

## Minutes of Special Meeting of the City Council

Tuesday, July 27, 2020 – 7:00 PM

Village of Surfside Beach

1304 Monument Drive

Surfside Beach, TX 77541

### COUNCIL MEETING:

**1) CALL TO ORDER, QUORUM IN ATTENDANCE**

*Mayor Davison called the meeting to order at 7:15 p.m. and acknowledged that a quorum was present. Also present were Eric Wiley, Chief Phillips and Rope Batchelor. Audience attended via webex portal due to COVID 19 pandemic.*

**2) MOMENT OF SILENCE, PLEDGE OF ALLEGIANCE**

*Sean Robertson gave the invocation.*

**3) Discuss and take possible action (in regards to the Airvac vacuum sewer) to enable pit record keeping by labelling, mapping, and spreadsheet cataloging all pits.**

*Motion by Robertson to enable pit recordkeeping, by labelling, mapping, and spreadsheet cataloging all pits. Motion was seconded by Bisso and passed unanimously.*

**4) Discuss and take possible action (in regards to the Airvac vacuum sewer) to understand pit installation dates by identifying the originally installed pits from 20 years ago (estimated at 150 pits), and then identify the age of later installed pits.**

*Motion by Robertson create pit installation dates spreadsheet by identifying the originally installed pits from 20 years ago and then identify the age of later installed pits. Motion seconded by Bisso and passed unanimously.*

**5) Discuss and take possible action (in regards to the Airvac vacuum sewer) to provide within 60 days to City Councilmembers a full list of all sewer pits, to include their maintenance condition (see agenda item for record keeping).**

*Motion by Robertson to provide within 60 days to City Councilmembers a full list of all sewer pits, to include their maintenance condition. Motion seconded by Bisso and passed unanimously.*

**6) Discuss and take possible action (in regards to the Airvac vacuum sewer) for sewer pits that are older than 10 years to replace all pit parts with new parts (not refurbished), and for this to be accomplished within 90 days.**

Discussion ensued regarding the system workers (public works) to determine the condition of each pit and set up a "grading system" for the sewer pit system.

*Motion by Robertson to create a plan within 105 days to fix all pits that don't meet the criteria as set by the public works team. Motion was seconded by Bisso and passed unanimously.*

**7) Discuss and take possible action (in regards to the Airvac vacuum sewer) on pits that are newer than 10 years old to identify those with less than adequate preventative maintenance, and create a plan within 60 days on how those pits**

will be brought up to appropriate standards as established by the manufacture and potential suggestions from a certified engineer consultant.

*This agenda item was combined with agenda item #6.*

- 8) **Discuss and take possible action (in regards to the Airvac vacuum sewer) to annotate the completion or non-completion of 1) sealing each pit container water tight from bottom to the sides of the pit, and 2) provide a riser (also side sealed) if the pit falls below water level for rains anytime outside of a hurricane. The annotation should be done within 45 days, and all required work to seal the pits should be done within 90 days. Context: there should be no such thing as the rain is impacting the sewer, given the pits are sealable at the bottom and sides, and that risers can be added to elevate the lid above any rain water. This will protect the pits long-term, and should help the day-to-day condition and maintenance requirements. This approach should have oversight provided with external consultants to verify it, and support the technical "how to."**  
*Motion by Robertson to have a plan within 90 days for which pits need risers and have them done within 6 months. Motion was seconded by Bisso and passed unanimously.*
- 9) **Discuss and take possible action (in regards to the Airvac vacuum sewer) to provide at every regular council meeting any complaints or related communications about the sewer that come from TCEQ and any other government entity, as well as the status of the work related to those communications. For this, Council would like information on any and all TCEQ active complaints, investigations, and communications related to the sewer.**  
*No action taken.*
- 10) **Discuss and take possible action (in regards to the Airvac vacuum sewer) to take steps for ease of identifying sewer leaks, to include but not limited to 1) keep the grass and weeds clear around every pit so as to enable easily discernible pit condition from a distance, 2) purchase Airvac pit failure light indicators, and 3) daily drive-by inspections of all sewer pits.**  
*No action taken.*
- 11) **Discuss and take possible action (in regards to the Airvac vacuum sewer) to create safety steps for protecting the public when a sewer leaks, to include but not limited to a visible warning sign/flag, disinfecting the sewer runoff all the way to the ditch, and potentially more (research industry standards).**  
*Motion by Robertson to create standard operating procedures regarding safety standards and to research the industry standards to follow after a sewer leak. Motion seconded by Bisso and passed unanimously.*
- 12) **Discuss and take possible action (in regards to the Airvac vacuum sewer) to purchase and emplace an abundant amount of shelving and organizational materials to accommodate the need for managing parts, equipment, and other items in support of City staff maintenance. Example, at the sewer barn there should be a large amount of shelving added at the bottom of the barn for tank/pump maintenance items, shelving placed at the inside of entrance to support log books, tools, laptop, etc.; and shelving emplaced in the outer portion of the sewer barn to accommodate all the materials coming and going**



