

City of Cottonwood Shores, Texas
WORKSHOP MEETING OF THE CITY COUNCIL

 ORIGINAL

WEDNESDAY, JULY 16, 2008 AT 6:00 P.M.
PFEIFER CENTER (FORMERLY CIVIC CENTER)
4111 COTTONWOOD DRIVE

AGENDA

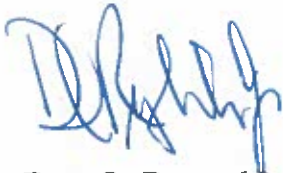
1. Call to Order
2. Roll Call
3. Recess City Council for tour of Water Plant and Backwash Demonstration
4. Reconvene City Council at Pfeifer Center for Presentation by Robert Miller of the Texas Municipal League regarding the separate roles of the City Council, Mayor and City Administrator
5. Adjournment

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 11th day of JULY, 2008 at 5:00 p.m.



Sylvia H. Breen Mayor

ATTEST:



Don Q. Reynolds City Secretary



July 16, 2008

Dear Mayor and Council Members,

Thank you for spending some time at the water plant today. I hope my presentation was understandable and the following is a brief summation of that presentation.

As you can see, the simple act of doing a backwash is unpredictable and dangerous. The lack of catwalks and outdoor lighting has resulted in lost tools and phones, broken tubing, cuts and scratches, twisted and broken ankles and many close calls. No one will ever know how many close calls there have been up on that filter. I've only been here three months and have had many scary moments.

Our clarifier is pretty much non-functioning. The screen at the bottom of the clarifier, which supports the media (sand), has holes in it and the media has fallen through and clogged up the air scrub lines. The air scrub lines are below the screen and the sand acts as the first filter. Without the air scrub component in the clarifier, we're not cleaning the clarifier the way it was designed to be cleaned. We're running dirty water through dirty media onto our second filter and reducing its effectiveness.

The filters themselves are in need of new air scrub lines and new media as well. You saw what appear to be big holes in the air scrub lines where the majority of bubbles were, and you saw where the air scrub lines were supposed to be, with air actuated valves. Because of the endless amount of mud balls I'm pulling out of the filter, due to neglect and improper backwashing, you also saw how dirty the water was when the backwash cycle ended.

And the valves! You saw the valves, the ones that are working and the ones that are dying, the ones that are missing and the ones that are dead. Remember, this is all supposed to be automatic by way of floats and mercury switches.

In summary, there is almost nothing at this plant that doesn't need immediate attention. We're barely making borderline water now, but it won't last much longer (remember; only 1 of the 3 high service are working at this time). I don't want to think about how we got into this position, that doesn't serve any purpose. What I think about is staying afloat and moving forward. To move forward we need to be a team, a team with the same vision of independence and self-reliance. We're a small town in one of the most beautiful places in Texas. We have three potentially beautiful parks right on the water and we don't need to be held hostage by contracts and negotiations. We need to provide, and be in charge of, the water this City provides. This water plant needs attention. I believe the amount of attention given to the water plant will be a direct reflection of the course Cottonwood Shores chooses to take.

Thank you for your time.


Larry Black



TONKA EQUIPMENT COMPANY

P.O. BOX 41126 • PLYMOUTH, MINNESOTA 55441-0126
13305 WATERTOWER CIRCLE • PLYMOUTH, MINNESOTA 55441

763-55-WATER
763-559-2837
FAX 763-559-1979

June 24, 2008

Larry Black
Plant Operator
City of Cottonwood Shores
3808 Cottonwood Drive
Cottonwood Shores, TX 78657

Subject: S080235 (Original Job # 94209) – Paid Service Trip Report

Dear Mr. Black

Executive Summary

The UTS2 system is in need of some repair. The City of Cottonwood Shores requested an inspection to determine the direction required to repair the UTS2 system.

Objective

As approved by the by the City of Cottonwood Shores, Tonka's service technician, Dave Guillet, traveled to the treatment facility on June 5th, 2008 to inspect the system and make any recommendations.

Observations

- ◆ The tank exterior and interior was in good shape, some minor repair required to some areas where the paint has failed and cause so rust to form.
- ◆ The system valves and pneumatic actuators need to be replaced.
- ◆ Filter media looked dirty and warn out for size, and the aircour in both cells was spotty operation and may partially plugged.
- ◆ Retaining screen in clarifier section has failed and media has dropped into the underdrain area.
- ◆ Loss of head gauges and float switches no longer working.

Conclusions

Enclosed please find a quote for the refurbishment of the filter system. The quote breaks apart some areas that need attention.

We appreciate the opportunity to provide our service to City of Cottonwood Shores. If you have any questions or require any additional information, please do not hesitate to call me directly at 1-800-530-1887.

Sincerely,

Jeffrey W. Emerson
Customer Service Representative

Copy: Mike Gulbranson, Tonka Equipment Company

Hans Schneider

From: Hans Schneider [admin.hjs@cottonwoodshores.org]
Sent: Tuesday, February 19, 2008 12:50 PM
To: 'watermgmt@yahoo.com'
Cc: Donald Orr (donaldorr@281.com)
Subject: CWS Water Plant

Dear Mr. Burriss,

Thank you for taking time to meet with us today to discuss this subject. As promised, following is our aim in the achievement of which we seek your assistance.

1. Our existing water plant is in an alarming state of disrepair and currently in violation of certain TCEQ regulations.
2. The existing plant's capacity is inadequate for currently foreseeable developments our city is expected to experience and additional potable water capacity needs to be found.
3. Our existing wastewater disposal contract does not appear to be expandable but we estimate our current flow in the vicinity of 70% of contract limits.
4. The same developments that require additional potable water drive the need to find treatment for additional wastewater flows.
5. We have one operator for water and wastewater, Tim McClain. He holds a "B" license. While he has an assistant with a "D" license, that person cannot be relied upon due to frequent absenteeism (due to illness) and an otherwise very spotty attendance record. We need to
 - a. find him qualified backup (we discussed a "C" Surface Water license) and;
 - b. supplement his knowledge and experience with an expert who can
 - i. become familiar with the shortcomings of our existing water plant and help plant the necessary improvements and
 - ii. help plan the supplementing of our potable water and waste water capacities.

We shall be grateful for your early reply with a proposal (including cost and time projections) suggesting how your organization might be able to interface with ours to correct the issues recited in 1-5 above and to recommend any operational changes that would also improve performance and reliability of our system.

Thank you! Sincerely, Hans J. Schneider, CWS Interim City Administrator

No virus found in this outgoing message.

Checked by AVG Free Edition.

Version: 7.5.516 / Virus Database: 269.20.8/1287 - Release Date: 2/19/2008 10:55 AM

2/20/2008

City Administration

Workshop for
City of Cottonwood Shores, TX
July 16, 2008

City Administration

History

- Early 1900's
Desire for more experienced professionals to run cities
- Growth of laws and functions
- City manager vs. city administrator
- Cities functions and HOA functions

City Administration

- General Law City
 - Powers Limited by Constitution
 - Mayor – All 3 Government Functions
 - Executive
 - Legislative
 - Judicial

City Administration

Advantages

- Public perception of accountability
- Direct control
- Consistency

City Administration

Disadvantages

- Mayor makes day to day decisions
- Council only meets periodically
- Citizens go to who ever is available
- Time constrains of elected officials
- Evaluation of performance
- Council discipline

City Administration

Solutions

- Develop a long range plan
- Periodic focus on progress
- Mayor and Council agree to procedures
- Council discipline to follow procedures

City Administration

- Questions
- Discussions
- Next Steps

City Administration

Robert A. Miller
Consultant in Public Administration
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