MEETING MINUTES
December 5, 2023

Regular Seabrook City Council Meeting

Mayor Thom Kolupski called the Seabrook Council Meeting to order at 6:00 p.m. in the Council Chambers in Seabrook City Hall. Present were City Councilmembers Jackie Rasco, Rob Hefner, Tom Tollett, Mike Giangrosso, Buddy Hammann, and Joe Machol. Also in attendance were City Manager Gayle Cook, City Secretary Rachel Lewis, and Deputy City Manager Sean Landis. Mayor Thom Kolupski declared a quorum and pledges were conducted.

1. Public Comments and Announcements

There were no public comments

1.1 Mayor, City Council and/or City Staff Announcements

Councilmember Rob Hefner announced the following:

- Breakfast with Santa on December 9, 2023
- Christmas and New Years holidays

2. Presentations

2.1 Introduction and swearing in of new Police Officer, Diana Martinez.

Police Chief Rolf Nelson introduced Diana Martinez as a new officer, and City Secretary Rachel Lewis administered the oath.

3. Consent Agenda

3.1 Approve Minutes from the meetings of: November 20, 2023, January 4, 2022, February 1, 2022, May 17, 2022, June 7, 2022, June 21, 2022, July 5, 2022, July 19, 2022, July 26, 2022, July 27, 2022, September 27, 2022, and October 18, 2022.

3.2 Consider and take action on acceptance of the water, sanitary sewer, storm sewer and streets within the Ellis Cove Subdivision.

***** This item was pulled from the Consent Agenda by Mayor Kolupski.

Motion:	To Approve the Consent Agenda
Made By:	Councilmember Hammann
Seconded By:	Councilmember Giangrosso
Vote:	**Motion carried** unanimously by all present

4. New Business

4.1 Consider and take all appropriate action on a first reading of Ordinance 2023-32, modifying and continuing a Civil Service Classification system consisting of classes, positions, pay grades and compensation levels in the classified service

of the Seabrook Police Department.

AN ORDINANCE MODIFYING AND CONTINUING A CIVIL SERVICE CLASSIFICATION SYSTEM CONSISTING OF CLASSES, POSITIONS, PAY GRADES AND COMPENSATION LEVELS IN THE CLASSIFIED SERVICE OF THE SEABROOK POLICE DEPARTMENT; REESTABLISHING GROSS MONTHLY BASE SALARY RATES FOR EACH CLASSIFICATION; REESTABLISHING CERTAIN BENEFITS FOR CLASSIFIED MEMBERS; PROVIDING FOR A REPEAL WITH LIMITED EXTENSION; PROVIDING A SEVERABILITY CLAUSE, AN EFFECTIVE DATE, CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT AND REPLACING PREVIOUSLY ADOPTED ORDINANCES 2020-06

Motion:	Approve the first reading
Made By:	Councilmember Hammann
Seconded By:	Councilmember Tollett
Vote:	**Motion carried** unanimously by all present

4.2 Hear an update on Old Seabrook Livable Center proposed projects and consider and take all appropriate action regarding a proposal from Freese and Nichols with a scope of work for Task Order 1 for an Old Seabrook Drainage Study and Survey in the amount of $143,918. This is not a budgeted item and will require a budget amendment.

City Manager Gayle Cook presented the proposal and Tanner Helwig and Scott Kirby of Fresse and Nichols answered questions. See Attachment A.

Motion:	Approve
Made By:	Councilmember Hammann
Seconded By:	Councilmember Tollett
Vote:	**Motion passed** with Mayor Kolupski and Councilmembers Hammann, Tollett, Hefner, Rasco, and Giangrosso voting yes and Councilmember Machol voting no.

4.3 Consider and take all appropriate action on the approval of a Municipal Solid Waste Agreement between the City of Seabrook and Waste Management of Texas, Inc. beginning January 1, 2024 for a term of five (5) years for residential and commercial solid waste and recycling with one three (3) year option for extension.

Motion:	Approve
Made By:	Councilmember Hammann
Seconded By:	Councilmember Tollett
Vote:	**Motion carried** unanimously by all present

5. Routine Business

5.1 City Manager update and report to City Council on various items that require no action, including Seabrook Boards and Commissions, TxDOT SH 146 Expansion Project(s), Port Houston Rail Spur Project, Seabrook CIP Projects, Grants, and CenterPoint Substation.

City Manager Gayle Cook presented and update. See Attachment B.

5.3 Establish future meeting dates and agenda items

City Secretary Rachel Lewis stated the next meetings were scheduled for December 19, 2023 and January 16, 2024 at 6:00 pm.