**from the barn. The condition needs to go from horrible, to a professional environment representative of Surfside Beach.**

*Motion by Robertson to purchase and emplace an abundant amount of shelving and organizational materials to accommodate the need for managing parts, equipment, and other items in support of City staff maintenance. Motion dies for lack of second.*

- 13) Discuss and take possible action to provide a one-time cleaning service at the sewer barn to help get it up to an acceptable cleanliness state.**  
*This item was combined with agenda item #12.*
- 14) Discuss and take possible action to add a dumpster at the sewer barn.**  
*No action taken.*
- 15) Discuss and take possible action to provide consumables and Personal Protection Equipment (PPE) as needed for the City wastewater/sewer staff. Examples: knee pads or foam boards for kneeling next to sewer pits for work, monthly allowance for long rubber gloves to reach into full pits (seek industry standards for PPE), variety of hoses to be used in updating pits, cleaning materials for both equipment and the person, and whatever else is deemed necessary directly from the city staff member doing the work. A tour will be done by City Councilmembers to fully inspect the needed change in the culture of how our staff is supported.**  
*No action taken.*
- 16) Discuss and take possible action to examine potential for adding a version of hazard pay to sewer staff's salary (recommend gaining a cross-section of how other cities do this).**  
*No action taken.*
- 17) Discuss and take possible action (in regards to the Airvac vacuum sewer) to provide at each Regular City Council meeting a report of any and all equipment purchased, requested, paused in purchasing, denied the purchase of, or any other associated form of an equipment request from the City wastewater/sewer staff. With this, the City Council would like to see an increase in the equipment needed by the City staff, including both sewer system items as well as the tools and other equipment needed to conduct the work (i.e. transportable pressure washer system).**  
*No action taken. parts elements are included in #s 3, 4, 5, and 8.*
- 18) Discuss and take possible action (in regards to the Airvac vacuum sewer) to present to Council within 30 days a plan for providing additional or augmenting personnel to City wastewater/sewer staff, so the surge in work can be completed in a fast manner. Meaning, what can be contracted to free up current city staff to focus on priorities, and is there a need to temporarily hire seasonal staff to get the massive projects done.**  
*No action taken. elements are included in #s 5 and 6.*
- 19) Discuss and take possible action (in regards to the Airvac vacuum sewer) to have a complete assessment of the sewer system completed by external**

partners within 60 days, to include inputs from John Mercer (contracted city engineer), an Airvac representative, and potentially a TCEQ provided consultant. Ensure the assessment not only looks at the pits and the in-ground lines, but also the concern of the age of the equipment at the sewer barn, such as the tank, the (3) main couplers that feed the lines to the tank, the pumps, the control panel and meters, and associated ancillary equipment. Provide the full and complete results to City Councilmembers for full disclosure and transparency. Then, quarterly for the next 12 months, invite John Mercer to do a follow up with the assessment, to give the City inputs on how to continue to improve and master the system and the maintenance process.

