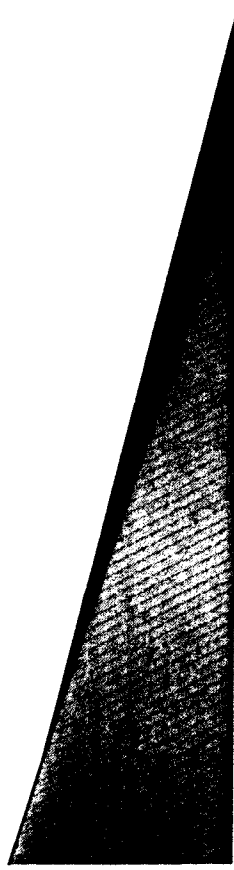
Dan Garza, Purchasing Manager

Exhibit E



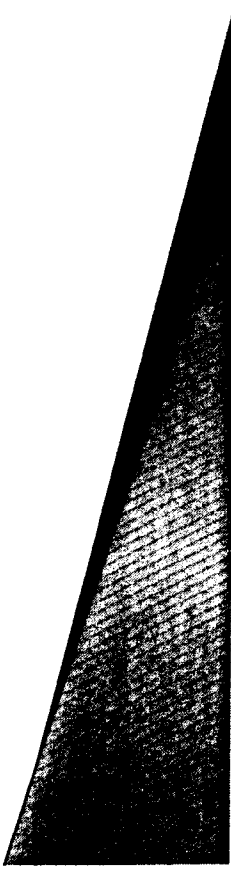
Purchasing Topics

- ▶ Budget
- ▶ Centralize Procmt
- ▶ Examples of Procmt
- ▶ What is Procmt?
- ▶ Thresholds
- ▶ Plan
- ▶ Identify Need
- ▶ Requisition
- ▶ Bid/RFP Request Form
- ▶ Timelines
- ▶ Purchasing Roles
- ▶ Evaluation
- ▶ Committee Roles
- ▶ Board Approval
- ▶ Exceptions
- ▶ Petty Cash
- ▶ COOPS
- ▶ Questions



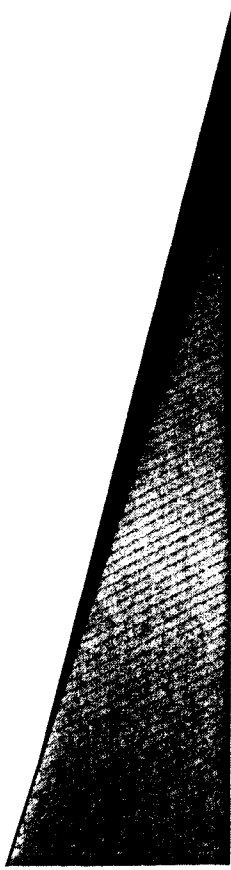
BUDGET

- ▶ On April 27, 2009, the Board approved the 2009/2010 budget.
- ▶ Budget Line Items have been established for Commodities, Capital Equipment and Services.
- ▶ Avoid over-spending budget line items and budget transfers.



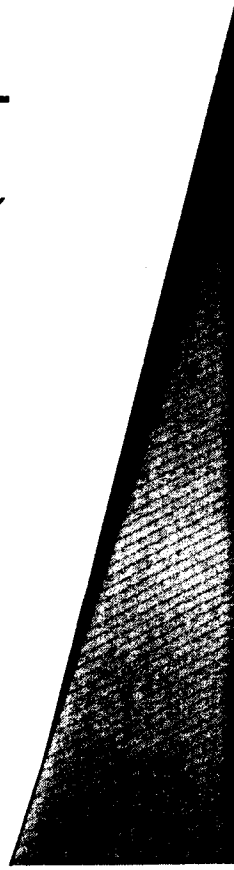
How do we spend Money? Through a Centralize Procurement Process

- ▶ All purchasing will be conducted through the Purchasing Department. This will allow for best value and will avoid over budget spending and ratifications.
- ▶ As a Public Utility, all procurements “must” follow Purchasing Guidelines and avoid public scrutiny.



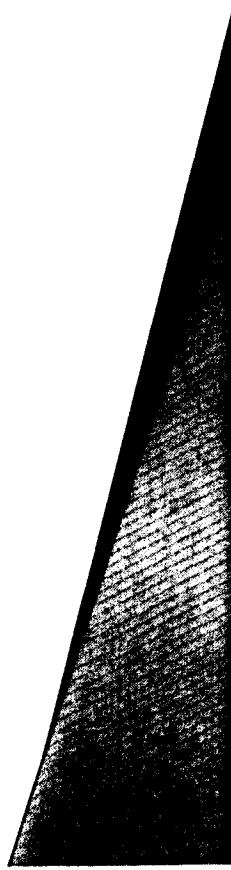
Examples of what we Procure

- ▶ Office Supplies
- ▶ Engineering Services
- ▶ Legal Services (Professional)
- ▶ Computer (Hardware/Software)
- ▶ Trucks/Vehicles
- ▶ Consumables (Copier Toner/Paper)



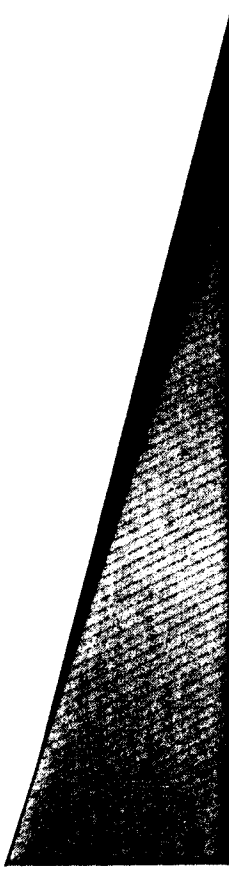
What is a Procurement?