Motion:	To adjourn
Made By:	Councilmember Hammann
Seconded By:	Councilmember Giangrosso
Vote:	**Motion carried** unanimously by all present.

Council was adjourned at 6:32 pm.

APPROVED: _____ DATE: _____12/19/2023_____
Thom Kolupski, Mayor

ATTEST: _____
Rachel Lewis City Secretary

SCOPE OF WORK

ENGINEERING SERVICES FOR LIVABLE CENTER PROJECTS

Project Understanding:

The Old Seabrook Livable Center Study completed in November 2021 focused on recommending solutions to create more places where people can live, work, and play with less reliance on their cars. The study is part of the Houston-Galveston Area Council (H-GAC) Livable Centers Program, which works with local communities to encourage a complimentary mix of land uses that are designed to be walkable, connected, and accessible by multiple modes of transportation. The study also focused on improving environmental quality and promoting economic development.

The Seabrook Economic Development Corporation (SEDC) and the City of Seabrook (City) propose to implement a variety of projects outlined in the November 2021 study. Implementing the recommendations of the study will maximize the value of the existing grid street network in Old Seabrook by focusing on transportation, connectivity, and public realm improvements along the major corridors – N Meyer Ave and 2nd St. Increased walkability and connectivity, coupled with an improved visual appeal of the Old Seabrook waterside location, will enhance economic variety and future growth opportunities. These improvements will establish a foundation for a spine corridor network from which new and vital redevelopment can emerge.

Project Description:

The Old Seabrook District is located in the City of Seabrook, within the Clear Creek watershed of Harris County, Texas. The Old Seabrook District boundary defines the project area and consists of the area generally bound by Cook Ave on the north, Clear Creek (outlet to Galveston Bay) on the south, SH 146 on the west, and the tidal area west of Todville Rd on the east. The current land-use in the area is a mix of commercial and residential. The streets and drainage systems serving the project area are a mix of curb and gutter with storm sewer, roadside ditches, shallow swales, and off-road drainage channels.

The City engaged Freese and Nichols, Inc. (FNI) to provide professional services related to the design and implementation of selected Livable Center Projects from the November 2021 study. FNI proposes to provide the following tasks at this time:

Task Order No. 1: Drainage Study. Prior to moving into engineering design of selected Livable Center Projects, FNI will perform hydrologic and hydraulic analysis within the project area to better understand the existing drainage infrastructure, identify locations at risk for structural and street flooding, and develop drainage improvement concepts for the top five (5) problem areas within the Old Seabrook District. *Refer to the area bound by the purple line in Figure 1*.

Figure 1: Old Seabrook District [purple] and Phase 1 Roadway/Streetscape Improvements [green]

Task Order No. 1 – Drainage Study

FNI will provide the following BASIC SERVICES as part of Task Order No. 1 – Drainage Study.

1.0 PROJECT MANAGEMENT AND COORDINATION

1.1 Kickoff Meeting – Attend initial kickoff meeting with the City to discuss project objectives, scope, schedule, deliverables, criteria, and other critical items. FNI to receive notice to proceed from the City, if not previously issued.

1.2 Progress Meetings - Attend up to three (3) progress meetings with the City and subconsultants as necessary, including technical memorandum submittal review meeting.

1.3 Routine Project Controls – Administration of contract, prepare invoices and progress reports, maintain project schedule, and coordinate with grant administrator if applicable. Internal project kickoff, and on-going management and coordination of FNI task leads and subconsultants.

1.4 Quality Assurance/Quality Control (QA/QC) – Implement quality review program and perform QA/QC activities for internal and subconsultant deliverables. FNI shall engage senior staff to perform detailed QA/QC reviews of the PER and supporting documents including all recommendations.

2.0 DATA COLLECTION AND REVIEW

2.1 Project Information - Collect and review information to be utilized for the drainage study, including record plans, adjacent on-going or planned projects, and previous drainage studies (to be supplied by the City). Review the City's current design criteria and confirm all entities having jurisdictional authority over the project, including review, approval, and permits.

2.2 Design Team Field Visits - Perform one (1) field visit with the FNI team and take current photographs of the project area, document existing hydraulic structures, and inform drainage model development.

