

CLEAR LAKE CITY WATER AUTHORITY

900 Bay Area Boulevard • Houston, Texas 77058 • 281/488-1164
• Fax 281/488-3400

April 8, 2013


To: All Persons Interested in the Meeting of the Clear Lake City Water Authority Board of Directors:

Notice is hereby given that the Board of the Clear Lake City Water Authority will convene in Regular Session open to the public at 900 Bay Area Boulevard within such Authority at 7:00 p.m. on April 11, 2013 for the following purposes:

1. Approve or correct minutes of the March 14, 2013 Regular Meeting;
2. Approve or correct minutes of the April 2, 2013 Special Meeting;
3. Comments from the floor (5 minute limitation);
4. Consider and act upon renewal of the CLCWA Employee Health Insurance Plan;
5. Consider and act upon request for utility service for Kaneka;
6. Consider and act upon a resolution accepting or denying a request for a Municipal Setting Designation for KBR at 900-910 Gemini;
7. Consider and act upon request for service to Dr. Romman's Office located at 11524 Space Center Blvd;
8. Consider and act upon request for service to CVS store at 2409 Bay Area Blvd;
9. Consider and act upon request for service to a proposed retail building at 11320 Space Center Blvd;
10. Consider Approving Amended Notice to Sellers and Purchasers;
11. Receive Tax Assessor/Collector Report ending March 31, 2013;
12. Consider Approving Resolution regarding Tax Exemptions for 2013;
13. Consider Approving Resolution Providing for a Penalty to Defray Cost of Collecting Delinquent Property Taxes;
14. Consider and act upon Financial Report ending February 28, 2013;
15. Consider and act upon the Operating Disbursement's Report ending March 31, 2013;
16. Review and approve Pay Application No. 1 for Water System Phase 5 Rehabilitation;

17. Review and approve Pay Application No. 3 for Water Plant No. 4 Interior and Exterior Recoating and Site Improvements;
18. Review and approve Pay Application No. 7 for the Sanitary Sewer Phase 53 Television Inspections;
19. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 54 Manhole Rehabilitation;
20. Review and approve Pay Application No. 1 for Lift Station No. 1 Rehabilitation;
21. Review and approve Pay Application No. 2 for Lift Station No. 15 Rehabilitation;
22. Review and approve Pay Application No. 3 & Final for the Digester Blower Replacements for the Robert T. Savely Water Reclamation Facility;
23. Review and approve Pay Application No. 2 for Storm Sewer Phase 22 Rehabilitation;
24. Review and approve Change Order No. 1 for Storm Sewer Phase 23 Rehabilitation;
25. Review and approve Pay Application No. 1 for Storm Sewer Phase 23 Rehabilitation;
26. Review and act upon the Engineer's Report and any matters pertaining to construction contracts;
27. Consider and act upon approval of the Capital Projects Disbursements;
28. Receive and act upon Attorney's Report;
29. Consider and act upon the Investment Summary ending February 28, 2013;
30. Receive General Manager's Report;
31. Old and New Business

Following the Board's consideration, and action if any, on the above items, the Board will adjourn from Regular Session and reconvene in Closed Session pursuant to §551.071 of the Government Code for the purpose of consulting with its attorney, pursuant to §551.072 of the Government Code to deliberate regarding real property and pursuant to §551.074 of the Government Code to discuss personnel matters.


Curtis Rodgers
Director of Utilities
Clear Lake City Water Authority

(SEAL)



CLEAR LAKE CITY WATER AUTHORITY
Board of Directors'
Regular Meeting Minutes
April 11, 2013

Regular Meeting The Board of Directors of the Clear Lake City Water Authority convened in regular session open to the public at the regular meeting place in its office at 7:00 p.m. on April 11, 2013. Roll was called of the members:

Quorum Present Ms. Gayle I. Yoder, President;
Mr. John Branch, Vice President;
Mr. Robert T. Savely, Secretary;
Mr. Vince Johnson, Director;
Mr. Gordon Johnson, Director.

All were present.

Also present were:

James Byrd, General Manager;
Curtis Rodgers, Director of Utilities
Bill Rosenbaum, Engineer;
William Schweinle, Attorney;
Julianne Kugle, Attorney.