- ▶ IFB – Invitation for Bid
- ▶ RFP – Request for Proposal
- ▶ RFQ – Request for Qualifications / Quote
- ▶ RFI – Request for Information
- ▶ IDIQ – Indefinite Delivery/Indefinite Quantity
- ▶ PSA – Professional Services Agreement
- ▶ USA – Utility Services Agreement



Procurement Thresholds

- ▶ Simplified Procurements:
 - ▶ \$1.00 TO \$2,499 (One-to-Three Quotes)
 - ▶ \$2,500 to \$24,999 (Three Written Quotes)
- ▶ \$25,000 to \$49,999 – Informal Solicitation
- ▶ Formal Procurements:
 - ▶ \$50,000 + – Formal Bid/Proposal with Board Approval



How do we work with Purchasing?

(1) Plan

- ▶ During Budget Season, it is imperative to plan & forecast your procurement needs.
- ▶ Your Budget is comprised of future needed requirements and services.
- ▶ Planning and forecasting will streamline your processes.



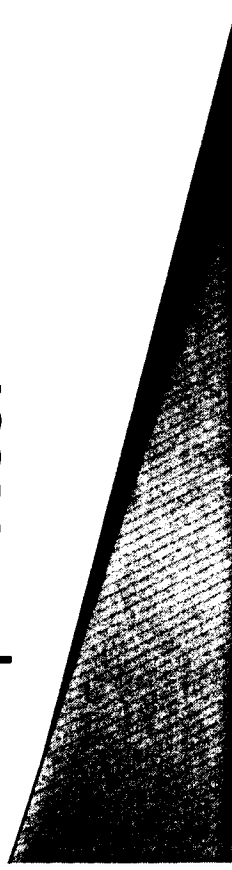
(2) Identify Need

- ▶ What items and/or services will you need?
- ▶ How will this impact my budget?
- ▶ How long will it take to get the equipment or service?
- ▶ Can't I just buy it myself to save time?
- ▶ My friend has a company that provides the service I need, can I tell him to do the job and invoice us?
- ▶ Can I buy an item every month to avoid the competitive process?



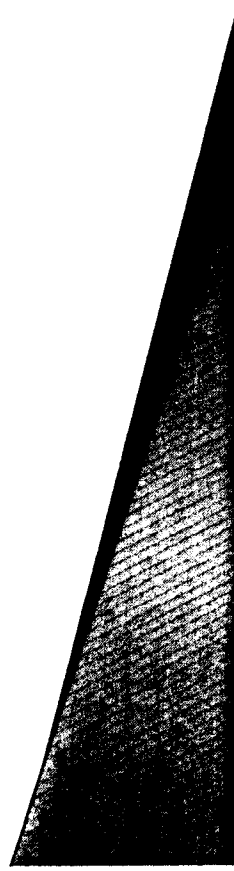
(3) Requisition

- ▶ After identifying the need, a “Requisition” must be created to order supplies and/or pay an invoice.
- ▶ Funding allocation should be identified to encumber cost to procure the item or service.
- ▶ You may provide a suggested source but the item or service will go through a competitive process.



Requisition Continued

- ▶ Appropriations must be identified to start the requisition process.
- ▶ Necessary approval(s) to procure the item or service must be identified.



(4) BID/RFP Request Form

- ▶ **BID/RFP Request Form shall be utilized to initiate the solicitation process.**
- ▶ **The Request Form will incorporate the required information to support the release of solicitation.**
- ▶ **The BID/RFP Request Form is used for “formal” Procurements exceeding \$50,000 and requires Board Approval for final Award.**

(5) Procurement Timelines

- ▶ Purchasing process starts when the IFB/RFP Request Form is submitted.

Sample Timelines:

- ▶ May 11, 2009 – Issue RFP
- ▶ May 15, 2009 – Questions Due Date
- ▶ May 18, 2009 – Pre-Bid/Proposal Conference
- ▶ May 25, 2009 – Closing Date
- ▶ May 26, 2009 – Evaluation of Bids/Proposals
- ▶ May 29, 2009 – Establish Short List
- ▶ June 03, 2009 – Vendor Presentations
- ▶ June 29, 2009 – Present Recommendation to negotiate/award to the Board.

Procurement Timeline (Cont.)

- ▶ Texas Administrative Code, Title 34, Chapter 212:
- ▶ The “minimum” days for solicitation advertisement is (14) calendar days.
- ▶ Note: At time of issuance of solicitation, an Evaluation Committee consisting of “Separate Departments” shall be identified coordinated through the Purchasing Department.

(6) Purchasing Department Role:

- ▶ Will draft & issue IFB/RFP/RFQ
- ▶ Will set a calendar of events
- ▶ Will set-up pre-bid/proposal conference.
- ▶ Will receive/respond to all questions & answers
- ▶ Will be liaison during the entire procurement process.
- ▶ Purchasing will be present during evaluation as an observer and provide technical procurement guidance.
- ▶ NOTE: Departments and staff are “not” to contact vendors at anytime during the solicitation process. Purchasing will be the point-of-contact.

