

**SPECIAL MEETING  
OF THE CITY COUNCIL OF THE CITY OF  
COTTONWOOD SHORES, TEXAS  
TUESDAY, OCTOBER 24, 2006 AT 5:00 P.M.  
CWS CIVIC CENTER  
4111 COTTONWOOD DRIVE  
COTTONWOOD SHORES, TEXAS**

**MINUTES**

1. Call to Order by Mayor Breen at 5:05p.m.
2. Roll Call by City Secretary Capps. He reported the following members present, except for the absence of Councilmember Pfeifer, constituting a quorum: Sylvia Breen, Mayor; Lee Hildebrand, Pro. Tem.; Councilmember; Ray Whitis, Councilmember; Shirley Adams, Councilmember; and Niki Lauby
3. Discussion and possible action on selling BWD property. Mayor announced the offer from Marley Porter for \$ 120,000, and the City Attorney has approved the legal agreement. Motion by Councilmember Hildebrand, seconded by Councilmember Lauby that we accept the sale of BWD property to Marley Porter. The Vote: Ayes—Four, Nays—None, Absent—One (Pfeifer); Motion carried.
4. Accept the resignation of Place 5, Councilmember Niki Lauby, who submitted a Letter of Resignation prior to the meeting to move out of the city. Motion by Councilmember Hildebrand, seconded by Councilmember Adams that we accept the resignation of Niki Lauby. The Vote: Ayes—Four, Nays—None, Absent—One (Pfeifer); Motion carried.
5. Discussion and possible action on appointment of successor to Niki Lauby. Mayor put forth the name of Keith Paschke, who came in second in the election. Motion by Councilmember Adams, seconded by Councilmember Whitis that we appoint Keith Paschke to replace Niki Lauby for Place 5. The Vote: Ayes—Three, Nays—One (Hildebrand), Absent—One (Pfeifer); Motion carried.

6. Swearing in of New Councilmember, Keith Paschke, for Place 5. Municipal Court Judge Edward F. Cutchin administered the oath of Office to newly appointed member Keith Paschke.

7. Adjournment

Motion by Councilmember Adams, Councilmember Hildebrand that we adjourn (5:12 p.m.) The Vote: Ayes—Four, Nays—None, Absent—One (Pfeifer); Motion carried.



Sylvia Breen, Mayor

Attest



Larry Joe Capps, City Secretary

Kathleen Hartnett White, *Chairman*  
Larry R. Soward, *Commissioner*  
Glenn Shankle, *Executive Director*



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**AUG 18 2006**

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

August 18, 2006

The Honorable Sylvia Vreen, Mayor  
City of Cottonwood Shores  
3808 Cottonwood Drive  
Cottonwood Shores, TX 78657

Re: On-Site Sewage Facility Program Compliance Review  
RN104279583

Dear Mayor Vreen:

On August 2, 2006, the TCEQ Austin Region Office Representative, Kathy Roecker, in company with Mr. Tim McClain, conducted a compliance review of the City of Cottonwood Shores' On-Site Sewage Facility (OSSF) Program in accordance with provisions of the Health and Safety Code, Chapter 366, On-Site Sewage Disposal Systems. As an Authorized Agent (AA) of the Texas Commission on Environmental Quality (TCEQ), the City of Cottonwood Shores is charged with the responsibility of enforcing minimum standards for the design, construction, installation, and operation of OSSFs in the area of jurisdiction defined in the On-Site Waste Disposal Ordinance, adopted June 1991. Basic administrative procedures were evaluated to determine if the local program is in compliance with minimum state standards. Based on the administrative portion of this review, the compliance review findings and recommended actions are described in the enclosed "Action Item List."

The staff of the TCEQ is dedicated to working with the regulated community to achieve compliance with the State's environmental laws, regulations, permits, and registration provisions. Therefore, our regional office wishes to resolve this matter with you as soon as possible. Please advise this office in writing by February 19, 2007 indicating that the steps discussed in the "Action Item List" have been completed.

Should clarification of this letter be desired or if the Austin Region Office can be of any further assistance concerning this compliance review, please feel free to contact Kathy Roecker at 512-339-2929.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn Runyon".

Carolyn Runyon, Water Section Manager  
Austin Region Office

CDR/kar

cc:  Tim McClain, 3808 Cottonwood Drive, Cottonwood Shores, TX 78657  
 Joe Strouse, P.E., TCEQ-OCE/CS/Regulatory Compliance, MC 178  
 File - TCEQ, Austin Region Office

Enclosures: Action Item List  
Sample Relinquishment of Delegated Authority to Regulate On-Site Sewage Facilities Ordinance  
Sample Public Meeting announcement

REPLY TO: REGION 11 • 1921 CEDAR BEND DR., STE. 150A • AUSTIN, TEXAS 78758-5327 • 512/339-2929 • FAX 512/339-3795

P.O. Box 13087 • Austin, Texas 78711-3087 • 512/239-1000 • Internet address: [www.tceq.state.tx.us](http://www.tceq.state.tx.us)



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**Agenda**

1. Call to Order
2. Roll Call
3. Discussion and possible action on selling BWD property
4. Acceptance of resignation of Councilmember Nike Lauby
5. Discussion and possible action on appointment of successor to Niki Lauby
6. Swearing in of Councilmember, Place 5 by Judge Cutchin
7. Adjournment

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 20 day of October, 2006 at 5:00 p.m.

  
Sylvia H. Breen, Mayor

ATTEST:

  
Larry Joe Capps, City Secretary

