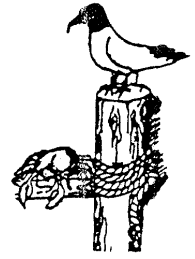




CITY OF SEADRIFT
Post Office Box 159/501 S. Main St.
Seadrift, Texas 77983
Tel: (361) 785-2251
Fax: (361) 785-2208
seadrift@seadrifftx.org



CITY OF SEADRIFT

MAY 8, 2025

6:00 PM SPECIAL MEETING

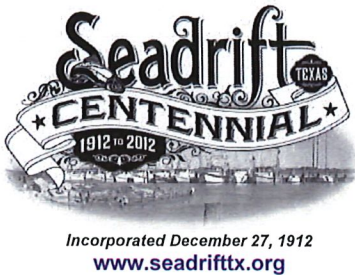
AGENDA PACKET

Seadrift City Hall - Council Chambers

501 S. Main St., Seadrift, TX 77983

Office: (361) 785-2251

Website: www.seadrifftx.org



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POSTED

MAY 05 2025

CITY SECRETARY

NOTICE OF CITY COUNCIL MEETING

ALL MEETINGS OF THE CITY COUNCIL ARE OPEN TO THE PUBLIC.
CLOSED SESSIONS CAN ONLY BEGIN FROM AN OPEN SESSION.

WORK SESSION AGENDA

THURSDAY, MAY 8, 2025, AT 5:30 P.M.

SEADRIFT CITY HALL, COUNCIL CHAMBERS, 501 S. MAIN ST., SEADRIFT, TX 77983

Public notice is hereby given that the Seadrift City Council of the City of Seadrift will meet in a Work Session on **Thursday, May 8, 2025**, beginning at **5:30 PM** at the **Seadrift City Hall, Council Chambers, 501 S. Main St., Seadrift, TX 77983**, to allow the City Council to study, gather information, and discuss items on the agenda or any other City business. No action will be taken during the Work Session.

SPECIAL MEETING AGENDA

THURSDAY, MAY 8, 2025, AT 6:00 P.M.

SEADRIFT CITY HALL, COUNCIL CHAMBERS, 501 S. MAIN ST., SEADRIFT, TX 77983

Public notice is hereby given that the Seadrift City Council of the City of Seadrift will meet on **Thursday, May 8, 2025**, beginning at **6:00 PM** at the **Seadrift City Hall, Council Chambers, 501 S. Main St., Seadrift, TX 77983**, for the purpose of discussing, considering, reviewing, and taking any action needed on the following items. *The following items may be considered in order of sequence OR the order may be moved around at the discretion of the Mayor or presiding officer during the meeting.*

1. **Call Meeting to Order**
 - a. Roll Call and Certification of a Quorum
 - b. Invocation & Pledge of Allegiance
2. **Citizen Comments.** Rules for speakers: Speakers must sign up using the Comment Form before the City Council meeting. Individuals wishing to speak during Citizen Comments must sign up before the meeting. Comment Forms can be found at Seadrift City Hall, before the meeting in the Council Chambers, or on the City's website at <https://seadrifftx.org/minutes-and-agendas>. Comment forms must be turned in and received by City Staff, before the Call to Order at the Council Meeting.
3. **City Secretary Job Description** – Take any action to approve the job description for the City Secretary position. *(Tracey Johnson)*
4. **Update regarding Water Treatment Plant Violations** – Hear an update from the Public Works Director regarding violations received by TCEQ. *(Tracey Johnson)*
5. **Executive Session** – At any time the City Council may adjourn into an Executive Session as needed on any of the foregoing and following agenda items for one or more of the purposes authorized by Chapter 551 of the Texas Government Code, in accordance with the authority contained in the following sections:
 - a. **Sections 551.071 (Attorney Consultation)** for consultation with the City Attorney regarding pending or contemplated litigation and/or any matter in which the attorney's duty to the City of Seadrift under the Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with discussion in an open meeting.
 - b. **Section 551.074 (Personnel)** for discussion regarding appointment of the City Secretary.