(7) Evaluation Committee Roles

- ▶ Review submitted Bids/Proposals/Responses
- ▶ Complete Score Sheets (Provided by Purchasing)
- ▶ Final Score-Sheet Tabulation (Conducted by Purchasing)
- ▶ Memo to Board with Recommendation of Award.
- ▶ Board Approval – Execute Agreement

(8) After Board Approval

- ▶ Commence negotiations
 - ▶ BAFO
- CONTRACTING / LEGAL**
- ▶ Draft Professional Services Agreement/Contract
 - ▶ Carlos Nava will assign a contract number and log executed agreement in the Contract Register.

(9) Exceptions Emergency Procurement

- ▶ An emergency procurement consists of public “Life / Safety.”
- ▶ Purchasing will work diligently to accommodate urgent request(s).
- ▶ Professional Services
- ▶ Staff is “not” authorized to sign agreements.

(10) Petty Cash

- ▶ Petty Cash purchases shall be used for “small” requirements.
- ▶ A receipt must be submitted when using Petty Cash & Justification (Why did you buy 200 tacos?)
- ▶ A weekly log of all Petty Cash per Department must be maintained with the Accounting Department.
- ▶ Note: Petty Cash Policy & Guidelines is in development: No Valet, No Special Orders, No Lunches, etc...

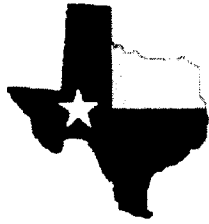
(11) COOPS

- ▶ Cooperative Agreements are utilized to streamline the Purchasing Process. In accordance with Texas Local Gov't Code: Section 271.102
 - ▶ HGAC
 - ▶ TXMAS
 - ▶ BuyBoard
 - ▶ US Communities
 - ▶ DIR
- ▶ Established interlocal agreements allows Purchasing to issue Delivery Orders against State Contracts.

Purchasing Training

▶ QUESTIONS?





Texas Bid System

Promoting Continued Improvement for Public Procurement

<http://www.TexasBidSystem.com>

Est. 2002

Participants

Each agency that is participating on Texas Bid System is shown below. As a group they have posted 5551 solicitations on this system.

If you are interested in becoming a participating agency and post solicitations on this system please [click here](#) to visit BidNet's IPT website.



Bexar County
Joined December 2001



City of San Marcos
Joined June 2003



Potter County
Joined July 2005



BexarMet

Bexar Metropolitan Water District
Joined August 2009



City of Victoria
Joined August 2009



San Antonio Independent School District
Joined May 2004

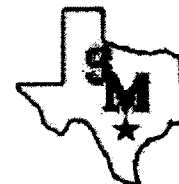


City of New Braunfels

City of New Braunfels
Joined July 2006



Montgomery County
Joined June 2003



San Marcos C.I.S.D.
Joined February 2004

MACOLA USER ACCESS LIST
As Of 03/20/09

USERS	User Name	ADMENU	APMENU	ARMENU	BMMENU	FILE	GLMENU	IMMENU	MCMENU	POMENU	SFMENU	SMMENU	WINDOW
	Alvino Cantu		✓							✓			
	Alicia H. Huron		✓							✓			
	Used By Auditor												
	Glen Churchill		✓	✓			✓	✓	✓		✓		
	Elizabeth J. Lozano				✓			✓	✓	✓	✓		
	Eugene Campos				✓			✓	✓	✓	✓		
	Gilbert I. Herrera	✓	✓	✓	✓		✓	✓	✓	✓	✓		
	Gary L. Lofthouse		✓	✓			✓	✓	✓		✓	✓	
	Guest User												
	Hermiona Lopez		✓	✓			✓	✓	✓		✓		
	Jesse E. Morin		✓	✓			✓	✓	✓		✓		
	Linda K. Guerrero			✓			✓						
	Liliana M. Oranday		✓	✓			✓	✓	✓		✓		
	Marco J. Olivares				✓			✓	✓		✓		
	Nancy Tribby			✓			✓						
	Rudy Martinez		✓				✓			✓			
	Susan J. Barnett		✓	✓			✓	✓	✓		✓		
	Supervisor		✓	✓			✓	✓	✓		✓		
	Virginia Koepp			✓			✓						
	ADMENU=Assets/Depreciation												
	APMENU=Accounts Payable												
	ARMENU=Accounts Receivable												
	BMMENU=Bill Of Materials												
	FILE=File												
	GLMENU=General Ledger												
	IMMENU=Inventory Management												
	MCMENU=Mfg. Cost Accounting												
	POMENU=Purchase Order												
	SFMENU=Shop Floor Control												
	SMMENU=System Manager												
	WINDOW=Window Menu												

MACOLA Application Liaison:

