



## CLEAR LAKE CITY WATER AUTHORITY

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

December 11, 2017

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

Notice of an AMENDED agenda 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 December 14, 2017 for the following purposes:

1. Approve or correct minutes of the November 9, 2017 Regular Meeting;
2. Comments from the floor (5 minute limitation);
3. Consider and act upon request for a 90 Day Commitment Extension for Lone Star Delivery and Process located at 11740 Space Center Blvd;
4. Discuss and act upon request from South Taylor Lake Village Water Supply Corporation to be annexed;
5. Consider and act upon approving an updated flood study by Dr. Philip Bedient;
6. Consider and act upon Amended and Restated Water Tower Lease Agreement with Verizon Wireless;
7. Consider and act upon an Interlocal agreement with Harris County for a grant to help fund Exploration Green trails;
8. Consider and act upon Amended Notice to Sellers and Purchasers;
9. Consider and act upon revised policy ADM-220 Vacation Time;
10. Receive Tax Assessor/Collector Report ending November 30, 2017;
11. Consider and act upon Financial Report ending September 30, 2017;
12. Consider and act upon Financial Report ending October 31, 2017;
13. Consider and act upon the Operating Disbursement's Report ending November 30, 2017;
14. Review and approve Pay Application No. 4 for Sanitary Sewer Phase 70 Rehabilitation;

15. Review and approve Pay Application No. 1 for Sanitary Sewer Phase 73 TV Inspections;
16. Review and approve Pay Application No. 8 for Exploration Green Detention Pond Phase 1C;
17. Review and approve Pay Application No. 2 for Storm Sewer Phase 39 TV Inspection;
18. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
19. Consider and act upon approval of the Capital Projects Disbursements;
20. Receive and act if necessary upon Attorney's Report;
21. Consider and act upon the Investment Summary ending October 31, 2017;
22. Consider and act upon water, sewer and drainage service to Armand Bayou Elementary School at 16000 Hickory Knoll;
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  
December 14, 2017

- 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 December 14, 2017. 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. Branch and Mr. Savely. Mr. Morrow was appointed as acting President and Mr. Graf is acting Secretary.
- Also present were:
- Ms. Jennifer Morrow, General Manager;  
Mr. Curtis Rodgers, Director of Utilities;  
Mr. Samuel Johnson, Attorney;  
Mr. Tim Green, Attorney;  
Mr. Bill Rosenbaum, Engineer;  
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;  
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 11/09/2017 Regular Meeting Approved  
Reading of the minutes of the November 9, 2017 Regular Meeting was waived due to all Directors having received copies prior to the meeting.  
  
Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve the minutes of the November 9, 2017 Regular Meeting with an amendment to item No. 7 to change the wording to read a request was made by the Board for Dr. Philip Bedient to provide a proposal for a current flood study in the area.
  2. Comments from the Floor  
There were no comments.
  3. 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 located 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve a 90 day extension of water, sewer and drainage service to Lone Star Delivery and Process.

4. Request for Annexation by South Taylor Lake Water Supply Corporation Discussed

A request was made by the South Taylor Lake Village Water Supply Corporation (STLWSC) to be annexed into the Authority. The Board noted that this is only a discussion on the status of the annexation request and there is nothing to act upon at this time. The discussion included the status of the review and concerns regarding annexing the proposed system and area. Concerns discussed included the operation of the current facility, system upgrades, fire protection, insurance and potential future development affecting the system.
5. Proposal of New Flood Study by Dr. Philip Bedient Approved

A proposal for a new flood study of the area by Dr. Philip Bedient 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve the proposal for the new flood study.
6. Amended and Restated Water Tower Lease Agreement with Verizon Wireless Approved

An Amended and Restated Water Tower Lease Agreement with Verizon Wireless 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve the Amended and Restated Water Tower Lease Agreement with Verizon Wireless.
7. Interlocal Agreement with Harris County for a Grant to Help Fund Exploration Green Trails