*Motion by Bisso to get a quote from John Mercer for consulting services of the Airvac Sewer system. Motion was seconded by Mayor Pro Tem Capretta and passed unanimously.*

- 20) Discuss and take possible action (in regards to the Airvac vacuum sewer) to provide every 6-months (October and April) a full review of the status of the City's sewer system.

*Motion was made by Robertson to have a full review of the City's airvac sewer system every April and October. Motion was seconded by Green-Prats and passed unanimously.*

- 21) Discuss and take possible action (in regards to the Airvac vacuum sewer) to create and implement processes and procedures for the on-going maintenance of the sewer, to include a comprehensive spreadsheet with listing of all pits maintenance (parts, status, age – installation year, number of the pit, number and address of homes the pit supports, location, refurbished parts used, etc.) logbooks to assist all work done, status of submitted purchase orders, graph and spreadsheet depicting capacity of overall system and remaining amount of capacity left, an annual summary of status of sewer and water system (maintenance, parts, goals for the next year, etc.), and potentially more. This effort is to include inputs from external consultants, as well as City wastewater/sewer staff.

*No action taken. Spreadsheet information is combined with #3, 4, 5, and 8.*

- 22) Discuss and take possible action (in regards to the Airvac vacuum sewer) to approve (sign the document) and invite the State's TCEQ offered resource that is free and certified - as described within the TCEQ "Small Business and Local Government." The purpose is to assist the City's needed consultation to holistically understand the City's wastewater/sewer status of today, and how to get everything up to appropriate standards. This offer has already been provided by the Regional TCEQ Office, and they await our reply.

*Motion was made by Robertson to allow Mayor Davison to enter into an agreement for the Environmentor program with TCEQ. Motion was seconded by Mayor Pro Tem Capretta and passed unanimously.*

- 23) Discuss and take possible action (in regards to the Airvac vacuum sewer) to conduct research and report back to City Council any and all potential grant and funding sources to help offset the costs associated to 1) getting the system up to par, and 2) potential future opportunities for system capacity and expansion.



*Motion was made by Robertson to conduct research and report back to City Council any and all potential grant and funding sources to help offset the costs associated to 1) getting the system up to par, and 2) potential future opportunities for system capacity and expansion. Motion was seconded by Mayor Pro Tem Capretta and passed unanimously.*

- 24) Discuss and take possible action to invite in both John Mercer and another external engineer firm to look at the very long-term approach for waste-water/sewer for Surfside Beach as a whole, so as to inform City Council of whether current systems will be able to meet future capacity and standards. This effort should start after enough progress is made on the current sewer problems so as to not distract from the immediate sewer needs.  
*No action taken.*

- 25) Discuss and take possible action to have Councilmembers provide additional oversight and liaison of the action items approved in this meeting and are to be handed over to the City Manager (Mayor) for execution. Potential duties: Greg reports back with information on the pits, parts, and installation, etc. Oscar reports back with information on the barn upgrades and installation, etc. Toni reports back with information from TCEQ and other government agencies, including the TCEQ EnviroMentor. Jennie reports back with information on the spreadsheets involved with improving maintenance process and procedures. Sean reports back with information related to compiling data, engineer recommendations, personnel resources, potential grants, and transparency of communication with the public.  
*No action taken.*

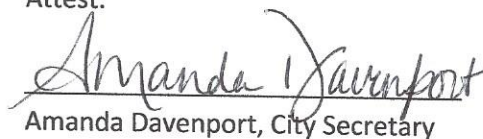
- 26) *Adjourned at 9:30 pm.*

Passed and approved this 8<sup>th</sup> day of September, 2020.



Larry Davison, Mayor

Attest:



Amanda Davenport, City Secretary