_____ Gary L. Lofthouse
Date: ____/____/____



Finance

March 12, 2009

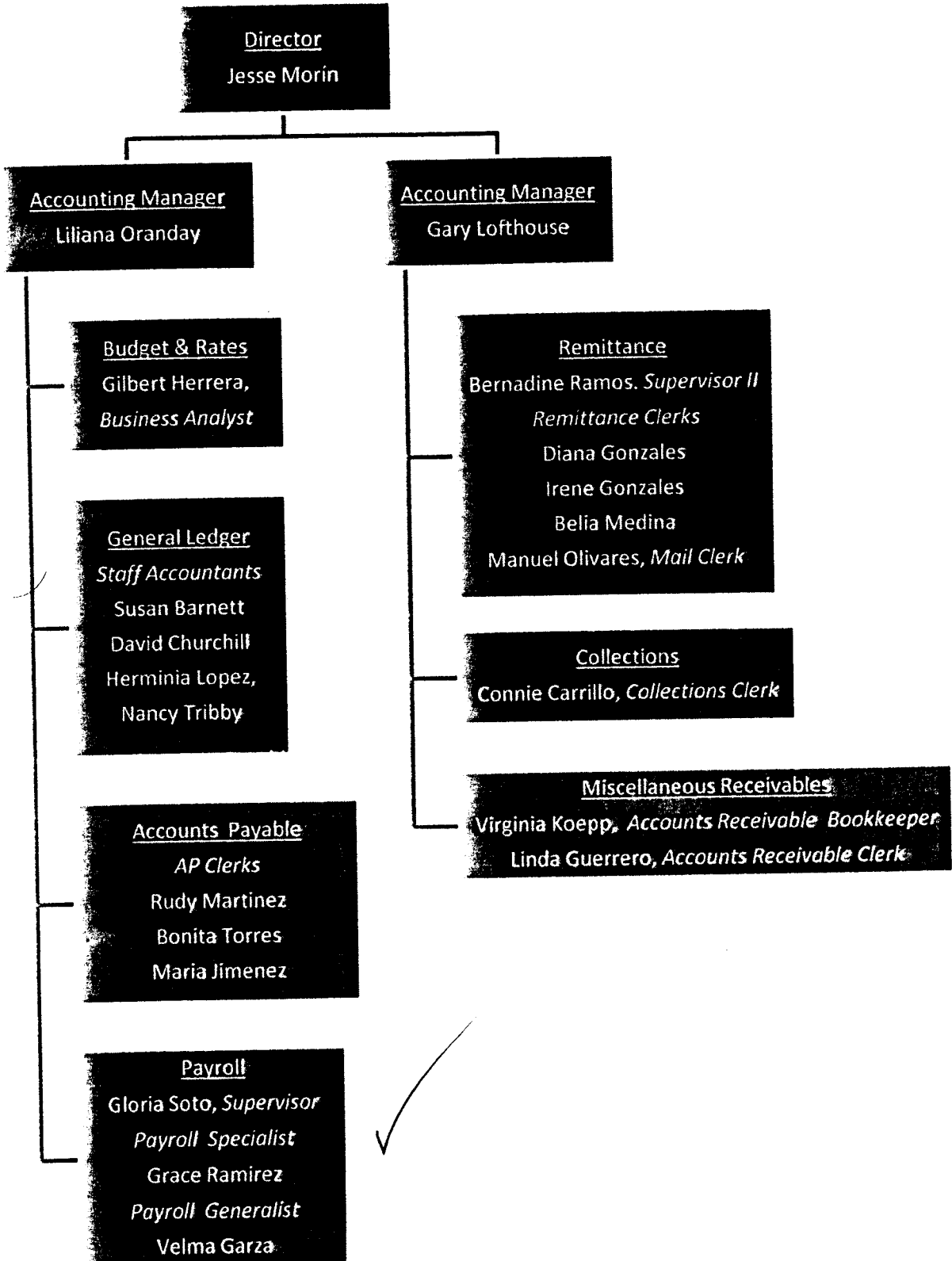


Exhibit G

STANDY CREWS: DUTY SUPERVISOR: GARY LUCAS DATE: 10/10/2008

1st

Jacob Patterson
John Martinez
Edward Bratton
Juan Martinez

2nd

Eddie Villareal
Henry Soto
Daniel Castillo
Mark Garcia

3rd

Joe Palacio
Danny Falcon
Carlos Gonzales
Juan Avalos

4th

Joe Casanova
Luis Prieto
Walcom Gittens
Erik Reyes



MEMORANDUM

To: Jesse Morin
Director of Finance

From: Robert Pina
Assistant Director Information Services

Date: June 30th, 2009

Subject: Annual Inventory of Information Resources - Fiscal Year 2008-2009

In accordance with the Inventory of Information Resources Policy, the Information Services Department has completed the Fiscal Year 2008-2009 Inventory of Information Resources. The FY2008-2009 Inventory is a complete annual inventory of BexarMet information and communication technology that is issued and maintained by the Information Services Department. To complete the inventory reconciliation process between, the Information Services and Finance Departments; included is a digital copy of the complete 2008-2009 Inventory of Information Resources, Change in Status Tag Forms, Mobile Technology Receipt Forms, inventory worksheet, and the below list of highlights.

Inventory Highlights

Misc. Hardware - Found a spare Epson TM-U375P Receipt Machine in a cabinet

Monitors - Replaced 57 monitors, Found that 4 monitors have moved around

Phones - Found 8 phones that weren't in the inventory and have been added

Printers - Found 11 printers that were moved around

Workstations - Replaced 57 workstations, Found 5 workstations that were moved around