3.0 DRAINAGE STUDY

3.1 Existing Conditions – Develop and execute a stormwater drainage model of the project area to determine existing hydrologic and hydraulic (H&H) conditions for an array of storm events. Utilize appropriate modeling software, methodology, and assumptions to analyze the existing enclosed and open, interconnected, stormwater drainage systems. All drainage analysis will utilize NOAA Atlas 14 Volume 11 rainfall values. Consider the following:

- Modeling and methodology from recent Lower Clear Creek watershed study.
- Tidal effects on existing outfalls to Clear Creek from Galveston Bay and backflow prevention.
- Off-site flow contributions (stormwater runoff from areas outside the project limits).

- The most current LiDAR topographic information, in conjunction with topographic survey data, will be utilized for stormwater drainage model development.

3.2 Proposed Concepts – Based on ponded stormwater depth, identify up to five (5) problem locations within the project area. Consider multiple drainage improvement concepts based on existing data collected, known project constraints, and ability to reduce stormwater ponding. Develop one (1) planning-level drainage improvement concept at each problem location and execute the proposed condition model for one (1) design storm event and one (1) extreme storm event. Consider the following:

- Phased implementation and capital improvement planning.
- Ultimate land use/land cover scenario based on input from the City.
- Backflow prevention and stormwater pump station potential to minimize or eliminate impacts on system performance due to tidal effects at outfalls to Clear Creek.

3.3 Technical Memorandum Deliverables

3.4.1 Prepare a planning-level Opinion of Probable Construction Cost (OPCC) for the drainage improvement concepts developed.

3.4.2 Prepare a planning-level implementation timeline with City input for use in capital programing, and identifying funding assistance needs and opportunities.

3.4.3 Tech memo documenting the drainage study, including appropriate exhibits, tables, and back-up documentation used to develop and execute the H&H models and make recommendations.

Task Order No. 1 - Project Schedule Summary

Description	Start	End	Duration*
NTP	**Sep 2023**		
Data Collection, incl Survey	**Sep 2023**	**Nov 2023**	**2 month**
Existing Conditions	**Oct 2023**	**Dec 2023**	**1.5 month**
Proposed Conditions	**Dec 2023**	**Feb 2024**	**2 month**
Tech Memo	**Feb 2024**	**Mar 2024**	**1 month**
		Total Project Duration =	**5-6 months**

*Schedule accounts for decreased workdays due to holidays.

Task Order No. 1 – Project Fee Summary

Basic Services – Drainage Study	**$**	**111,754.00**
Additional Services – Survey	**$**	**32,164.00**
Total Project Fee =	**$**	**143,918.00**

Additional Services

The following ADDITIONAL SERVICES will be needed to support Task Order No. 1 and/or Task Order No. 2 as noted. Budgets shown below include 1.10 subconsultant multiplier, if applicable.

A1.0 SURVEY SERVICES

Pedraza Surveying, LLC dba Tejas Surveying (Surveyor) will provide the following scope of services:

A1.1 Project Control [TO#1 $6,094.00]

- Perform a Category 11, Conditions 1 Three-Dimensional Control Survey to establish project control.
- Horizontal control will be based on NAD83 and established using Real-Time Kinematic (RTK) observations. Vertical control will be based on NAVD88 and established using differential levelling, tied to HCFCD RM No. 010240.
- Provide 3-Point Ties for each control point and Station & Offsets from the Project Baseline to be provided by the Engineer.

A1.2 Route Survey [TO#2 $22,088.00] *Not included with Task Order No. 1*

- Perform a Category 2 Route Survey along 2 nd Street (from SH 146 to Todville Road). Route survey limits are further depicted on Exhibit “D”. Cross-sections will be collected at 50-foot intervals along the route. Data will also be collected a minimum of 50 feet beyond intersecting, beginning, and ending streets.
- Research and recover sufficient record information and monumentation to reestablish existing right of way and adjacent property boundaries.
- Request 811/One-Call utility markings. Survey the location of any underground utility paint markings or flags provided.
- Locate all visible above ground improvements within the project area, including natural ground elevations, roadside ditches, all structures, edge of paving, manholes, inlets, fences, gates, culverts, curb and gutter, driveways, bollards, landscaping, tree pits, above ground (overhead) utilities, etc.
- Provide inverts on all accessible storm and sanitary sewer manholes and inlet structures.

A1.3 Topographic Survey [TO#1 $16,632.00]

- Perform a Category 6, Condition 2 Topographic Survey for areas not covered above and further defined below.
- Collect cross-sections at radius return and other requested information at road intersections as described on Exhibit “C,” represented by yellow lines on Exhibit “B.”

- Collect horizontal and vertical location of drainage structures with flowline invert elevations, size, material, and direction of visible pipes, as directed on Exhibit "C," including those outfalls represented by yellow pins on Exhibit "B."