[Signature]
05/05/2025
@ 10:20 AM

CITY OF SEADRIFT – MAY 8, 2025, SPECIAL CITY COUNCIL MEETING

- 6. Action on Executive Session Items.** The City Council will reconvene into an open session and take action on any items discussed in the Executive Session.
- 7. Adjournment**

CERTIFICATION

I certify that a copy of the Notice of Meeting was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.seadrifftx.org, in compliance with Chapter 551, Texas Government Code.

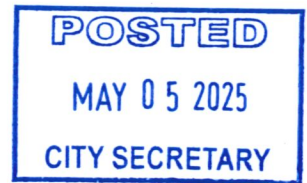
Signature: _____

Gabriela Torres, City Secretary

Date Posted: _____

05/05/25 @ 10:20 A.M.
Date and Time

The Seadrift City Hall Council Chambers are wheelchair-accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's Office at (361) 785-2251 or email g.torres@seadrifftx.org, two working days prior to the meeting for appropriate arrangements.





Incorporated December 27, 1912
www.seadrifftx.org

CITY OF SEADRIFT

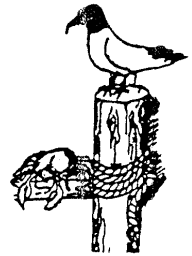
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JOB DESCRIPTION

POSITION: CITY SECRETARY

EMPLOYEE CLASSIFICATION: SALARIED – EXEMPT *(Set by the City Council on January 14, 2025)*

SUMMARY OF POSITION:

The City Secretary is appointed by the City Council. To plan, direct, manage, and oversee the activities and operations of the City Secretary's Office, including serving as liaison between the City Council and the public; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor, and City Council. Responsible for all paperwork pertaining to official business of the City Council, and for implementation of the City's records management program; acts as representative of the City at various functions; open records; municipal elections; records management; and all aspects of human resources. Position involves regular contact with the public in situations that affect the accomplishment of the job and requires considerable tact and diplomacy.

ORGANIZATIONAL RELATIONSHIPS:

This position is accountable to all of the City Council. Works closely with other Department Heads and Department Supervisors. Exercises supervision over clerical staff in City Hall and the Municipal Court.

MAJOR DUTIES:

- Provides administrative support to the Mayor and the City Council.
- Prepares and posts all agenda and meeting notices of the City Council and Council-appointed boards. Attends all City Council and Council-appointed board meetings and records all official proceedings; prepares and preserves accurate minutes and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings for the Council.
- Prepares documentation for and recordings of official City Council minutes, ordinances, resolutions, and other related business.
- Maintains official city records and oversees records management and retention program.
- Provides review and responds to public information requests.
- Administers the election process for the City of Seadrift.
- Prepare staff reports and other necessary correspondence.
- Assists the public and employees; provides information on departmental and city policies and procedures as required; and transfers inquiries to the appropriate individual or department as

CITY OF SEADRIFT – CITY SECRETARY JOB DESCRIPTION

necessary. Responds to and resolves difficult and sensitive citizen inquiries and complaints through established City practices and procedures.

- Certifies and executes official City documents; maintains custody of City Seal; administers and files oaths of office.
- Participates in the development and administration of the City Secretary's Office budget; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies, directs the monitoring and approval of expenditures through the administrative practices and procedures of the City; participates in the preparation of and implements budgetary adjustments as necessary.
- Oversee and facilitate all aspects of Human Resources. Coordinates and manages assigned programs' expertise in a variety of human resources activities to include benefits, benefits programs, compensation, workman's compensation/claims, and risk management, and maintains all City employees' personnel records. Conducts research and responds to a variety of inquiries from employees and retirees. Manages and oversees annual employee programs. Manages and oversees COBRA and FMLA administration, as well as property and casualty insurance for the City.
- Perform other job-related duties and responsibilities as assigned.

KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION:

- Knowledge of the Public Information Open Records Act
- Knowledge of the Open Meetings Act
- Knowledge of Election Laws and Procedures
- Good knowledge of records management operations
- Ability to manage an office and supervise the work of others
- Office procedures, methods, and computer equipment

MINIMUM QUALIFICATIONS:

- Bachelor's degree or three (3) years' experience related to the area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, such as those listed above.
- Must have a valid Texas Driver's license.
- Certified or registered in the Municipal Clerk Certification Program, i.e. Texas Municipal Clerk Association (TMCA). Ability to complete certification program within two (2) years.
- Must be a notary public or have the ability to become one after being hired.