BexarMet Information Services Department
2008-2009 Annual Inventory

ID	Inventory Type	Asset Tag #	Brand	Model	Device Name	Assigned to	Department	Issue Date	Serial Number
2158	Workstation	2369	Clone		MA55B4403	A/V Room 1	Systems Support	2008	-
2160	Workstation	2541	Clone		MA55B3907	Abel Ruiz	Systems Support	2008	-
2161	Workstation	598	Clone		MA50B1002	Adrian Jones	Production	2005	-
2162	Workstation	472	Clone		MA20B2307	Adrienne Cervantes	Engineering	2008	-
2369	Workstation	2604	Dell	Optiplex 760	MA70A1002	Al Cantu	Purchasing	2009	C1TVJG1
2164	Workstation	737	Clone		MA30B1602	Alex Diaz	Regulatory Compliance	2008	-
2403	Workstation	2644	Dell	Optiplex 760	MA50B3105	Alfred Rocha	Water Efficiency	2009	443KPJ1
2380	Workstation	2722	Dell	Optiplex 760	MA70A0906	Alice Huron	Purchasing	2009	133KPJ1
2413	Workstation	2613	Dell	Optiplex 760	MA90B2507	Alice Jimenez	Data Processing	2009	D43KPJ1
2169	Workstation	1897	Clone		MA10B4447	Angelica Arredondo	Call Center	2008	-
2378	Workstation	2736	Dell	Optiplex 760	MA10A2304	Angelita Vasquez	Administration	2009	823KPJ1
2392	Workstation	2649	Dell	Optiplex 760	MA10B2410	Arturo Salinas	Meter Readers	2009	G33KPJ1
2355	Workstation	2594	Dell	Optiplex 760	MA10B1504	Augustina Trevino	Customer Service	2009	C1TSJG1
2231	Workstation	306	Clone		BACKUP PAYROLL GRACE	BACKUP PAYROLL GRACE	Payroll	2005	-
2372	Workstation	2643	Dell	Optiplex 760	MA90B2802	Belia Medina	Accounting	2009	733KPJ1
2173	Workstation	2372	Clone		MA40B2501	Benjamin Duran	Regulatory Compliance	2006	-
2373	Workstation	2732	Dell	Optiplex 760	MA90B2502	Berna Ramos	Remittance	2009	C23KPJ1
2175	Workstation	2359	Clone		MA90A0602	Bonita Torres	Accounting	2008	-
2176	Workstation	830	Clone		MA20B1924	Bradford Regnier	Engineering	2008	-
2401	Workstation	2737	Dell	Optiplex 760	MA10B2803	Brenda Walton	Remittance	2009	B33KPJ1
2267	Workstation	1907	Clone		MA10B4454	Call Center	Call Center	2008	-
2178	Workstation	1210	Clone		MA50B1301	Carl Daylong	Administration	2008	-
2179	Workstation	2361	Clone		MA20A0301	Carlos Nava	Engineering-Contracts	2006	-
2180	Workstation	457	Clone		MA20B0202	Carlos Rodriguez	Mains and Services	2005	-
2181	Workstation	2376	Clone		MA80B0604	Caryn Geller	Human Resources	2008	-
2182	Workstation	2566	Clone		MA10B4403	Catherine Casey	Call Center	2008	-
2183	Workstation	1131	Clone		MA10B2401	Catherine Gamboa	Customer Resolution	2006	-
2411	Workstation	2686	Dell	Optiplex 760	MA10B2501	Christine Rodriguez	Data Processing	2009	H43KPJ1
2412	Workstation	2614	Dell	Optiplex 760	MA90B2505	Christine Taylor	Data Processing	2009	G43KPJ1
2187	Workstation	1028	Clone		CONF-ROOM-A	Conference Room A	Conference Room A	2008	-
2188	Workstation	2678	Dell	Precision T3400	CONF-ROOM-B	Conference Room B	Conference Room B	2008	-
2189	Workstation	1263	Clone		MA10B2805	Consuelo Carrillo	Accounting/Accounts Receivable	2007	-
2396	Workstation	2648	Dell	Optiplex 760	MA10B2409	Corina De La Rosa	Meter Readers	2009	743KPJ1
2172	Workstation	2561	Clone		MA10B2615	Customer Service	Call Center	2008	-
2318	Workstation	1508	Clone		SC10A0102	Customer Service	Customer Service/Southcross Paystation	2006	-
2191	Workstation	372	Clone		MA20B2403	Cynthia Soliz	Regulatory Compliance	2006	-
2192	Workstation	1182	Clone		MA20B2301	Daniel Carreon	Inspectors/Engineering	2006	-
2410	Workstation	2608	Dell	Optiplex 760	MA70A1003	Daniel Garza	Purchasing	2009	F43KPJ1
2193	Workstation	2440	Clone		MA50B3103	Daniel Nieto	Production/Dispatch	2008	-
2194	Workstation	614	Clone		MA90B3005	David Churchill	Accounting	2008	-
2195	Workstation	528	Clone		MA80B0701	David Lira	Administration	2006	-
2196	Workstation	2531	Clone		MA55B3905	David Lopez	Systems Support	2008	-
2197	Workstation	1972	Clone		MA20B1920	David Potter	Engineering	2008	-
2198	Workstation	1780	Clone		MA60C0105	David Rush	Garage	2005	-

BMWD Information Services Department

Inventory Database

Exhibit H

BMWD_Inventory_08_09 : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools

View Paste Views Clipboard Font Rich Text Refresh All New Save Delete Records Totals Spelling Filter Find

Security Warning Certain content in the database has been disabled Options...

Main Menu

BMWD Inventory Main Menu

Form Views	Table Views
Cameras	Cameras
Cell Phones	Cell Phones
Laptops	Laptops
Misc Hardware	Misc Hardware
Monitors	Monitors
Network Devices	Network Devices
Phones	Phones
Printers	Printers
Radios	Radios
SAN Devices	SAN Devices
Servers	Servers
Workstations	Workstations
Complete Inventory Table	Quit App

Navigation Pane

Record: 1 of 1 Search

Form View Num Lock



Information Services Operational Document

Inventory of Information Resources

Overview

BexarMet believes that good inventories are essential to good stewardship of BexarMet Customer's funds and assets. The Inventory of Information Resources Policy governs how and when a physical inventory is accomplished by the BexarMet Information Services Department.

