



CLEAR LAKE CITY WATER AUTHORITY

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

April 9, 2018

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 (The "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 12, 2018 for the following purposes:

1. Approve or correct minutes of the March 8, 2018 Regular Meeting;
2. Approve or correct minutes of the March 15, 2018 Special Meeting;
3. Approve or correct minutes of the March 28, 2018 Impact Fee Committee Meeting;
4. Comments from the floor (5 minute limitation);
5. Consider and act upon a request for a 90 Day Extension of service for Lone Star Delivery and Process located at 11740 Space Center Blvd;
6. Consider and act upon a request for a 90 Day Extension of service for IPS at 4478 Genoa Red Bluff Rd;
7. Discuss and approve TCEQ Bond Application No. 38 for \$16,150,000 Bond Issue, including the Application for Approval and the Order Authorizing the Application, Engineering Report in support of BI #38 and any other related documents;
8. Consider and act upon renewal of the CLCWA Employee Health Insurance Plan;
9. Discuss and act upon presentation on new flood information for the area by Larry Dunbar;
10. Consider and act upon Lease Extension Proposal-Term Sheet from T-Mobile;
11. Receive Tax Assessor/Collector Report ending March 31, 2018;
12. Consider and act upon Financial Report ending February 28, 2018;
13. Consider and act upon the Operating Disbursement's Report ending March 8, 2018;
14. Receive bids and award contract for Administration Building Generator Replacement;
15. Review and approve Pay Application No. 5 for Sanitary Sewer Phase 73 Television Inspections;

16. Review and approve Pay Application No. 1 for Sanitary Sewer Phase 74 Television Inspections;
17. Review bids and award contract for Lift Station #4 Flowmeter;
18. Review and approve Change Order No. 1 for the Robert T. Savely Water Reclamation Facility Headworks Fine Screen;
19. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
20. Consider and act upon approval of the Capital Projects Disbursements;
21. Receive and act if necessary upon Attorney's Report;
22. Consider and act upon the Investment Summary ending February 28, 2018;
23. Receive General Manager's Report;
24. 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.



Jennifer Morrow
General Manager
Clear Lake City Water Authority

(SEAL)



CLEAR LAKE CITY WATER AUTHORITY

Board of Directors'

Regular Meeting Minutes

April 12, 2018

Regular Meeting

The Board of Directors of the Clear Lake City Water Authority (the "Authority") convened in regular session open to the public at the regular meeting place in its office at 7:00 p.m. on April 12, 2018. Roll was called of the members:

Quorum Present

Mr. John Branch, President;
Mr. Robert T. Savely, Vice-President;
Mr. W. Thomas Morrow, Secretary;
Mr. Gordon Johnson, Director;
Mr. John Graf, Director.

All were present except Mr. Graf. Mr. Savely arrived at 7:05 pm.

Also present were:

Ms. Jennifer Morrow, General Manager;
Mr. Samuel Johnson, Attorney;
Mr. Bill Rosenbaum, Engineer;
Mr. Larry Dunbar, Hydrologist;
Ms. Julianne Kugle, Bond Counsel, SK Law;
Mr. Stephen Eustis, Financial Advisor, R.W. Baird;
Mr. Trent Huff, Insurance Advisor, Gallagher
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;
Ms. Amy Suttle, Customer Service Supervisor;
Ms. Nikki Andrus, Recording Secretary.

(A visitor roster copy is on file in the official records of the Authority and identified as Exhibit A.)

1. Minutes of the 3/8/2018
Regular Meeting
Approved

Reading of the minutes of the March 8, 2018 Regular Meeting was waived due to all Directors having received copies prior to the meeting.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the March 8, 2018 Regular Meeting.

2. Minutes of the
3/15/2018 Special
Meeting
Approved

Reading of the minutes of the March 15, 2018 Special Meeting was waived due to all Directors having received copies prior to the meeting.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the March 15, 2018 Special Meeting.

3. Minutes of the
3/28/2018 Impact Fee
Committee Meeting
Approved

Reading of the minutes of the March 28, 2018 Impact Fee Committee Meeting was waived due to all Directors having received copies prior to the meeting.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the March 28, 2018 Impact Fee Committee Meeting.

4. Comments from the Floor

Resident Fred Swerdlin was present and asked if the Authority sent the letter to Harris County Flood Control District (HCFCD) regarding the CIP for Horsepen Bayou. The letter is being sent and we are waiting for a reply. Mr. Swerdlin asked if the HCFCD will be re-zoning their flood maps due to new information from Hurricane Harvey.

5. 90-Day Extension for Water, Sewer and Drainage Service to Lone Star Delivery and Process at 11740 Space Center Blvd
Approved

A request for a 90-day extension of water, sewer and drainage service to Lone Star Delivery and Process at 11740 Space Center Blvd, was presented to the Board for review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit **B**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the 90-day extension for water, sewer and drainage service.

6. 90 Day Extension of Water, Sewer and Drainage Service to IPS at 4478 Genoa Red Bluff
Approved

A request for a 90-day extension of water, sewer and drainage service to IPS at 4478 Genoa Red Bluff, was presented to the Board for review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit **C**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the 90-day extension of water, sewer and drainage service.

7. TCEQ Bond Application No. 38 for \$16,150,000, Application for Approval and Order Authorizing the Application, Engineering Report in Support of BI #38
Approved

An Application for Approval and Order Authorizing the Application for TCEQ Bond Application No. 38 for \$16,150,000, was presented to the Board for review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit **D**.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve the Application for Approval and Order Authorizing the Application.

