



# The City of West University Place

*A Neighborhood City*

## **CITY COUNCIL**

Susan Sample, Mayor  
John Montgomery, Mayor Pro Tem  
John P. Barnes, Councilmember  
Melanie Bell, Councilmember  
Shannon Carroll, Councilmember

## **STAFF**

David J. Beach, City Manager  
Scott Bounds, Olson and Olson, City Attorney  
Thelma Gilliam, City Secretary

## **CITY COUNCIL MEETING MINUTES**

The City Council of the City of West University Place, Texas, met in a workshop and regular meeting on **Monday, October 11**, at **6:00 p.m.**, in the Municipal Building at 3800 University Boulevard, for the purpose of considering the agenda of items listed. The meeting was held in person, but the public was also able attend via Zoom.

Agenda of as follows:

### **WORKSHOP (6:00 p.m.)**

#### **1. Call to Order/Roll Call**

Mayor Sample called the workshop to order at 6:00 p.m. In attendance in person were Mayor Pro Tem Montgomery and Councilmembers Barnes and Carroll. Councilmember Bell attended via Zoom from Boston.

Staff in attendance were City Manager Beach, City Secretary Gilliam, Assistant to the City Manager Thompson, and Public Works Director Barrera

Michael Moriarty and Michael Shelton with Kimley-Horn Associates were also present.

#### **2. Wastewater Reuse Update**

Matters related to an update on the City's wastewater reuse. **Mr. Gerardo Barrera, Public Works Director**

Public Works Director Barrera presented and said that this is the final update for the Preliminary Engineering Report for the Wastewater Reuse. He said before moving into the design phase, staff is looking to begin negotiations with the identified end-user and the city attorney to structure an agreement.

After an introduction by Mr. Barrera, Michael Moriarty, Project Manager with Kimley-Horn, spoke and reviewed the agenda for the presentation. Highlights from the presentation were:

- PER Recommendation
  - Recommends developing the non-potable reuse system using an elevated storage tank
    - Profit for offsetting a portion of the cost of conventional wastewater treatment
    - Reducing demand on regional potable water supplies
    - Improving sustainability economically, environmentally, and social
- Scenarios Considered
  - Three pipeline alignments
  - Three pressure scenarios
    - Elevated Storage Tank (EST)
    - Ground Storage Tank (GST)

- Direct Pumping (Did not spend much time discussing because this option was not feasible with the end user and their needs)
- Pressure Scenario Analysis/Descriptions
  - **Elevated Storage Tank (EST).** Non-potable reuse includes construction of a booster pump station to convey treated effluent from the WWTP to user locations. This will require approximately 9,500 linear feet of reclaimed water main. A tertiary filter with a pump system is also necessary to provide additional treatment of the chlorinated wastewater. This scenario will include a 250,000-gallon elevated storage tank (EST) and a booster pump system to pump the reclaimed water into the EST.
    - **Consultant's preferred choice/recommendation**
    - Advantages: Constant pressure without electronic control; provides equalization, smaller site footprint.
    - Disadvantages: Capital cost, permitting, aesthetics
  - **Ground Storage Tank (GST).** Non-potable reuse includes construction of a booster pump station to convey treated effluent from the WWTP to user locations. This will require approximately 9,500 linear feet of reclaimed water main. A tertiary filter with a pump system is also necessary to provide additional treatment of the chlorinated wastewater. This scenario will include a 250,000-gallon ground storage tank (GST) and two booster pump systems to pump the reclaimed water into the GST and from the GST to user.
    - Advantages: Provides equalization, better aesthetics
    - Disadvantages: Higher O&M, requires HPT, larger site footprint
  - **Direct Pumping.** Non-potable reuse includes construction of a booster pump station to convey treated effluent from the WWTP to user locations. This will require approximately 9,500 linear feet of reclaimed water main. A tertiary filter with a pump system is also necessary to provide additional treatment of the chlorinated wastewater. This scenario will include a booster pump system to pump the reclaimed water to user. No storage will be provided in this scenario.
    - Advantages: Lowest capital cost, smallest footprint
    - Disadvantages: No equalization, requires HPT, complex controls
- Project Cost/Schedule
  - Estimated cost is \$4.8 million (City Manager Beach noted that the number increased from the number at the time of the feasibility study due to the need of a tank)
  - Total construction and design – approximately 28 months (if state permitting and design can be occur concurrently)
- Remaining Actions for PER
  - **PER Acceptance:** City Council to accept the final PER (November)
  - **Finish Draft Agreement:** Finish drafting the agreement between City and end user. (Necessary to submit Reuse authorization to TCEQ)
  - **Final Reuse Negotiations:** Finalize negotiations with user for pricing and/or cost sharing