Applicability

The Inventory of Information Resources Policy applies to BexarMet information and communication technology that is issued and maintained by the Information Services Department. This includes but not limited to:

- Desktops
- Laptops
- Servers
- Desktop Phones
- Cell Phones
- Radios
- Software
- Network Devices, Appliances and Peripherals

Information Services excludes from inventory items whose replacement value is less than one hundred dollars (\$100.00), this includes but not limited to:

- Mice
- Keyboards
- Speakers
- Webcams
- USB Flash drives

Inventory Types

The Information Services Department manages the inventory of IT Assets utilizing three major approaches: continuous, quarterly, and annually. All three approaches encompass not only the physical

inventory of condition and location, but include the manner of how to properly document any transactions that affect the inventory.

Continuous Information Asset Transactions

To manage the allocation, retirement and reallocation of BexarMet Information Resources, the Inventory of Information Resources Policy requires the completion of the “Bexar Metropolitan Water District Change in Status of Tagged Item Form” when an information asset is:

- Issued - New information resource assets is issued to BexarMet Staff or Department due to hiring, requirement of additional resources, or replacement
- Transfer – Information resource assets transferred from one department/staff or location to another.
- Disposal – Information resource assets are disposed due to age or malfunction. Assets not required for inventory (i.e. keyboard, mouse, etc) will be simply disposed of and those assets required for inventory may be salvaged, auctioned or traded in for credit.

Quarterly Physical Inventory

The Information Services Department recognizes that several information resource assets are more prone to be issued, disposed or transferred; therefore, Information Services will conduct an inventory in August, November, and February on these technologies such as:

- Desktops
- Laptops
- Desktop Phones
- Cell Phones
- Radios

Annually Physical Inventory

The Information Services Department will conduct a complete annual inventory on BexarMet information and communication technology that is issued and maintained by the Information Services Department. The annual inventory will begin in April and must be completed prior to the beginning of the BexarMet fiscal year beginning May 1st.

Physical Inventory Procedure

The Information Services Department conducts physical Inventory as follows:

1. The Information Services Department will place on hold all Continuous Information Asset Transactions during the Annual Physical Inventory
2. The Information Services Department will print the quarterly or complete inventory list
3. The Information Services Department will check the item against the inventory:
 - BexarMet Asset ID
 - Serial Number
 - Location
 - Condition
4. The Information Services Department will note any non-inventoried and changed items that are discovered and collect:

- Type: Addition, Deletion, Missing
- Serial Number
- Location
- Condition
- Make and Model

Upon the completion of the inventory the Information Services will provide each department a hand receipt of all information assets assigned to their department.

Inventory Reconciliation

Upon completion, the Information Services Department will provide the complete BexarMet Information Resources Inventory along with a change report that includes any discoveries of additional, deleted or missing information resource assets.

Mobile Technology Receipt Form

Upon issuance of Mobile Technology all BexarMet staff, and board members must complete the "Mobile Technology Receipt Form"; acknowledging receipt of the equipment and committing to take due care and caution to protect the technology from loss and misuse. The form requires the immediate reporting to their management and the Information Services Department should any issued mobile technology become stolen, missing or damaged; and requires the recipient to produce the items for visual inspection, inventory and maintenance upon request.

Inventory Participation Commitment

To better manage the transactions within the District, the Information Services Department relies on the commitment of BexarMet Staff and Management to report promptly the transfer, stolen, missing or damaged information resources. In addition, it is the commitment of Human Resources to notify the Information Services Department within 24 hours of the dismissal of any BexarMet Staff to ensure the proper inventory process is completed and network access revoked.

Bexar Metropolitan Water District Change in Status of Tagged Item

Type of adjustment: _____ Change of Location of Tagged Item
(Check all that apply) _____ Disposal of Tagged Item
_____ New Purchase needing Tag
_____ Missing
_____ Broken
_____ Misplaced

Item Description: _____

Old Item tag number: _____ **Moved to/disposed:** _____
(located on white bar code sticker, stating
Property of Bexar Metro Water District)

Item User/Department: _____ **Extension:** _____

* Items needing an asset tag are computers, monitors, printers, scanners, faxes, phones, and other related machines, along with desks, chairs, tables, file cabinets, and other furniture items. Please call Accounting at extension 6535 for any questions or to have an item tagged.

Person making change: _____ Date: _____

For Accounting use only – Office # _____

New Item Tag# _____



BexarMet Information Services Mobile Technology Receipt Form

The mobile technology equipment listed below has been issued to:

Name: _____ Employee ID: _____

Title: _____

Technology Equipment Issued

Laptop Asset ID _____

Printer/Fax Machine Asset ID _____

Cell Phone Asset ID _____

Radio Asset ID _____

Other Asset ID _____

Employee Declaration

I, _____, acknowledge receipt of the equipment above and will take due care and caution to protect the items from loss and misuse. I understand that I am required to immediately report to management and the Information Services Department should any of these items become stolen, missing or damaged. In addition, I am also required to produce the items for visual inspection, inventory and maintenance upon request.

Employee Signature

Date

Supervisor /Manager Signature

Date

Information Services Staff Signature

Date

J



MEMORANDUM

To: Management Team

From: Melissa C. Killen
General Counsel

Date: August 21, 2009

Re: Oversight Committee Response

The following is in response to item j. BexarMet's payouts on lawsuits this calendar year- amounts, purposes and pending lawsuits.