8. Renewal of Employee Health Insurance
Approved

Renewal of the CLCWA Employee Health Insurance Plan was presented to the Board for review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit **E**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Savely, the Board voted unanimously to approve a motion to approve the renewal of the CLCWA Health Insurance Plan with a 5% increase in employee contributions and staying with Blue Cross Blue Shield.

9. Presentation from Larry Dunbar on New Flood Information for the CLCWA Area

A presentation was given by Mr. Larry Dunbar and discussion regarding the new flood information for the CLCWA area.

Mr. Dunbar will be working with Dr. Philip Bedient at Rice University on the new flood study for the CLCWA area.

10. Lease Extension Proposal – Term Sheet from T-Mobile
No Action

A Lease Extension Proposal – Term Sheet from T-Mobile was presented to the Board for review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit **F**.)

After discussion, there was no motion and no action taken.

11. Tax Collector's Report

The Tax Collector's Report ending March 31, 2018 was presented for the Board's review. (A copy of which is on file in the official records of the Authority and identified as Exhibit **G**.)

12. Financial Report Ending 2/28/18
Approved
- The Financial Report ending February 28, 2018 was presented to the Board for review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit H.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Savely, the Board voted unanimously to approve the Financial Report ending February 28, 2018.
13. Operating Disbursements Report
Approved
- The Operating Disbursements Report for the period ending March 31, 2018 was presented for the Board's review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit I.)
- Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve the Operating Disbursements Report for the period ending March 31, 2018. Due to a typo on the agenda, the date was corrected from March 8, 2018 to March 31, 2018.
14. Review Bids and Award Contract for Administration Building Generator Replacement
Approved
- Mr. Rosenbaum presented bids for the Administration Building Generator Replacement for the Board's review and discussion to consider options, accept or reject the bids. (A copy of which is on file in the official records of the Authority and identified as Exhibit J.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve awarding the contract to C.F. McDonald Electric, Inc. with a bid of \$262,469.00 and 150 calendar days.
15. Pay Application No. 5 for Sanitary Sewer Phase 73 TV Inspections
Approved
- Pay Application No. 5 for Sanitary Sewer Phase 73 TV Inspections was presented for the Board's review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit K.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Morrow, the Board voted unanimously to approve Pay Application No. 5 for Sanitary Sewer Phase 73 TV Inspections for CSI Consolidated, LLC. for \$22,299.62.
16. Pay Application No. 1 for Sanitary Sewer Phase 74 Television Inspections
Approved
- Pay Application No. 1 for Sanitary Sewer Phase 74 Television Inspections was presented for the Board's review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit L.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 1 for Sanitary Sewer Phase 74 Television Inspections for CLCWA for \$26,291.99.
17. Review Bids and Award Contract for Lift Station #4 Flowmeter
Approved
- Mr. Rosenbaum presented bids for the Lift Station #4 Flowmeter for the Board's review and discussion to consider options, accept or reject the bids. (A copy of which is on file in the official records of the Authority and identified as Exhibit M.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve awarding the contract to CDC Unlimited, LLC with a bid of \$42,805.00.
18. Change Order No. 1 for Robert T. Savely Water Reclamation Facility Headworks Fine Screen
Approved
- Change Order No. 1 for the Robert T. Savely Water Reclamation Facility Headworks Fine Screen was presented to the Board for review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit N.)
- Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve Change Order No.1 for the Robert T. Savely Water Reclamation Facility Headworks Fine Screen for R & B Group, Inc. for \$39,037.95

19. Engineers Report

A written status of projects was presented for the Board's review and discussion. (A copy of which is on file in the official records of the Authority and identified as Exhibit O.)

Discussion regarding Exploration Green Phase 2. The contracts have been executed and a pre-construction meeting is scheduled.

Discussion regarding flooding in Meadowgreen, Bay Forest and University Green.

Discussion about a drainage impact analysis for Phase 3A & 4. LAN will submit to HCFCFCD when complete, and then work on submitting 3B to HCFCFCD

20. Capital Projects
Disbursement Report
Approved

The Capital Projects Disbursements Report was presented for the Board's review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit P.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the Capital Projects Report in the amount of \$205,386.13.

21. Attorney's Report

Mr. Samuel Johnson discussed the letter that was sent to the attorney representing the business owners at 200-390 E Medical Center, regarding the fire hydrant and fire line on their property.

22. Investment Summary
Approved

The Investment Summary for the period ending February 28, 2018 was presented for the Board's review and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit Q.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the Investment Summary for the period ending February 28, 2018.

23. General Manager's
Report

Ms. Morrow reported that the 3 HSI blowers at the Treatment Plant are in need of repair and replacement. His was bought by a new company and they are offering 1 free blower, replacing 2 HSI at a discounted price, and to retrofit one at their cost and the Authority would only pay for installation.

Ms. Morrow reported an alligator in a Phase 2 pond at Exploration Green will be relocated soon. Trying to find someone who can capture and relocate.

Ms. Morrow discussed the possibility of extending the Authority water and sewer lines down Bay Area Blvd to Red Bluff Rd, to allow service to an area for future development.

24. Old and New Business

Mr. Branch discussed the Grand Opening of Exploration Green Phase 1 on April 28, 2018, from 10:00 am to 2:00 pm.

25. Meeting Adjourned

President Branch declared a recess of the open meeting at 9:53 pm.

After a brief recess an Executive Session was held from 9:58 pm to 10:48 pm to consult with the Attorney regarding legal matters.

After Executive Session the open meeting was reconvened at 10:48 pm.

President Branch declared the open meeting adjourned at 10:49 pm.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 5-10-18