
CITY OF PORT LAVACA

CC MEETING:

AGENDA ITEM #

DATE: 3.3.2026

TO: JODY WEAVER, INTERIM CITY MANAGER
cc: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: WAYNE SHAFFER, PUBLIC WORKS DIRECTOR

SUBJECT: Proposal for Mapping Wastewater Collection System Infrastructure

BACKGROUND:

To reduce inflow and infiltration (I&I) issues the city is facing, the utility department has been undergoing an Inflow and Infiltration program to identify areas with defective or deteriorated sanitary sewer collection appurtenances in order to schedule necessary repairs, with the goal of reducing I&I. To date, Smoke Testing investigations have been completed as follows: 2023 – Ann Street Sub-basin; 2024 – FM 1090, Hillside Terrace, Alamo Heights and Vela sub-basins, 2025 – Main Lift Station basin. The google map at the following link will help illustrate the locations of these sub-basins.

[https://www.google.com/maps/d/u/0/edit?mid=1wnt37KBUGAgW-
endfQVNu5UBhDYklZBp&usp=sharing](https://www.google.com/maps/d/u/0/edit?mid=1wnt37KBUGAgW-
endfQVNu5UBhDYklZBp&usp=sharing)

Last year, Undine, LLC provided their engineer, Doug Hearn, P.E., as a resource to review lift station flows and rainfall data from our system and provide his insights and recommendations at no cost to the City. In a June 2025 report, Mr. Hearn identified the primary sub-basins of interest as Alamo Heights, Ann Street, Brookhollow, and Loop 1090, all of which have been included in one of these smoke testing inspections. Our next proposed action of our I&I strategy is to map all manholes in the collection system and inspect each (831) for deterioration and leaks. This will be a citywide project that also completes our sewer collection system mapping.

We reached out to Doug Hearn last week to ask whether he agreed that investing \$133K to conduct an inventory and inspection of all our manholes was a worthwhile expense as a next step item in our I&I program strategy, or whether he thought there was something else that should

come first. He replied that *“inventorying and inspecting all of the manholes should be a high priority. The graphs in the lift station report show the direct correlation to high runtimes (flow) and rain events. Locating manholes that are submerged during this major rain events will help find the major sources of inflow. What you are describing is a big step forward in this process.”*

FINANCIAL IMPLICATIONS:

Failing to continue this program could cause areas with high inflow and infiltration to overburden our lift stations and collection system, leading to sanitary sewer overflows (SSOs), wastewater treatment facility (WWTF) permit violations, and potential TCEQ enforcement actions. Below is a record of our expenses associated with I&I inspection over the past few fiscal years. As you can see, due in part to delays in invoicing, we have not been consistent in spending our annual budgeted funds. We are working to catch up and work more closely with our consultants to ensure timely invoices. With the significant impact of Inflow and Infiltration to our collection system, we are requesting a budget amendment to add \$130,000 so we can issue the PO for this manhole work now and not have to wait until FY 2026-27.

Fiscal Year	Budgeted Amount	PO Amount	Actual Cost	Invoice Date	Notes
2021–2022	\$75,000	\$60,930.50	\$0	N/A	PO encumbered; no expenditures
2022–2023	\$75,000	—	\$56,018	11/16/2022	2023 - Ann Street Sub-Basin
2023–2024	\$75,000	—	\$0	N/A	No activity
2024–2025	\$75,000	\$63,800	\$57,420	6/18/2025	2024 - FM 1090, Hillside Terrace, and Vela Sub-basins
2025–2026	\$90,000	\$87,065	\$87,065	1/29/2026	2025 - Main Lift Station

IMPACT ON COMMUNITY SUSTAINABILITY:

Through proper maintenance and repair, the sanitary sewer system will continue to provide services that improve the quality of life for our citizens.

RECOMMENDATION:

Staff recommends approving this budget amendment to move forward with option 2 of the proposal from LSPS Solutions, amounting to \$132,960.00.

ATTACHMENTS:

- Proposal for Mapping Wastewater Collection System Infrastructure and Requisition for P.O. #
- Request for Approval of Budgetary Amendment

CITY OF PORT LAVACA
Request For Approval of Budgetary Amendment
Fiscal Year 2025-2026

Amendment # PUF-002

FUND: PUBLIC UTILITY FUND - 501

Required Balance \$ 2,052,903.21

Unreserved Fund Balance at 10/01/2025 \$ 5,074,725 *
 Current Surplus/Deficit in Budget 41,962
 Net Increase/(Decrease) this Request (130,000)
 Amended Unreserved Fund Balance \$ 4,986,687 *

Date Requested: 5/1/2025

Account No.					Original Budget	Increase/ (Decrease)	Amended Budget	Reason
Fund	Dept.	Line-item	DEPT	---- Description ----				
501	55133	544.70	UTILITY MAINT	I&I IMPROVEMENTS	90,000	130,000	\$ 220,000	MANHOLE INSPECTION
NET INCREASE/(DECREASE) TO UNRESERVED FUND BALANCE						(130,000)		

Approvals:
 COUNCIL: YES X NO

Entered: _____

City Manager _____

Initials: _____

Director of Finance Britney Logon

Date: _____

*Subject to change pending all audit entries for FY 2024-2025



City of Port Lavaca
 Finance Department
 202 N. Virginia St.
 Port Lavaca, Tx 77979
 accountspayable@portlavaca.org

**CITY OF PORT LAVACA
 REQUISITION REQUEST FORM**

Expedited Review

PURCHASE ORDER #

(Assigned by Finance)

DATE: 1/30/26

Name of Vendor: LSPS Solutions

G/L Acct #: 501-55133544.70

Project #: _____ Line #: _____

Total: \$132,960.00

Section I - General Information

Requisitioned by: Wayne Shaffer Director of Public Works
 (Name) (Title)