After a few questions and answers from Council and staff, Councilmember Barnes moved to adjourn the workshop at 6:22 p.m. Councilmember Carroll seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Barnes, Bell, Carroll  
**Noes:** None  
**Absent:** None

### 3. Adjourn Workshop

At 6:22 p.m., Councilmember Barnes moved to adjourn the workshop. Councilmember Carroll seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Barnes, Bell, Carroll  
**Noes:** None  
**Absent:** None

*Audio of the workshop in its entirety is temporarily on the City's website. If the audio is no longer on the website, you can obtain a copy from the City Secretary's office.*

## **REGULAR MEETING (6:30 PM)**

### **Call Regular Meeting to Order**

Mayor Sample called the regular meeting to order at 6:30 p.m. In attendance were Mayor Pro Tem Montgomery, and Councilmembers Barnes and Carroll. Councilmember Bell attended the meeting via Zoom from Boston.

Staff in attendance were City Manager Beach, City Secretary Gilliam, Public Works Director Barrera, Parks and Recreation Director White, Finance Director DuBose, Fire Chief Taylor, Assistant to the City Manager Thompson, and Urban Forester Koehl.

### **4. Pledge of Allegiance**

Councilmember Barnes led the Pledge of Allegiance.

### **5. Public Comments**

This is an opportunity for citizens to speak to the Council relating to agenda and non-agenda items. Speakers are required to register in advance and must limit their presentations to three minutes each.

**Alida Drewes**, 6112 Fordham, spoke regarding senior fees. She said it is time raise the senior exemption and help the seniors.

### **6. Arbor Day Proclamation**

Matters related to Proclaiming October 22, 2021 as Arbor Day in West University Place. *Recommended Action: Proclaim October 22, 2021 as Arbor Day in West University Place. **Mr. Craig Koehl, Urban Forester** **Mayor Susan Sample***

Mayor Sample proclaimed October 22, 2021 "Arbor Day" in West University Place.

### **7. Chevron Houston Marathon**

Matters related to the 2022 Chevron Houston Marathon. ***Ms. Susan White, Parks and Recreation Director***

Parks and Recreation Director White presented and said the marathon will be held on January 16, 2022 and that it will be the 50<sup>th</sup> anniversary of the race. She said for many years West U has been the route for a portion of the race and staff would like to continue the tradition, which requires a portion of University Boulevard and Wesleyan be closed to vehicular traffic from 6:15 am to 11:15 am. She said the Mayor's Breakfast is also tradition and is a great place to watch the race and cheer on the runners.

After comments from Race Director and President Emeritus of the Board Brant Koch and long-time committee member and resident John Stokes, Councilmember Bell moved to take the necessary actions

to support the 2020 Chevron Marathon. Councilmember Barnes seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Barnes, Bell, Carroll  
**Noes:** None  
**Absent:** None

**8. Council Liaisons to Boards and Commissions**

Matters related to the selection and appointment of Council Board liaisons to the City's Boards and Commissions. *Recommended Action: Staff recommends that Council discuss and take any desired action.* **Mr. Dave Beach, City Manager**

City Manager Beach presented and provided a brief background on appointments. He noted that the previous Council appointed liaisons to the Parks Board (which was also the liaison to the Friends Board, but it was noted that the two could be split), the Senior Services Board and the Solid Waste and Reduction Board. Mr. Beach said traditionally, Council liaisons are not appointed to the BSC, ZBA, or ZPC due to appeals and other things pertaining those boards and commissions that might have to come before Council.

Regarding the Sustainability Task Force, City Manager Beach said council could appoint a liaison, but he thinks there is a solid group of 11 and a liaison is not necessary.

After discussions on schedules and preferred boards of the councilmembers, Mayor Pro Tem Montgomery moved to appoint members as follows:

Mayor Pro Tem Montgomery	Parks Board
Councilmember Bell	Friends of West U Parks Board
Councilmember Carroll	Seniors Board
Councilmember Barnes	Recycling and Solid Waste Reduction Board

Councilmember Carroll seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Barnes, Bell, Carroll  
**Noes:** None  
**Absent:** None

**9. COVID-19 Update**

Matters related to COVID-19. *Recommended Action: Discuss and take any desired action.* **Mr. Aaron Taylor, Fire Chief and Emergency Management Coordinator**

Fire Chief Taylor reported the following:

**COVID-19 Update**

- Cases are continuing to decrease
- In Texas, there were 4,200 new cases as of the last Friday
- COVID hospitalization for the City's trauma service area has decreased to 10 percent.
- Positivity rate in Texas is 7.95 percent, Harris County is 11.4 percent, and the Texas Medical Center is 5.4 percent.
- The Texas Medical Center is reporting that it is at 82% of the combined Phase I and Phase II capacities.
- Harris County Public Health data indicate that West U has had a total 774 cases – 756 have recovered, 14 are active and a range of 0 to 5 fatalities.