A1.4 Parcel Plats & Description [TO#2 $9,213.00] *Not included with Task Order No. 1*

- Prepare parcel plats/exhibits of 6 properties.
- Prepare metes and bounds descriptions.
- Set monumentation for each parcel.

A1.5 Aerial LiDAR [TO#1 $9,438.00]

- Conduct aerial LiDAR and photogrammetric mapping of approximately 109 acres, represented by the blue line on Exhibit "B." This is inclusive of all flight planning, data collection and processing, and analysis.

A1.6 Geotech Coordination [TO#2 $2,090.00] *Not included with Task Order No. 1*

- Coordinate with geotechnical consultant – Tolunay-Wong Engineers, Inc.

- Survey the location of geotechnical bore holes at completion of the drilling.

A1.7 SUE Coordination [TO#2 $3,993.00] *Not included with Task Order No. 1*

- Coordinate with the SUE consultant – Midtown Engineers, LLC.

- Provide SUE the surveyed utility data including appurtenances, paint marks, and pin flags in .DWG and .CSV file format.

- Reflect record utility data provided by SUE consultant on final deliverables, SUE consultant will be responsible for signing and sealing the location of underground utilities shown. Deliverables will be co-sealed by Surveyor and SUE consultant.

A1.8 Survey Deliverables

- Control Map with Index Sheet in .PDF file format signed, sealed, and certified by an RPLS as a Texas Society of Professional Surveyors (TSPS) Manual of Practice for Land Surveying in the State of Texas Category 11, Condition 2 Three-Dimensional Control Survey.

- Route Map in .PDF file format signed, sealed, and certified by an RPLS as a TSPS Manual of Practice for Land Surveying in the State of Texas Category 2 Route Survey.

- Topographic Survey in .DWG file format with accompanying survey report signed, sealed, and certified by an RPLS as a TSPS Manual of Practice for Land Surveying in the State of Texas Category 6, Condition 2 Topographic Survey.

- Parcel Plats and Descriptions (6 parcels) in .PDF format signed, sealed, and certified by the project RPLS as TSPS Manual of Practice Category 1A, Condition 2 Land Title Surveys.

- Point File in standard ASCII (PNEZD) format.
- Surface File in .XML format.
- Bore Hole Locations in standard ASCII (PNEZD) format.
- Orthophoto.