(See visitor roster attached hereto as part of these minutes and identified as Exhibit A.)

1. Minutes of 03/14/13
Regular Meeting
Approved

Reading of the minutes of the March 14, 2013 meeting was waived due to all Directors having received copies prior to the meeting.

Thereupon, by motion duly made by Director Branch and seconded by Director G. Johnson, the Board voted unanimously to approve the minutes for the March 14, 2013 meeting.
2. Minutes of 04/02/13
Special Meeting
Approved

Reading of the minutes of the April 2, 2013 meeting was waived due to all Directors having received copies prior to the meeting.

Thereupon, by motion duly made by Director Savely and seconded by Director G. Johnson, the Board voted unanimously to approve the minutes for the April 2, 2013 meeting.
3. Comments from the
Floor

Ms. Shirley Kelly read a letter from customer C.L. Snell of 1190 Clear Lake City Blvd, regarding a broken hose in a car wash that caused a large leak. He is requesting a break in the water bill (67,000 gallons with the normal bill being around 30,000 gallons). He was told we do not have a policy for leak adjustment for commercial and therefore does not qualify for an adjustment. Ms. Kelly will call and tell him.

Mr. John Boynton of 943 Reseda was present to talk about his water bill. He regularly pays his bill but now has a late fee charge. He would like the late fee waived. The Board agreed the penalty cannot be waived.

4. CLCWA Employee Insurance Renewal Approved

Mr. Andy Bell with GBS, Inc. presented the Authority's employee health insurance renewal for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit B.)

Following a lengthy discussion, by motion duly made by Director Savely to accept the recommendation of GBS to renew Blue Cross Blue Shield of Texas (BCBS) for health and dental. The approved benefit plan is Proposal 1 (RM01). VSP is the vision coverage and CLCWA will remain with them to finish out the second year of the contract. Sun Life Insurance had the lowest rate for Life and Long-Term Disability Insurance and CLCWA will be terminating coverage with Lincoln Financial Group. Director V. Johnson seconded the motion and the Board voted unanimously to approve the insurance renewal.
5. Adjourn to Executive and Reconvene

The Board adjourned to Executive Session at 7:50 p.m. to consult with council and reconvened to open session at 9:05 p.m.
6. Commitment for Utility Service to Kaneka Approved

Director Savely made a motion to approve a commitment for utility service to Kaneka. Director Branch seconded the motion, and then the Board voted unanimously to approve Kaneka's utility service commitment.
7. Resolution for Municipal Setting Designation for KBR at 900-910 Gemini Approved

A resolution opposing the Municipal Setting Designation for KBR at 900-910 Gemini was presented to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit C.)

Thereupon, by motion duly made by Director Savely and seconded by Director V. Johnson, the Board voted unanimously to adopt a resolution opposing the Municipal Setting Designation for KBR at 900-910 Gemini.
8. Service to Dr. Romman's Office at 11524 Space Center Blvd. Approved

A request for water, sewer and drainage service to Dr. Romman's Office, located at 11524 Space Center Blvd. was presented to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit D.)

Thereupon, by motion duly made by Director Savely and seconded by Director Branch, the Board voted unanimously to approve water, sewer and drainage service to Dr. Romman's Office.
9. Service to a CVS store at 2409 Bay Area Blvd. Approved

A request for water, sewer and drainage service to CVS, located at 2409 Bay Area Blvd. was presented to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit E.)

Thereupon, by motion duly made by Director V. Johnson and seconded by Director Branch, the Board voted unanimously to approve water, sewer and drainage service to the CVS store.
10. Service to a proposed Retail Building at 11320 Space Center Blvd. Approved

A request for water, sewer and drainage service to a proposed Retail Building at 11320 Space Center Blvd. was presented to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit F.)

Thereupon, by motion duly made by Director Savely and seconded by Director Branch, the Board voted unanimously to approve water, sewer and drainage service to the proposed Retail Building.
11. Amended Notice to Sellers and Purchasers Approved

An amended Notice to Sellers and Purchasers was presented to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit G.)

Thereupon, by motion duly made by Director Savely and seconded by Director G. Johnson, the Board voted unanimously to approve the amended Notice to Sellers and Purchasers.