BexarMet payouts on lawsuits this calendar year:

Firm	Case	Brief Description
McKamie Law Firm TML Attorney	<i>Liliana Oranday v. Bexar Metropolitan Water District</i> , Ca. No. 2008-CI-15587, 150 th Judicial District Court, Bexar County, Texas.	Plaintiff alleges violation of Texas Wiretap Act. Demand is \$10,000 per occurrence. Settled; BexarMet paid \$75,000.
McKamie Law Firm TML Attorney	<i>Humberto Ramos v. Bexar Metropolitan Water District</i> , Ca. No. 2008-Ci-13301, 150 th Judicial District Court, Bexar County, Texas.	Plaintiff alleges violation of Texas Wiretap Act. Demand \$10,000 per occurrence. Settled; BexarMet paid \$75,000.
		Total: \$150,000

Pending lawsuits:

Insurance Counsel- Jackson Walker - Rick Garza	<i>Tom Moreno v. Bexar Metropolitan Water District</i> , Ca. No. 2005-CI-19528, 407 th Judicial District Court, Bexar County, Texas.	Plaintiff alleges slander, conspiracy, tortuous interference with contractual relationship, violation of Open Meetings Act, breach of contract. Demand is \$500,000; breach of contract action is undetermined.
Insurance Counsel- Jackson Walker- Rick Garza	<i>Sylvia Gamez v. Bexar Metropolitan Water District</i> , Ca. No. 2005-CI-19527, 228 th Judicial District Court, Bexar County, Texas.	Plaintiff alleges slander, conspiracy, tortuous interference with contractual relationship, violation of Open Meetings Act. Demand is \$500,000.
Insurance Counsel- Oscar H. Villarreal	<i>Linda Sanchez v. Bexar Metropolitan Water District</i> , Ca. No 2007-CI-096622, 224 th Judicial District Court, Bexar County, Texas.	Plaintiff alleges claims under the Texas Whistleblower's Act and Sabine Pilot. Demand \$200,000. Depositions taken; motion to dismiss for want of jurisdiction pending.
Insurance Counsel- McKamie Law Firm- Mick McKamie Brad Bullock	<i>Gilbert Garza and Angelita Vasquez v. Bexar Metropolitan Water District, et al.</i> , Ca. No. SA-08-CA-839-OG, US District Court- Western District.	Plaintiff alleges violation of Federal Wiretap Act and Texas Wiretap Act. Demand is \$10,000 per occurrence. Discovery conducted. Case set for trial December 2009.
The Gardner Law Firm – Bill Sommers Mary Kelly	<i>WECO v. The Rogers Shavano Ranch, Ltd. Et al. Bexar Metropolitan Water District, Third Party Defendant</i> , Ca. No. 2007-CI-18168, 57 th Judicial District Court, Bexar County, Texas	The District is a third party defendant. Plaintiff alleges it has a valid lease agreement with original defendant and therefore can lease the property to the District.
Lloyd Gosselink- Joe De La Fuente Mike Gershon	<i>Hoover Construction Company Inc. v. Bexar Metropolitan Water District Public Facility</i> , Ca. No. 2009-CI-12573, 45 th Judicial District Court, Bexar County, Texas.	Plaintiff alleges breach of contract. Bexar Metropolitan Water District was served with the lawsuit on August 4, 2009. Our response is due on August 31, 2009. We intend on filing an Answer, and possible Counterclaim.

K



MEMORANDUM

To: Management Team

From: Karl Kirk, Assistant Director of Customer Relations

Via: Mike Lopez, Director of Communications and Customer Relations

Date: August 27, 2009

Subject: OVERSIGHT COMMITTEE RESPONSE

The following is forwarded in regards to oversight committee letter dated August 24, 2009 responding to question 4.k. "Explanation of the fees, including "system improvement fee" levied on BexarMet bills."

Attached is an example of a BexarMet bill for customer U.S. Marine.

The following fees are explained in order as listed on example:

BMWD (Bexar Metropolitan Water District) Water Charge --- Included in this charge is the specific meter monthly charge and tier based volumetric water usage charge. Below rates went into effect on July 1, 2008:

Residential

5/8 " meter \$7.41

3/4 " meter \$9.69

1 " meter \$14.82

1 1/2 " meter \$37.05

2 " meter \$59.28

Tier structure of water volumetric charges per 1,000 gallons.

0 to 7,000 gals.	\$0.97
7,001 to 10,000 gals.	\$1.43
10,001 to 17,000 gals.	\$3.88
Over 17,000 gals.	\$6.20

Commercial

5/8" meter	\$22.80
3/4" meter	\$28.50
1" meter	\$45.60
1 1/2" meter	\$114.00
2" meter	\$182.40
2 1/2" meter	\$296.40
3" meter	\$410.40
4" meter	\$729.60
6" meter	\$1,596.00
8" meter	\$2,736.00

Tier structure of water volumetric charges per 1,000 gallons.

0 to 25,000 gals.	\$1.39
25,001 to 150,000 gals.	\$2.36
Over 150,000 gals.	\$5.94

BMWD System Improvement (SI) Fee --- Also known as water supply fee. Fee is charged to secure alternative and additional water resources for existing customers as well for making improvements to infrastructure as detailed within BexarMet's capital improvement plan.

Fee is \$1.72 per 1,000 gallons of water.