CITY COUNCIL UPDATE

December 5, 2023

Seabrook Boards and Commissions

SEABROOK

Seabrook Boards and Commission Updates

Open Space and Trails Committee

- Next Meeting December 7, 2023

Planning and Zoning Commission

- Next Meeting December 21, 2023

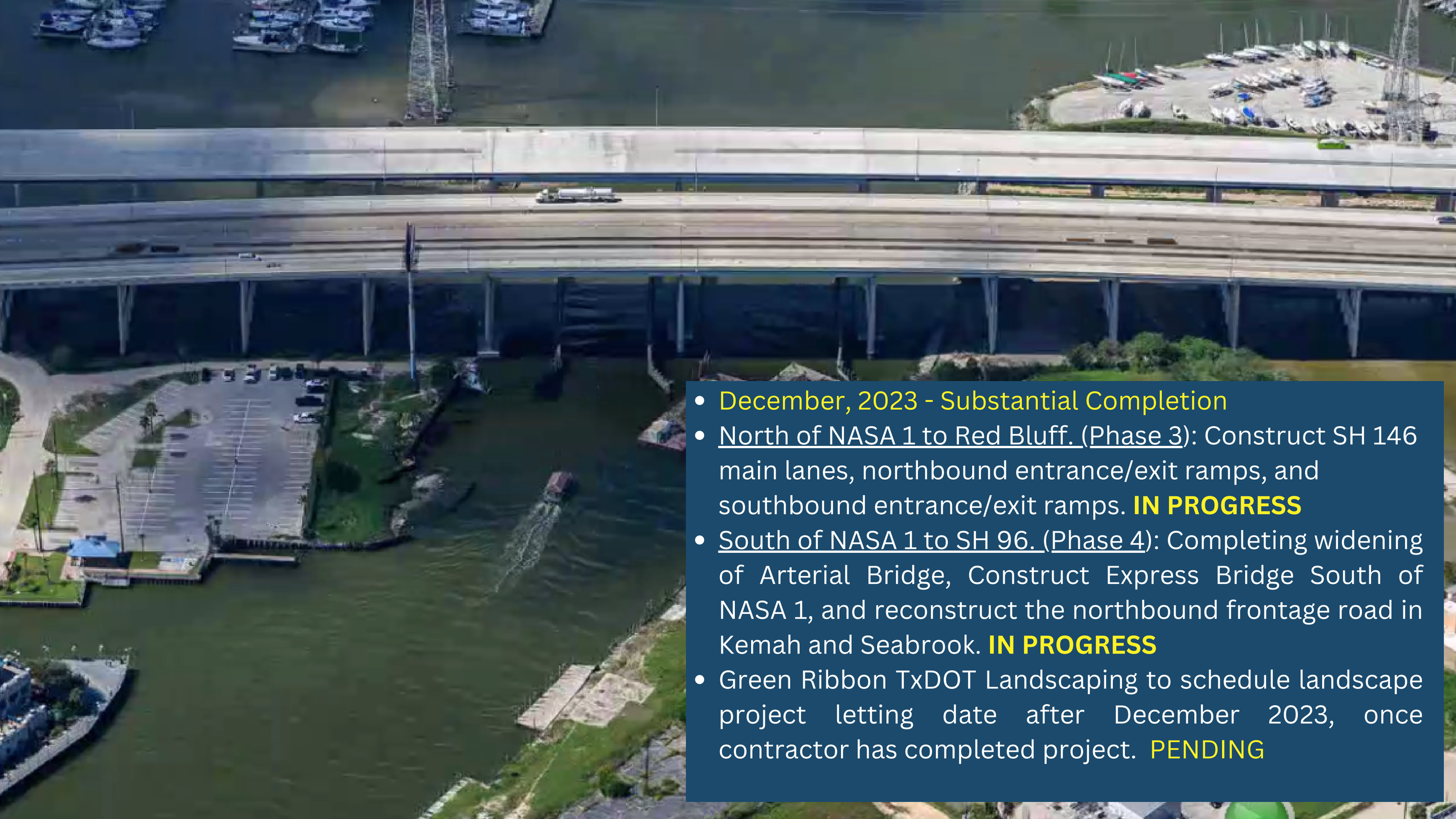
Economic Development Corporation

- Next Meeting December 14, 2023

SEABROOK

TxDOT SH 146 Expansion Projects

SEABROOK



- December, 2023 - Substantial Completion
- North of NASA 1 to Red Bluff. (Phase 3): Construct SH 146 main lanes, northbound entrance/exit ramps, and southbound entrance/exit ramps. **IN PROGRESS**
- South of NASA 1 to SH 96. (Phase 4): Completing widening of Arterial Bridge, Construct Express Bridge South of NASA 1, and reconstruct the northbound frontage road in Kemah and Seabrook. **IN PROGRESS**
- Green Ribbon TxDOT Landscaping to schedule landscape project letting date after December 2023, once contractor has completed project. PENDING

Port Houston
Rail Spur Project

SEABROOK

Port Houston

Rail Spur

- Diagnostics for underground components at rail crossing in progress
- Future meeting to determine any lane closures