12. Tax Collector Report Received

Ms. Cumming presented a report of taxes collected and taxes outstanding as of March 31, 2013 for the Board's review. (Copy attached hereto as part of these minutes and identified as Exhibit H.)

13. Resolution Regarding Tax Exemptions for 2013

A Resolution Regarding Tax Exemptions for 2013 was presented to the Board for review and approval. This is an annual renewal of exemptions for over 65, veterans, and disabled and no changes were made from the previous one. (Copy attached hereto as part of these minutes and identified as Exhibit I.)

Thereupon, by motion duly made by Director V. Johnson and seconded by Director Savely, the Board voted unanimously to approve the Resolution Regarding Tax Exemptions for 2013.

14. Resolution Providing for a Penalty to Defray Cost of Collecting Delinquent Property Taxes

A Resolution Providing for a Penalty to Defray Cost of Collecting Delinquent Property Taxes was presented to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit J.)

Thereupon, by motion duly made by Director Savely and seconded by Director V. Johnson, the Board voted unanimously to approve the Resolution Providing for a Penalty to Defray Cost of Collecting Delinquent Property Taxes.

15. Financial Report Approved

The Financial Report ending February 28, 2013 was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit K.)

Thereupon, by motion duly made by Director Savely and seconded by Director G. Johnson, the Board voted unanimously to approve the Financial Report ending February 28, 2013.

16. Operating Disbursements Report Approved

The Operating Disbursements Report ending March 31, 2013 was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit L.)

Thereupon, by motion duly made by Director Branch and seconded by Director V. Johnson, the Board voted unanimously to approve the Operating Disbursements Report ending March 31, 2013.

17. Pay Application No. 1 for Water System Phase 5 Rehabilitation Approved

Mr. Rosenbaum presented Pay Application No. 1 for the Water System Phase 5 Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit M.)

Thereupon, by motion duly made by Director Savely and seconded by Director G. Johnson, the Board voted unanimously to approve Pay Application No. 1 for Alcott, Inc. dba TCH for \$29,873.70.

18. Pay Application No. 3 for Water Plant No. 4 Interior and Exterior Recoating and Site Improvements Approved

Mr. Rosenbaum presented Pay Application No. 3 for Water Plant No. 4 Interior and Exterior Recoating and Site Improvements for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit N.)

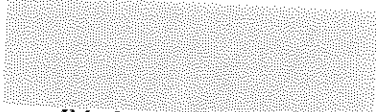
Thereupon, by motion duly made by Director Savely and seconded by Director G. Johnson, the Board voted unanimously to approve Pay Application No. 3 for Blastco Texas, Inc. for \$59,287.50.