Summary of Investigation Findings

CITY OF SEADRIFT

Investigation # 2040331

, CALHOUN COUNTY,

Investigation Date: 12/10/2024

Additional ID(s): 0290004

OUTSTANDING ALLEGED VIOLATION(S) ASSOCIATED TO A NOTICE OF VIOLATION

Track No: 810602 Compliance Due Date: 11/30/2022

30 TAC Chapter 290.42(l)

Alleged Violation:

Investigation: 1812659

Comment Date: 05/08/2022

Failed to have a thorough plant operations manual must be compiled and kept up-to-date for operator review and reference.

During the investigation conducted on April 5 and 19, 2022, it was documented that the City did not have a complete plant operations manual. The City did have technical specifications and procedures for operating the reverse osmosis equipment; however, the startup and shutdown procedures, as well as the routine operation and maintenance were missing.

Investigation: 1840566

Comment Date: 08/29/2022

During the record review that was conducted on August 29, 2022, the status of this outstanding alleged violation was evaluated. No information has been submitted regarding this violation.

Investigation: 1918586

Comment Date: 10/27/2023

During the record review that was conducted on October 27, 2023, the status of this outstanding alleged violation was evaluated. No information has been submitted regarding this violation.

Investigation: 2040331

Comment Date: 04/15/2025

During the investigation conducted from December 10, 2024 to February 18, 2025, the status of this outstanding alleged violation was evaluated. It was documented that the City did not have a plant operations manual. The City stated that the document may have been lost when the previous operator left.

Recommended Corrective Action: The City must have a thorough plant operations manual compiled and kept up-to-date for operator review and reference.

Track No: 810604 Compliance Due Date: 11/30/2022

30 TAC Chapter 290.46(t)

Alleged Violation:

Investigation: 1812659

Comment Date: 05/08/2022

Failed to have a legible sign at all production, treatment, and storage facilities.

During the investigation conducted on April 5 and 19, 2022, it was documented that the City did not have ownership signs at well 3 or the Falcon Point pump station.

Investigation: 1840566

Comment Date: 08/29/2022

During the record review that was conducted on August 29, 2022, the status of this outstanding alleged violation was evaluated. No information has been submitted regarding this violation.

Investigation: 1918586

Comment Date: 10/27/2023

During the record review that was conducted on October 27, 2023, the status of this outstanding alleged violation was evaluated. No information has been submitted regarding this

violation.

Investigation: 2040331

Comment Date: 03/21/2025

During the investigation conducted from December 10, 2024 to February 18, 2025, the status of this outstanding alleged violation was evaluated. It was documented that there was no ownership sign at Well No. 4.

Recommended Corrective Action: The City must have a legible sign at all production, treatment, and storage facilities.

Track No: 913228 **Compliance Due Date:** 05/26/2025

30 TAC Chapter 290.46(e)(2)(D)

Alleged Violation:

Investigation: 2040331

Comment Date: 04/24/2025

Failed to employ operators that have successfully completed at least one executive director-approved training course or event specific to the operations and maintenance of reverse osmosis (RO) or nanofiltration membrane treatment.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the City employed Mr. Rene Rodriguez Jr. (Groundwater Treatment Class C) and Mr. Terrell Jones (Groundwater Treatment Class C) to operate their water system. Neither of the operators had completed the required training regarding RO or nanofiltration membranes.

Recommended Corrective Action: The City must employ operators that have successfully completed at least one executive director-approved training course or event specific to the operations and maintenance of reverse osmosis (RO) or nanofiltration membrane treatment.

Track No: 913229 **Compliance Due Date:** 05/26/2025

30 TAC Chapter 290.121(b)

Alleged Violation:

Investigation: 2040331

Comment Date: 04/15/2025

Failed to maintain an up-to-date chemical microbiological monitoring plan.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the City's monitoring plan had not been updated since 2021. It did not include in plant sampling required for the reverse osmosis units. Additionally, the monitoring plan did not include the Falcon Point pump station or pressure plane.