- Harris County Public Health data shows that 63.3 percent of the population has received at least one dose of the vaccine and of the eligible population (ages 12 and up) 76.8 percent has received at least one dose.

City Manager Beach informed Council that this would be the last COVID update. He said if there is a spike in cases, the update would be added back to future agendas.

**10. Budget Amendment for the Edloe Street Pathway Project Design**

Matters related to an ordinance amending the 2021 Budget for the Edloe Pathway Project Design. *Recommended Action: Adopt the ordinance approving the amendment to the 2021 Budget in the amount of \$63,000 for design of the Edloe Street Pathway. Ms. Susan White, Parks and Recreation Director*

Parks and Recreation Director White presented. She said funds were approved in the 2022 Budget for this project, so this request is to essentially move the funding from the 2022 Budget to the 2021 Budget.

Councilmember Barnes moved to adopt the ordinance. Councilmember Carroll seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Barnes, Bell, Carroll  
**Noes:** None  
**Absent:** None

**11. Consent Agenda**

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

**A. City Council Meeting Minutes**

Approve City Council Minutes of September 27, 2021. *Recommended Action: Approve City Council Minutes of September 27, 2021. Ms. Thelma Gilliam, City Secretary*

**B. Resolution Adopting the FY 2022 Fee Schedule**

Matters related to a resolution adopting the City's FY 2022 Fee Schedule. *Recommended Action: Approve resolution adopting the FY 2022 Fee Schedule. Ms. Katherine DuBose, Finance Director*

**C. Houston-Galveston Subsidence District (HGSD) Waterwise Program**

Matters related to the HGSD Waterwise Program. *Recommended Action: Staff recommends that the City Council approve the Interlocal Agreement with the Harris-Galveston Subsidence District and authorize the City Manager to execute the agreement. Mr. Gerardo Barrera, Public Works Director*

Mayor Pro Tem Montgomery moved to remove Item B related to the Fee Schedule for discussion.

Councilmember Barnes moved to approve items A and C as presented. Mayor Pro Tem Montgomery seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Barnes, Bell, Carroll  
**Noes:** None  
**Absent:** None

Mayor Pro Tem Montgomery said he removed this item for discussion because of concerns regarding some of the fee increases. He said he does not want to make something (i.e. a variance) financially cumbersome by raising fees, unless there is a reason for it. He said some of the fees were raised

from \$250 to \$1000, so he thinks Council at least needs to understand the numbers before approving.

Public Works Director Barrera said the increase includes costs associated with special exceptions, which require expenses such as signage, public noticing requirements, etc.

City Manager Beach said staff performed cost comparisons with other cities to see if the City was on par and found that the City was on the very bottom the scale, so these increases puts the City slightly above midpoint.

After further discussion, there was no action taken and City Manager Beach said staff would bring the ordinance back before Council at a future meeting with more information.

**12. Recess Regular Meeting and Convene Executive Session**

Council will meet in an executive session in accordance with Section 551.072 of Chapter 551 of the Texas Government Code **to deliberate the purchase, exchange, lease, or value of real property.**

Councilmember Barnes moved to recess the regular meeting at 7:07 pm. and convene Executive Session per Section 551.072 of Chapter 551 of the TGC. Mayor Pro Tem Montgomery seconded the motion. **MOTION PASSED.**

**Ayes:** Sample, Montgomery, Barnes, Bell, Carroll  
**Noes:** None  
**Absent:** None

**13. Adjourn Executive Session and Reconvene Regular Meeting**

Council will reconvene the regular meeting and take action from Executive Session, if any.

At approximately 8:04 p.m., Mayor Sample adjourned the executive session and reconvened the regular meeting.

**14. Adjourn Regular Meeting**

With no other business before the Council, Mayor Sample adjourned the regular meeting at approximately 8:05 p.m.

*Audio of the meeting in its entirety is temporarily on the City's website. If the audio is no longer on the website, you can obtain a copy from the City Secretary's office.*

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

Council Approved: October 25, 2021