



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 25**, 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, Bell, and Carroll.

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

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

2. Wastewater Treatment Plant Improvements PER

Matters related to Wastewater Treatment Plant Improvements Preliminary Engineering Report (PER).
Mr. Gerardo Barrera, Public Works Director

Public Works Director Barrera presented and said staff is requesting Council's support on the Wastewater final Master Plan as they proceed into the design phase.

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

- **Preliminary Engineering Report**
 - P001 Electrical Power Service Improvements \$ 640,000
 - P002 Treatment Process Optimization with Fine Diffusers \$3,116,000
 - P003 Motor Control Center and Controls \$1,201,000
 - P006 Disinfection Improvements \$ 405,000
 - P007 Replace Screw Pumps with Submersible Pumps \$1,532,000
 - P008 Mechanical Step Screen \$ 648,000
 - P009 Grit Chamber \$ 916,000
 - P010 Consolidated Operations and Maintenance Manual \$ 57,000
 - P011 Control Building \$2,843,000

▪ P012 Site Work	\$ 379,000
▪ P013 WWTP Structural Improvements	\$ 136,000
▪ P014 Convert Thickener to Digester	\$ 337,000
▪ P015 Plant Security Cameras	\$ 39,000
▪ P016 Nonpotable Water System	\$ 236,000
▪ Total	\$12,485,000

- **WWTP Location**

- Site plans were provided in the presentation

- **Why Upgrade the WWTP**

- Age and Condition
- Flood Resiliency
- Safety Improvements
- Operation & Maintenance Cost Savings
- Regulatory Compliance

- **What Upgrades are Recommended**

- P001 Electrical Power Service Improvements
- P002 Process / Fine Diffusers / Blowers
- P003 Motor Control Center
- P006 Disinfection Improvements
- P007 Submersible Lift Station
- P008 Mechanical Step Screen
- P009 Grit Removal System
- P010 O&M Manual
- P011 Control Building
- P012 Site Work
- P013 Structural Evaluation
- P014 Convert Thickener to Digester
- P015 Plant Security Cameras
- P016 Non-potable Water System

- **Schedule**

- Design (8 months)
- Permitting TCEQ and City of Houston (10 months)
- Bid Phase (3 months)
- Construction (15 months)

Note: Design and permitting tasks will overlap and run concurrently

- **Next Steps**

- Request Council approval of PER (in November)
- Council award of design phase

3. Adjourn Workshop

At 6:27 p.m., Councilmember Carroll moved to adjourn the workshop. Councilmember Barnes 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)

4. 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, Bell, and Carroll.

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, Communications Coordinator Cuccerre, HR Director Urban, and Police Chief Walker

5. Pledge of Allegiance

Councilmember Bell led the Pledge of Allegiance.

6. Citizens Academy Awards Ceremony

Matters related to the presentation of awards for graduates of the Citizens Academy. *Recommended Action: No action required.* **Ms. Bianca Cuccerre, Communications Coordinator**

Communications Coordinator Cuccerre presented and stated eleven residents were receiving recognition for spending the past 7 weeks dedicating their Thursday evenings to learn more about the inter-workings of West U. She said the group spent 14 hours in the classroom, participated in hands-on activities, and toured facilities to have a better understanding of the day-to-day operations it takes to keep the City running.

After Ms. Cuccerre's briefing, Mayor Sample issued Certificates of Completion to the following class participants:

Mayra Perez	Robert Woelfel	Sergio Pozzerle
Melissa Carroll	Jan Woelfel	Eric Orzeck
Elizabeth Cosgrove	Lilly Liang	Scott Ellis
Alice Echervarria	Nick Tajian	

Participants Melissa Carroll, Eric Orzeck and Elizabeth Cosgrove spoke highly of the academy and City staff and said they appreciate the City for offering the academy.

7. 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 on various issues, including the City's lack of transparency and a suggestion that the City do something to honor veterans.

Eddie Mathews, 5906 Fordham Street, spoke regarding the traffic study, traffic safety, and the speed limit changes. He asked Council if the educational campaign for the speed limit change could include

some of the issues he pointed out in his comments, with a goal of further improving traffic safety in West U.