An Interlocal Agreement with Harris County to help fund Exploration Green Trails 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 Johnson and seconded by Director Graf, the Board voted unanimously to approve the Interlocal Agreement with Harris County.
8. Amended Notice to Sellers and Purchasers Approved

An Amended Notice to Sellers and Purchasers 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.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve the Amended Notice to Sellers and Purchasers.
9. Revision to Policy ADM-220 Vacation Time Approved

A Revision to Policy ADM-220 Vacation Time 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 G.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the Revision to Policy ADM-220.
10. Tax Collector's Report

The Tax Collector's Report ending November 30, 2017 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 H.)
11. Financial Report Ending 9/30/17 Approved

The Financial Report ending September 30, 2017 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 I.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve the Financial Report ending September 30, 2017.

12. Financial Report Ending 10/31/17

The Financial Report ending October 31, 2017 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 J.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the Financial Report ending October 31, 2017.
13. Operating Disbursements Report Approved

The Operating Disbursements Report for the period ending November 30, 2017 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 Johnson and seconded by Director Graf, the Board voted unanimously to approve the Operating Disbursements Report for the period ending November 30, 2017.
14. Pay Application No. 4 for Sanitary Sewer Phase 70 Rehabilitation Approved

Pay Application No. 4 for Sanitary Sewer Phase 70 Rehabilitation 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 4 for Sanitary Sewer Phase 70 Rehabilitation for T Construction, LLC for \$105,828.84.
15. Pay Application No. 1 for Sanitary Sewer Phase 73 TV Inspections Approved

Pay Application No. 1 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 M.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 1 for Sanitary Sewer Phase 73 TV Inspections for CSI Consolidated, LLC. for \$32,966.60.
16. Pay Application No. 8 for Exploration Green Detention Ponds Phase 1C Approved

Pay Application No. 8 for Exploration Green Detention Ponds Phase 1C 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 N.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 8 for Exploration Green Detention Ponds Phase 1C for LECON, Inc. for \$139,374.63.
17. Pay Application No. 2 for Storm Sewer Phase 39 TV Inspection Approved

Pay Application No. 2 for Storm Sewer Phase 39 TV Inspection 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 O.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 2 for Storm Sewer Phase 39 TV Inspection for R.L. Utilities, LLC for \$51,063.48.
18. 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 P.)
19. 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 Q.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the Capital Projects Report in the amount of \$415,431.84.

20. Attorney's Report

Attorney Samuel Johnson reported that T-Mobile would like to amend the contract to provide a lower guaranteed rent rate. The Board requested some information including what they currently have and where and the current price they are paying. The Board requested this to be an agenda item at the next meeting.

21. Investment Summary  
Approved

The Investment Summary for the period ending October 31, 2017 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 R.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the Investment Summary for the period ending October 31, 2017.

22. Water, Sewer and  
Drainage Service to  
Armand Bayou  
Elementary School at  
16000 Hickory Knoll  
Approved

A request for water, sewer and drainage service to Armand Bayou Elementary School at 16000 Hickory Knoll 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 S.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve water, sewer and drainage service to Armand Bayou Elementary School.

23. General Manager's  
Report

Ms. Morrow reported the CLCWA employee Christmas Party will be held Friday, December 22, 2017 and invited the Board to attend.

Ms. Morrow reported the 24" Water Line repair was completed and is back in service.

Ms. Morrow reported the Feathercraft sinkhole has been repaired.

Ms. Morrow reported that the construction of the trails at Exploration Green Phase 1 has been delayed due to weather.

Ms. Morrow handed out sheets showing the design of the new proposed water plant office and shop building.

24. Old and New Business

None.

25. Meeting Adjourned

Acting President Morrow declared a recess of the open meeting adjourned at 9:22 pm.

After a brief recess an Executive Session was held from 9:26 pm to 9:37 pm to consult with the Attorney regarding legal matters.

After Executive Session the open meeting was reconvened at 9:37 pm.

Acting President Morrow declared the open meeting adjourned at 9:38 pm.



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President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY



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Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY  
*"Acting Secretary"*

(SEAL)



DATE APPROVED: 1-11-18