Seabrook Capital Improvement Program (“CIP”) Project Updates

SEABROOK

Pine Gully Wastewater Treatment Plant #WW9 $35.2 million

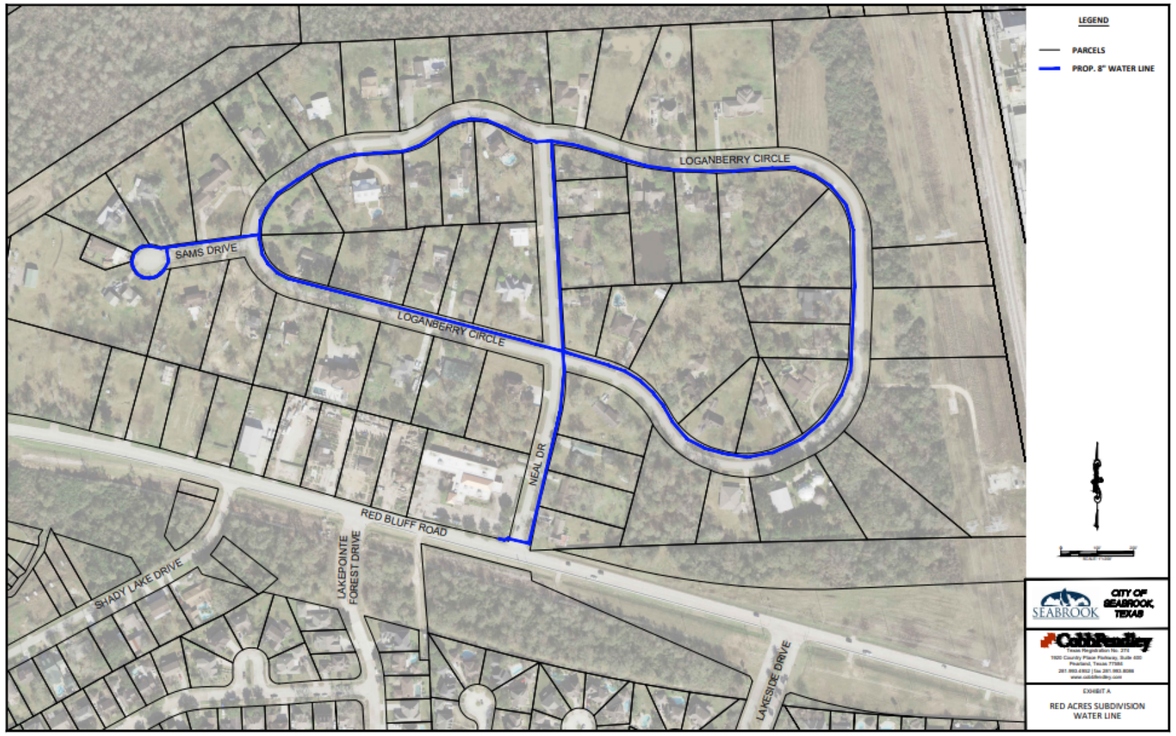
- Wastewater Plant Quarter Early to Mid 2024
- Lift Stations and Force Main Utilities Contractor demobilized
- Operations Building in progress with flooring, electrical, HVAC
- Manhole preparations
- Ongoing electrical conduit and components throughout project

CIP# W5 - WATER
Taylor Lake Water Line
$2,523,206 ARPA
Funded

Contractor: TCH

- **Lead line has pushed casing under Taylor Lake**
- **Social media post on possible noise has been distributed associated with engines**
- **Main distribution line bore within next 2 weeks**
- **Mobilization of crews near Boardwalk and by Kirby**