Recommended Corrective Action: The City must maintain an up-to-date chemical and microbiological monitoring plan.

Track No: 913230 **Compliance Due Date:** 05/26/2025

30 TAC Chapter 290.46(n)

Alleged Violation:

Investigation: 2040331

Comment Date: 04/15/2025

Failed to maintain an accurate and up-to-date map of the distribution system so that valves and mains can be easily located during emergencies..

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the City's map of the distribution system was outdated. Specifically, several valves were located that were not documented on the map and the City was unable to find several valves documented on the map. The City also stated that several lines on the map were listed with inaccurate sizes. Additionally, the City had no distribution map for the Falcon Point pressure plane.

Recommended Corrective Action: The City must maintain an up-to-date distribution map.

Track No: 913231 **Compliance Due Date:** 05/26/2025**30 TAC Chapter 290.45(b)(1)(D)(v)****Alleged Violation:**

Investigation: 2040331

Comment Date: 03/21/2025

Failed to have emergency power for a system which serves more than 250 connections and does not meet the elevated storage requirement.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the City serves 950 connection and has no elevated storage. As such, they are required to provide emergency power; however, the generator at the City's treatment facility was inoperable at the time of the investigation.

Recommended Corrective Action: The City must have emergency power for a system which serves more than 250 connections and does not meet the elevated storage requirement.

Track No: 913232 **Compliance Due Date:** 05/26/2025**30 TAC Chapter 290.46(m)(1)****Alleged Violation:**

Investigation: 2040331

Comment Date: 03/21/2025

Failed to inspect each of the system's ground, elevated, and pressure tanks annually by water system personnel or a contracted inspection service.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the City had not inspected any of the tanks since 2016.

Recommended Corrective Action: The City must inspect each of the system's ground, elevated, and pressure tanks annually by water system personnel or a contracted inspection service.

Track No: 913233 **Compliance Due Date:** 05/26/2025**30 TAC Chapter 290.46(f)(3)(B)(v)****Alleged Violation:**

Investigation: 2040331

Comment Date: 04/24/2025

Failed to maintain records of the backflow prevention device programs.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the City had no documents relating to their backflow prevention device program.

Recommended Corrective Action: The City must maintain records of the backflow prevention device program.

Track No: 913234 **Compliance Due Date:** 05/26/2025**30 TAC Chapter 290.46(s)(1)****Alleged Violation:**

Investigation: 2040331

Comment Date: 03/21/2025

Failed to calibrate all well flow meters at least every three years.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the City had not calibrated the flow meter on Well No. 4 since 2016.

Recommended Corrective Action: The City must calibrate all well flow meters at least every

three years.

Track No: 913235 **Compliance Due Date:** 05/26/2025
30 TAC Chapter 290.41(c)(3)(O)

Alleged Violation:

Investigation: 2040331

Comment Date: 03/21/2025

Failed to properly protect all completed well units by intruder-resistant fences, the gates of which are provided with locks or shall be enclosed in locked, ventilated well houses to exclude possible contamination or damage to the facilities by trespassers.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the gate around Well No. 3 did not have a lock.

Recommended Corrective Action: The City must properly protect all completed well units by intruder-resistant fences, the gates of which are provided with locks or shall be enclosed in locked, ventilated well houses to exclude possible contamination or damage to the facilities by trespassers.

Track No: 913236 **Compliance Due Date:** 05/26/2025
30 TAC Chapter 290.42(e)(4)(A)

Alleged Violation:

Investigation: 2040331

Comment Date: 03/21/2025

Failed to have a full-face self-contained breathing apparatus (SCBA) or supplied air respirator that meets Occupational Safety and Health Administration (OSHA) standards for construction and operation, and a small bottle of fresh ammonia solution (or approved equal) for testing for chlorine leakage shall be readily accessible outside the chlorinator room and immediately available to the operator in the event of an emergency.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the City uses gaseous chlorine as a disinfectant; however, no SCBA or ammonia was available onsite.