SI Fee was instituted in 1998. It was converted from a set monthly fee to a volumetric fee effective July 1, 2008 after an independent rate study was conducted. SI Fee contributes to 27% of the 2009-2010 current fiscal year budget equaling an estimated \$21.7 million dollars.

Edwards Aquifer Authority Fee --- Pass through fees.

Fee is \$.12 per 1,000 gallons of water.

Texas Commission on Environmental Quality Fee --- Pass through fees.

Fee is calculated as 0.005 times the total of the BMWD water charge on the water bill.

Respectfully,

A handwritten signature in black ink that reads "Karl Kirk". The signature is written in a cursive, slightly slanted style.

Karl Kirk

Assistant Director of Customer Relations



P.O. Box 245994
SAN ANTONIO, TEXAS 78224-5994

visit our website
www.bexarmet.org

PREVIOUS READING	PRESENT READING	CU. FT USED	GALS. USED
109000	119000	1337	10000



U.S. MARINE
10022 MAIN ST
ANYWHERE

TX 78225- 2193

ACCOUNT NUMBER	SERVICE TO	DUE DATE	NET	GROSS
1234567-01	08/18/09	09/09/09	39.27	41.17

PAY GROSS AFTER DUE DATE

Addr : 10022 MAIN ST

BMWD WATER CHARGE 20.77
 BMWD SYSTEM IMPROVEMENT FEE 17.20
 EDWARDS AQUIFER AUTHORITY FEE 1.20
 TCEQ SURCHARGE FOR WATER 0.10

DUE DATE FOR CURRENT CHARGE ONLY. ANY PRIOR FINAL NOTICE IS IN FULL FORCE & EFFECT.

RETAIN THIS PORTION FOR YOUR RECORDS.

PLEASE DETACH BOTTOM PORTION AND RETURN WITH YOUR REMITTANCE.



ACC NO.	1234567-01		
DUE DATE	NET	GROSS	
09/09/09	39.27	41.17	
			PAY GROSS AFTER DUE DATE

1234567010000000392700000041173

Barcode
 BexarMet Water District
 P.O. Box 245994
 San Antonio, TX 78224-5994

U.S. MARINE
10022 MAIN S
ANYWHERE

TX 78225- 2193

AMOUNT REMITTED \$

Make Checks Payable To: **BEXARMET WATER DISTRICT**

Please notify us if your TELEPHONE NUMBER has changed: _____

L



MEMORANDUM

To: Management Team

From: Robert R. Villarreal II, P.E.
Acting Director of Engineering

Date: August 28, 2009

Subject: Oversight Committee Response

The following is in response to item I. Status of BexarMet's engineering department.

The Bexar Metropolitan Water District Engineering Department outlook and attitude is positive. The Engineering Department has a new sense of excitement and team atmosphere having recently undergone a re-organization. Including the new Acting Director of Engineering, the District has three Professional Engineers (PE) on staff and has a posting to hire a fourth. The PE's are supported by two Engineers In Training (EIT) and seven Engineering Technicians (ET). The department is committed to increasing the number of projects designed in-house resulting in significant savings and stretching the Capital Improvements and Operations budgets. It is anticipated this in-house effort will lead to the successful completion of more projects in the budget allotment.

The Engineering Department coordinated the efforts of the District's new Capital Improvement Advisory Committee (CIAC), in development of the new 2008 – 2018 Land Use Assumptions and Capital Improvement Plan that was adopted by the Board of Directors on February 23, 2009. Based on the approved Ten (10) Year Master Plan the CIAC recommended amending the District's Impact Fees. The Board of Directors adopted these new fees on June 22, 2009. The Impact Fees had not been amended in 10 years. The department will continue to coordinate with the CIAC committee as it monitors the implementation of the Ten Year Capital Improvement Master Plan.

The Engineering Department has established a Capital Improvement Office for CIP program management. This has eliminated the need to outsource Capital Improvement Program Management (CIPM) leading to a significant savings to the District. The CIP Office is currently implementing a CIPM solution software that will increase the District's transparency and accountability by enhancing its web-based reporting capabilities to the public.

The Engineering Department took the lead in establishing a Comprehensive Asset Management Policy that was approved by the Board of Directors on April 27, 2009. The Asset Management program is now being implemented with the department taking an active role by surveying the key attributes of the distribution system. The initial distribution asset identification effort is in the Timberwood Park development. In addition, the engineering technicians are inputting data from a backlog of as-built drawings for incorporation into the Asset Management program.

Specific achievements by the Department include:

- The Engineering Department has improved customer service by reducing turnaround time for Utility Service Agreements and plan review to external customers.
- The Engineering Department has improved its internal relations with Operations and Production enhancing the cooperative effort required to support BexarMet and its ratepayers.
- The Engineering Department has streamlined its efficiency by moving the Global Information System (GIS) and the Information Technology (IT) Departments to the General Manager. This allows engineering to focus on its core functions.
- The Engineering Department seeks to actively attend the Real Estate Council and Greater Home Builders Association meetings to improve community relations.

M



MEMORANDUM

To: Management Team

Through: Robert R. Villarreal II, P.E.
Acting Director of Engineering

From: Bobby Mengden, P.E.
Engineer and Project Manager

Date: August 21, 2009

Re: Oversight Committee Response

The following is in response to item m. BexarMet's ability to provide water for adequate fire response.

Please see response to the letter from Mr. Don Durden, Consulting Engineering Consultants ("CEC") to the Bexar Metropolitan Water District Oversight Committee dated August 6, 2009 and received August 25, 2009.