CIP# W9 - WATER
Red Oak Acres
Water Line

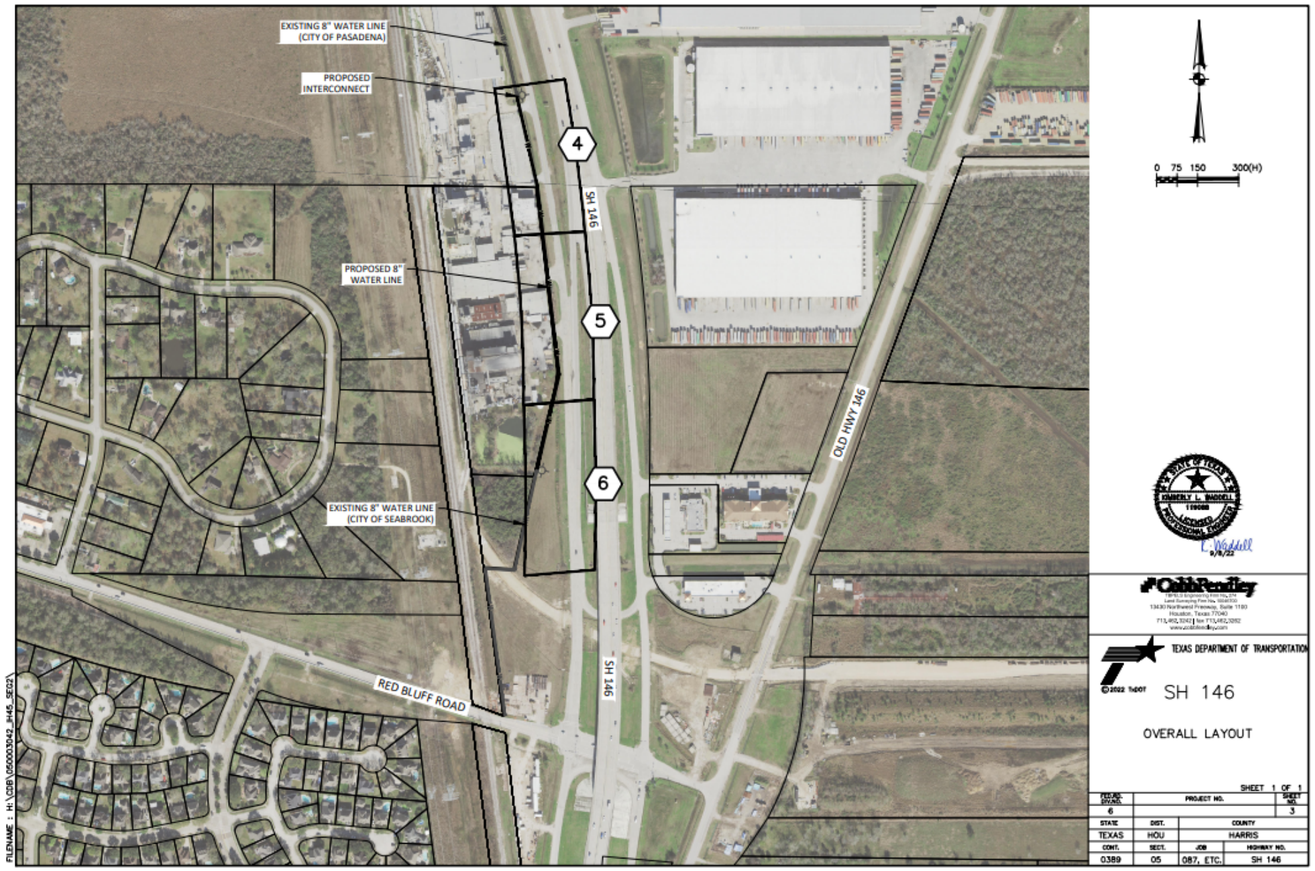


- Preliminary design underway
- After engineering, design and bid, this project is estimated to be complete in September 2024

April - September 2024

CIP# W16 - WATER
Old SH 146 Interconnect

- Plans are in design
- Right of Way and Easements are pending for final alignment



CIP# W21 - WATER
SH 146 SB Frontage Rd Interconnect

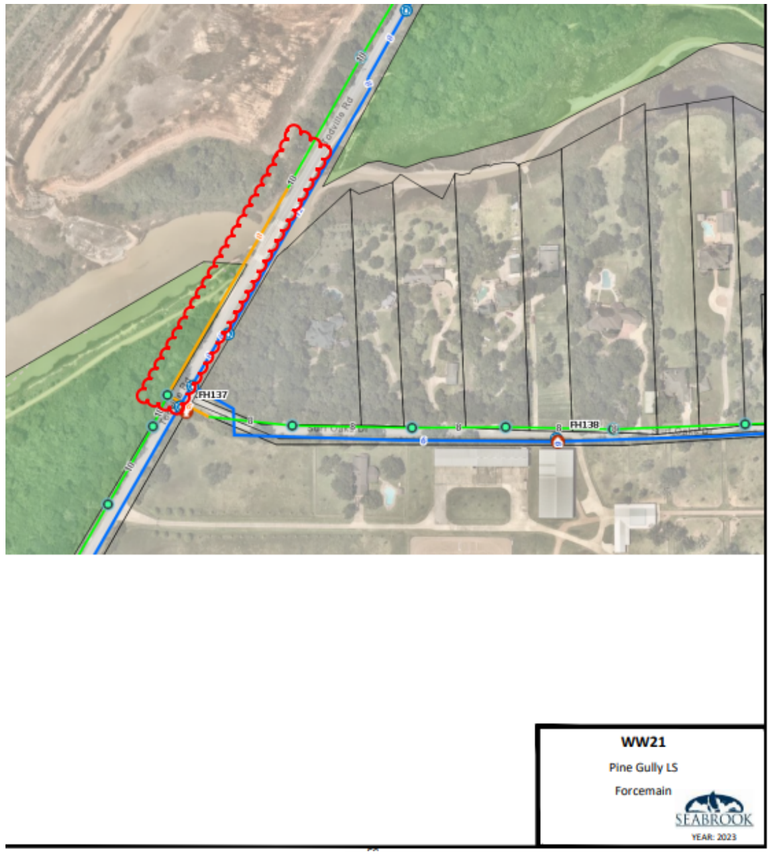
ON HOLD

- Fully Designed
- Project was bid
- Issue with City of Pasadena water line connection
- Pasadena is working on a connection line