Recommended Corrective Action: The City must have a full-face SCBA or supplied air respirator that meets OSHA standards for construction and operation, and a small bottle of fresh ammonia solution (or approved equal) for testing for chlorine leakage shall be readily accessible outside the chlorinator room and immediately available to the operator in the event of an emergency.

Track No: 913237 **Compliance Due Date:** 05/26/2025
30 TAC Chapter 290.43(d)(3)

Alleged Violation:

Investigation: 2040331

Comment Date: 03/21/2025

Failed to equip all air injection lines with filters or other devices to prevent compressor lubricants and other contaminants from entering the pressure tank.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the City had an air compressor permanently installed to the pressure tanks at the water treatment plant; however, there was no filter on the compressor line.

Recommended Corrective Action: The City must equip all air injection lines with filters or other devices to prevent compressor lubricants and other contaminants from entering the pressure tank.

Track No: 913238 **Compliance Due Date:** 05/26/2025
30 TAC Chapter 290.43(c)(4)

Alleged Violation:

Investigation: 2040331

Comment Date: 03/21/2025

Failed to equip all clearwells and water storage tanks with a liquid level indicator located at the tank site.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the Falcon Point ground storage tank did not have a liquid level indicator. Specifically, the tank had an installed ruler; however, there was no float to determine the water level.

Recommended Corrective Action: The City must equip all clearwells and water storage tanks with a liquid level indicator located at the tank site. The indicator can be a float with a moving target, an ultrasonic level indicator, or a pressure gauge calibrated in feet of water. If an elevated tank or standpipe has a float with moving target indicator, it must also have a pressure indicator located at ground level. Pressure gauges must not be less than three inches in diameter and calibrated at not more than two-foot intervals. Remote reading gauges at the owner's treatment plant or pumping station will not eliminate the requirement for a gauge at the tank site unless the tank is located at the plant or station.

Track No: 913239**Compliance Due Date:** 05/26/2025**30 TAC Chapter 290.46(m)****Alleged Violation:**

Investigation: 2040331

Comment Date: 04/24/2025

Failed to ensure the good working condition and general appearance of the system's facilities and equipment.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that reverse osmosis (RO) unit 3 was inoperable. The operator stated it had been in that condition for several years. Furthermore, the electrical components for the North and South RO units were malfunctioning. The overflow termination flap on the Falcon Point ground storage tank had a large gap. Leaks were observed on the transfer pumps, the service pumps, and both functioning RO units. The facility maintains a pair of aerators, one was inoperable and the functioning aerator had rusted through in several areas.

Recommended Corrective Action: The City must ensure the good working condition and general appearance of the system's facilities and equipment.

Track No: 913241**Compliance Due Date:** 05/26/2025**30 TAC Chapter 290.45(b)(1)(D)****Alleged Violation:**

Investigation: 2040331

Comment Date: 04/15/2025

Failed to provide two or more pumps that have a total capacity of 2.0 gpm per connection or that have a total capacity of at least 1,000 gpm and the ability to meet peak hourly demands with the largest pump out of service, whichever is less, at each pump station or pressure plane.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was determined that based on the City's connection count of 950, they are required to provide 1,900 gpm of service pump capacity. At the start of the investigation it was documented that one of the City's 780 gpm service pumps was inoperable and had been removed from service more than six months prior. The City currently provides 1,200 gpm of service pump capacity constitutes a 33 % deficiency.

Recommended Corrective Action: The City provided two or more pumps that have a total capacity of 2.0 gpm per connection or that have a total capacity of at least 1,000 gpm and the ability to meet peak hourly demands with the largest pump out of service, whichever is less, at each pump station or pressure plane.

Track No: 913242 **Compliance Due Date:** 05/26/2025**30 TAC Chapter 290.39(j)(1)(A)****Alleged Violation:**

Investigation: 2040331

Comment Date: 04/15/2025

Failed to submit and receive approval for plans and specifications for proposed changes to existing systems which result in an increase or decrease in production, treatment, storage, or pressure maintenance capacity.