Department: Utility Maintenance Wastewater

Project: Sewer system mapping and manhole inspections

Description of Goods/Services: Provide GIS mapping of sewer systems and inspect manholes for I&I

Section II - HUB Contact Documentation - FOR PURCHASES OF \$3,000 - \$49,999

In compliance with Chapter 252.0215 of the Texas Local Government Code and pages 13 & 14 of the City Purchasing Policy and Procedures manual, the department originating this purchase requisition certifies that: (Select A or B)

A) _____ The following Calhoun County Historically Underutilized Businesses were identified and contacted concerning this purchase:

HUB #1

HUB #2

B) No applicable Calhoun County HUBs were identified from the Comptroller of Public Accounts listing; therefore, the City is exempt from HUB contact requirements for this purchase. (Attach HUB vendor search results.)

Section III - Competitive Quotation Documentation

Competitive quotations are generally required for cooperative, emergency, sole source or single source purchases, with justification/sole source documentation, and approval by Finance, per pages 13-15 of the City Purchasing Policy and Procedures.

Cooperative Purchase? Yes No PSA/Contract # _____
 Sole Source? Yes No
 Single Source? Yes No
 Professional Services? Yes No
 Emergency Purchase? Yes No

* If yes, City Manager authorization _____

Competitive Bid? Yes No

Attach bid tabulation and Council minutes

	Quotation #1 \$1,001 - \$5,000	Quotation #2 \$5,001 - \$10,000	Quotation #3 \$10,001 - \$49,999
	PO NOT REQUIRED	\$3,000	HUB Vendor Search \$49,999
Name of Company	LSPS Solutions, LLC		
Telephone Number	361-212-8243		
Contact Person	Lynn Short		
Email Address	lshort@lspssolutions.com		
Quotation #			
Total Price Quoted	\$132,960.00		

Section IV - Approvals

Department Head or Designee:

Date: 2/2/24

To be routed for signature by Finance staff:

Finance Director:	_____	Date: _____
City Manager:	_____	Date: _____



LSPS Solutions, LLC
203 Windwood Lane
Victoria, Texas 77904
361 / 212-8243

February 4, 2025

Mr. Wayne Shaffer
Public Works Director
City of Port Lavaca
202 N. Virginia
Port Lavaca, Texas 77979

Re: Updated Proposal for Mapping Wastewater Collection System Infrastructure

Wayne,

Thank you for allowing me the opportunity to propose on mapping the City of Port Lavaca's wastewater collection system infrastructure.

This is one of the asset management tools that LSPS Solutions, LLC specializes in. For this proposal, we are offering two options for your consideration:

Option 1 – Mapping Only

To accurately map the collection system, we would field locate and record sub-meter accuracy GPS locations for all of the manholes and cleanouts in your system. All of that data would be recorded in an electronic notebook and would then be used to generate a GIS shape file. The GIS shape file would then be uploaded into Diamond Maps and the sanitary sewer lines would be drawn in between the manholes and cleanouts.

Option 2 – Mapping and Geo-database Propagation

This option includes the same mapping process as in Option 1 but also includes camera inspection and field data collection on each of the manholes and propagation of the geo-database with the data collected in the field. The data collected and associated with each manhole in the GIS layer would include the information fields shown on Attachment 1 of this proposal.



Proposal

LSPS Solutions, LLC proposes to perform the following work activities to successfully create a GIS shape file to accurately capture and record the existing location of the City of Port Lavaca's sanitary sewer collection system:

- LSPS Solutions, LLC technicians will import the electronic mapping information obtained from the City into our Trimble P.L.A.N.I.T. data collection app and/or manually create points for each of the manholes and/or cleanouts that are to be mapped.
- Using the information gained from the previous tasks, LSPS Solutions, LLC staff will create electronic data collection forms for gathering the field data associated with each of the attributes and will attach these data collection forms to the previously created data points.
- Upon completion of the form development process, LSPS Solutions LLC staff will begin making trips to the project sites and collecting the gps location and any remaining field data for each of the data points.
- LSPS Solutions GIS Technicians will import the field collected data into the management tool files and will begin geo-referencing the infrastructure and drawing in the sanitary sewer lines.
- Once the field data collection has been completed and all of the data has been imported into the management tools, LSPS Solutions staff will complete the geo-referencing process and conduct a quality control check on the finished products.
- Once the initial mapping and geo-referencing has been completed, LSPS technicians will meet with the City staff to review the preliminary maps in order to identify any readily visible inaccuracies.
- Following this meeting, LSPS Solutions technicians will remedy any errors identified and begin creating the final deliverables for the project.

Deliverables

LSPS Solutions, LLC will upload the completed GIS shape file onto the Diamond Maps platform for each of the City of Port Lavaca and will also email a Google Earth .kmz file to the City.



Fee

LSPS Solutions, LLC agrees to perform the above referenced mapping services for the City of Port Lavaca for the following unit price amounts:

- **Option 1 – Mapping Only – \$98.00 per Manhole (\$81,438.00 based on 831 manholes)**
- **Option 2 – Mapping + Inspection – \$160.00 per Manhole (\$132,960.00 based on 831 manholes)**

Terms

LSPS Solutions, LLC will invoice the City of Port Lavaca during the last week of each month for the portion of the work completed during that month. The City of Port Lavaca agrees to make payment on the invoice within 30 days of receipt of the invoice.

Upon your review of this proposal, should you have questions or concerns regarding this matter, please contact me at 361 / 212-8243. I look forward to working with you and your staff on this very important project.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynn Short", with a stylized flourish at the end.

Lynn Short, President