19. Pay Application No. 7 for Sanitary Sewer Phase 53 TV Inspections
Approved
- Mr. Rosenbaum presented Pay Application No. 7 for Sanitary Sewer Phase 53 TV Inspections for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit O.)
- Thereupon, by motion duly made by Director Savely and seconded by Director G. Johnson the Board voted unanimously to approve Pay Application No. 7 for AAA Flexible Pipe Cleaning Company Inc. for \$20,903.25.
20. Pay Application No. 2 for Sanitary Sewer Phase 54 Manhole Rehabilitation
Approved
- Mr. Rosenbaum presented Pay Application No. 2 for Sanitary Sewer Phase 54 Manhole Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit P.)
- Thereupon, by motion duly made by Director Savely and seconded by Director G. Johnson, the Board voted unanimously to approve Pay Application No. 2 for CDC Unlimited, LLC for \$69,741.00.
21. Pay Application No. 1 for Lift Station No. 1 Rehabilitation
Approved
- Mr. Rosenbaum presented Pay Application No. 1 for Lift Station No. 1 Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit Q.)
- Thereupon, by motion duly made by Director Savely and seconded by Director G. Johnson the Board voted unanimously to approve Pay Application No. 1 for PMG, LLC for \$40,896.72.
22. Pay Application No. 2 for Lift Station No. 15 Rehabilitation
Approved
- Mr. Rosenbaum presented Pay Application No. 2 for Lift Station No. 15 Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit R.)
- Thereupon, by motion duly made by Director Branch and seconded by Director V. Johnson the Board voted unanimously to approve Pay Application No. 2 for T&C Construction, Ltd for \$17,941.50.
23. Pay Application No. 3 & Final for the Digester Blower Replacement at the Robert T. Savely Water Reclamation Facility
Approved
- Mr. Rosenbaum presented Pay Application No. 3 & Final for the Digester Blower Replacement at the Robert T. Savely Water Reclamation Facility the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit S.)
- Thereupon, by motion duly made by Director Savely and seconded by Director G. Johnson, the Board voted unanimously to approve Pay Application No. 3 & Final for JTR Constructors, Inc. for \$9,742.71.
24. Pay Application No. 2 for Storm Sewer Phase 22 Rehabilitation
Approved
- Mr. Rosenbaum presented Pay Application No. 2 for Storm Sewer Phase 22 Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit T.)
- Thereupon, by motion duly made by Director Savely and seconded by Director V. Johnson, the Board voted unanimously to approve Pay Application No. 2 for National Power Rodding Corporation for \$29,584.57.
25. Change Order No. 1 for Storm Sewer Phase 23 Rehabilitation
Approved
- Mr. Rosenbaum presented Change Order No. 1 for Storm Sewer Phase 23 Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit U.)
- Thereupon, by motion duly made by Director Branch and seconded by Director G. Johnson, the Board voted unanimously to approve Change Order No. 1 for R.L. Utilities, Inc. for \$14,125.00.

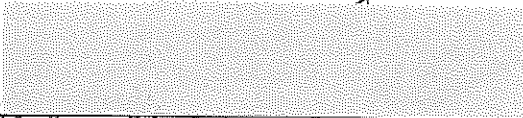
26. Pay Application No. 1 for Storm Sewer Phase 23 Rehabilitation
Approved
- Mr. Rosenbaum presented Pay Application No. 1 for Storm Sewer Phase 23 Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit V.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Branch, the Board voted unanimously to approve Pay Application No. 1 for R.L. Utilities, Inc. for \$33,237.00.
27. Engineer's Report
- Mr. Rosenbaum presented a written status of projects for the Board's review and discussion. (Copy attached hereto as part of these minutes and identified as Exhibit W.)
- Mr. Rosenbaum requested approval to advertise for Water System Phase 4 Rehabilitation, to be ratified at the next regular Board meeting.
- By motion duly made by Director Savely and seconded by Director V. Johnson, the Board voted unanimously to approve advertising for Water System Phase 4 Rehabilitation, subject to ratification at the next regular Board meeting.
28. Capital Projects Disbursements
Approved
- The Capital Projects Disbursements Report was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit X.)
- Thereupon, by motion duly made by Director Branch and seconded by Director G. Johnson, the Board voted unanimously to approve the Capital Projects Report in the amount of \$430,458.61.
29. Attorney's Report
- Nothing to report.
30. Investment Summary
Approved
- The Investment Summary ending February 28, 2013 was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit Y.)
- Thereupon, by motion duly made by Director Branch and seconded by Director Savely, the Board voted unanimously to approve the Investment Summary ending February 28, 2013.
31. General Manager's Report
- Mr. Byrd received a request from Mr. Tom Basil with the Clear Lake United Methodist Church. They received a late payment and asked if the Board would waive the late penalty fee. The Board agreed it cannot disregard the policy and waive the late fee.
- Mr. Byrd met with the City of Houston regarding the 42" water line replacement on Hwy. 3. The contractor's costs are not known yet. LAN is reviewing CLCWA's system to see if they should buy into excess water for future needs.
- There was a sewer back-up on Buccaneer. The inflow protector under manhole lid was broken. The back-up was cleared and the inflow protector was replaced.
- Mr. Curtis Rodgers reported that the Impact Fee Advisory Committee met on March 21, 2013. Mr. Rodgers read the committee minutes and it will be on the next agenda for Board approval.
32. Old and New Business
- None.

33. Meeting Adjourned

President Yoder declared the regular meeting adjourned at 9:40 p.m.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY
Vice President: John B. Branch



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)

DATE APPROVED: May 9, 2013