During the investigation conducted from December 10, 2024 to February 18, 2025, it was documented that the following components had become inoperable and been removed from service: One of the City's aerators, one of the 0.075 MG GSTs, one of the 780 gpm service pumps, both Amiad 25 micron filters, and RO unit 3. Furthermore, the City installed a 800 gpm service pump. No notification was provided to TCEQ.

Recommended Corrective Action: The City must submit and receive approval for plans and specifications for proposed changes to existing systems which result in an increase or decrease in production, treatment, storage, or pressure maintenance capacity.

Track No: 913243 **Compliance Due Date:** 05/26/2025**30 TAC Chapter 290.118****30 TAC Chapter 290.39(l)****Alleged Violation:**

Investigation: 2040331

Comment Date: 04/24/2025

Failed to comply with the established site-specific requirements for a corrosion control study and as such violates the secondary constituent level for corrosivity.

On January 28, 2025, samples for corrosivity evaluation were collected.

CORROSIVITY REVIEW

Results of metals and minerals analysis from the City's entry point were reviewed. Corrosivity was evaluated using the TCEQ Corrosivity Grader using the data provided from the laboratory analysis. The following parameters were input in the TCEQ Corrosivity Grader:

Total Dissolved Solids (TDS) - 582 milligrams per liter (mg/L)

pH - 6.63

Temperature in °C - 23.0

Alkalinity (as CaCO₃) - 77 mg/L

Calcium (as CaCO₃) - 63.3 mg/L

Chloride - 280 mg/L

Sulfate - 9 mg/L

Indices Results: Langelier Saturation Index (LSI), -1.46; Ryznar Solubility Index (RSI), 9.56; Aggressiveness Index (AI), 10.32; Calcium Carbonate Precipitation Potential (CCPP), -54.62; Chloride to Sulfate Mass Ration (CSMR), 31.11.

Based on the Corrosivity Grader, the entry point water is considered corrosive.

A letter dated July 19, 2019, the TCEQ accepted the recommendation of the City's corrosion control study which included the use of blended phosphate. It was determined that the City had taken the phosphate offline at some point in the past.

Recommended Corrective Action: The City must comply with the established site-specific requirements for a corrosion control study and as such violate the secondary constituent level for corrosivity.

Track No: 913244 **Compliance Due Date:** 05/26/2025

30 TAC Chapter 290.118(f)(3)

Alleged Violation:

Investigation: 2040331

Comment Date: 04/15/2025

Failed to prevent the exceedance of the secondary constituent level for pH of 7.0 Standard Units.

On January 28, 2025, the pH was measured to be 6.63 at the City's entry point.

Recommended Corrective Action: The City must prevent the exceedance of the secondary constituent level for pH of 7.0 Standard Units.

**ALLEGED VIOLATION(S) NOTED AND RESOLVED
ASSOCIATED TO A NOTICE OF VIOLATION**

Track No: 913240**30 TAC Chapter 290.46(r)****Alleged Violation:**

Investigation: 2040331

Comment Date: 04/15/2025

Failed to provide a minimum pressure of 35 pound per square inch (psi) throughout the distribution system under normal operating conditions.

During the investigation conducted from December 10, 2024 to February 18, 2025, several pressure readings collected measured less than 35 psi. Specifically, on January 9, 2025, at 412 Dover St. the pressure measured 5.6 psi and 6.8 psi at a neighboring property. At a fire hydrant located at 1409 West Cleveland St. the pressure measured 32.2 psi and 11.1 psi at a residence adjacent to the hydrant, when the hydrant was being flushed.

From January 9 to 17, 2025, a pressure recorder was installed on the fire hydrant located at 1409 West Cleveland St. A review of the data documented that the average pressure was 35.4 psi and on January 10, 2025, from 1838 hours to 2053 hours the pressure was below 20 psi.

It was documented that the low pressure was due to the City only having their smallest service pump in service.

Recommended Corrective Action: No further action is required.

Resolution: From February 6 to 18, 2025, a pressure recorder was installed on the hydrant located at 1409 West Cleveland St. A review of the pressure data demonstrated that the facility averaged 59.0 psi and the minimum pressure recorded was 39.1 psi.