8. Resolution Adopting Investment Policy

Matters related to a resolution adopting the Investment Policy. *Recommended Action: Approve resolution adopting the Investment Policy.* **Ms. Katherine DuBose, Finance Director**

Finance Director DuBose presented and said staff brings the City's Investment Policy before Council annually for approval. She also said the policy complies with the Public Funds Investment Act and said the City's general objectives the City chooses to meet for the Investment Policy in priority order are:

- Safety (of the City's principle investment)
- Liquidity
- Public Trust
- Yield (rate of return received on investments)

Ms. DuBose then reviewed staff's recommended changes to the policy:

- Pages 4, 10 & 11 – Updated "Treasurer" to "Finance Manager" based on the position being renamed
- Page 6 – Added item 3. "Obligations of the state of Texas, its agencies, counties, cities, and other political subdivisions rate as to investment quality by a nationally recognized investment rating firm not less than AAA or its equivalent. Individual issuer exposure shall be limited to 5% of the total investment portfolio.;" to the list of Eligible Investments
- Page 12 – Changed "FTN Financial" to "FHN Financial" based on a recent name change
- Page 5 – Added separate category for Financial Institutions
- Included minor updates to ensure the Policy is cohesive and accurately reflects the City's investment standards

Councilmember Bell said the interest the City is seeing in some of the investments does not seem to cover inflation so the City is potentially losing money. She said she is curious how staff is deciding between the suitable and authorized investments because though "Yield" is the least important, it factors into keeping the principle in play.

Ms. DuBose said mainly the City is invested in TexPool because they are very liquid and the City does get earnings, though small, on those investments. She said staff had discussed investing in treasury securities, but in comparison with the investments with TexPool, there was not much of a difference so staff decided to stay with TexPool. Ms. DuBose said staff continuously looks at other investment opportunities and what the City could be earning on any potential investment.

Councilmember Barnes moved to approve the resolution adopting the City's Investment Policy. Councilmember Bell seconded the motion. **MOTION PASSED.**

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

9. Houston-Galveston Area Council Appointment

Matters related to the appointment of representatives to the 2022 H-GAC General Assembly. *Recommended Action: Discuss and designate a representative and alternate to the 2022 H-GAC General Assembly.* **Mr. Dave Beach, City Manager**

City Manager Beach presented and after a brief explanation to the new members of Council of what H-GAC is and what it does, there was some discussion. After discussion, Councilmember Montgomery moved to appoint Mayor Sample as the representative. Councilmember Bell seconded the motion. **MOTION PASSED.**

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

Councilmember Bell moved to appoint Mayor Pro Tem Montgomery as the alternate. Councilmember Carroll seconded the motion. **MOTION PASSED.**

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

10. 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 October 11, 2021. *Recommended Action: Approve City Council Minutes of October 11, 2021. Ms. Thelma Gilliam, City Secretary*

B. Quarterly Investment Report

Matters related to the September 2021 Quarterly Investment Report. *Recommended Action: Accept the City's September 2021 Quarterly Investment Report. Ms. Neelie Walker, Finance Manager*

Mayor Pro Tem Montgomery moved to approve the Consent Agenda as presented. Councilmember Carroll seconded the motion. **MOTION PASSED.**

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

At approximately 7:00 p.m., Council recessed its meeting to convene a meeting of the West University Place Employee Benefits Trust (EBT). See EBT Minutes for discussion/action.

After the EBT meeting, Council resumed the City Council meeting.

11. Transfer of Funds to Employee Benefits Trust

Matters related to authorizing the transfer of funds from the City of West University Place to the City of West University Place Employee Benefits Trust to pay for employee-related benefits beginning with the January 2022 contribution. *Recommended Action: Authorize the transfer of funds to the West University Place Employee Benefits Trust beginning with the January 2022 contribution. Mr. James Urban, Human Resources Director*

Councilmember Barnes moved to authorize the transfer of funds to the West University Place Employee Benefits Trust beginning with the January 22 contribution. Councilmember Carroll seconded the motion. **MOTION PASSED.**

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

12. Adjourn Regular Meeting

With no other business before the Council, Councilmember Carroll moved to adjourn the regular meeting at approximately 7:30 p.m. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

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

Council Approved: November 8, 2021