In Design

CIP# WW14 - WASTEWATER
Lift Station No 5 Force Main Improvements
8" Force Main

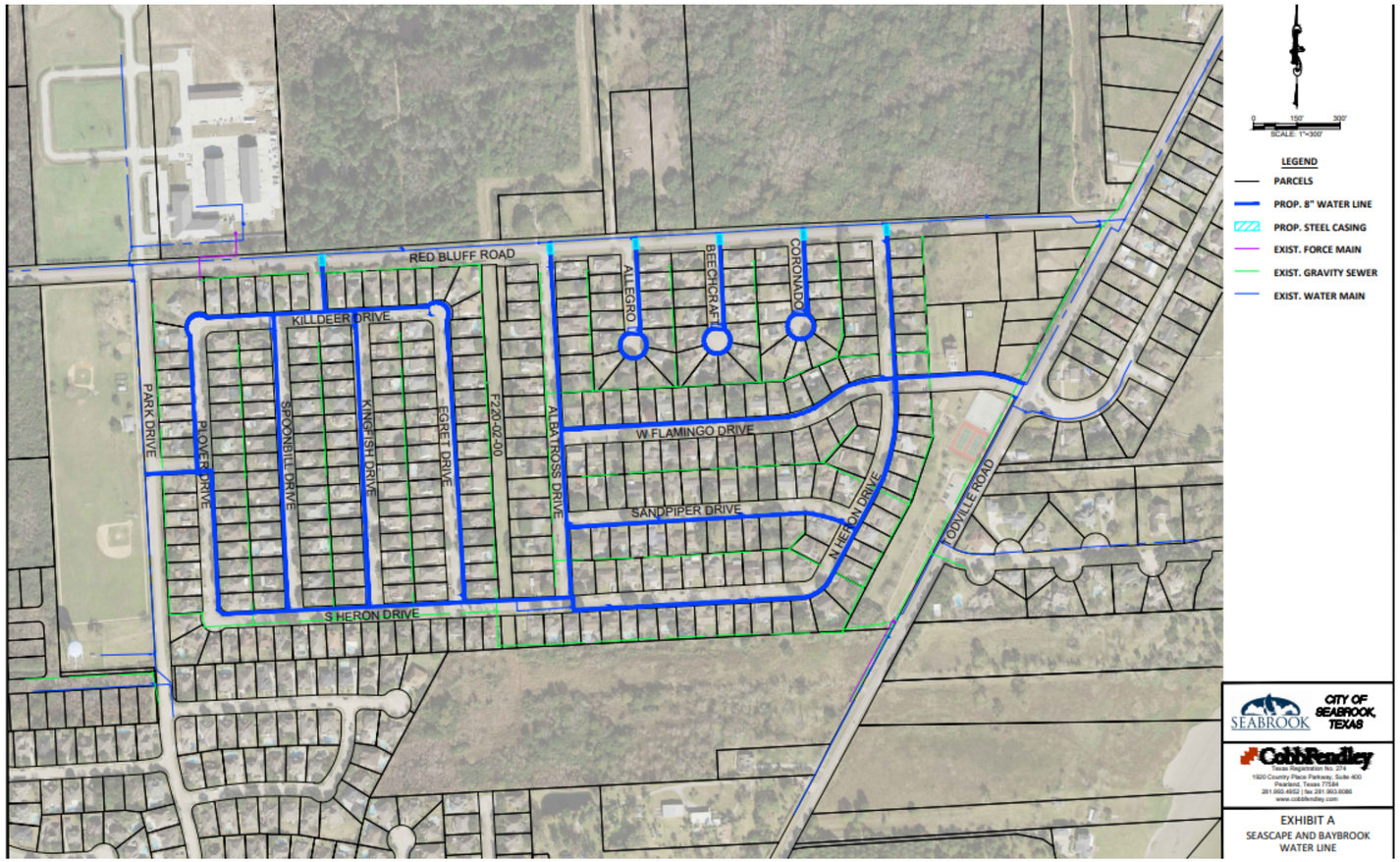
CIP# WW21 - WASTEWATER
Pine Gully Liftstation Forcemain Bore



In Design

CIP# W31 - WATER
Seascape Water Lines

CIP# W32 - WATER
Baybrook Water Lines



This is a water line improvement project to replace existing asbestos concrete (AC) water lines throughout both neighborhoods and increase capacity less than 6"

In Design

CIP# P24- FACILITIES
Pelican Municipal Pool Facility

- Staff working on a scope
- Additional meetings with Council to confirm before bidding

CenterPoint Substation Project

SEABROOK

- CenterPoint Substation website still in design and reported to be live in next 2 weeks
    - Site will allow for residents to submit questions to CenterPoint project team
- Projected completion of project end of May 2024
- Site work in progress
- Weather delays in excavation and dirt work slowed
- 14' Concrete Wall estimated start February - March 2024

Thank you