

CLEAR LAKE CITY WATER AUTHORITY

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

July 11, 2016

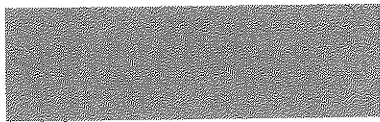
To: All Persons Interested in the Meeting of the Clear Lake City Water Authority Board of Directors:

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 July 14, 2016 for the following purposes:

1. Approve or correct minutes of the May 12, 2016 Regular Meeting;
2. Comments from the floor (5 minute limitation);
3. Consider and act upon approval of water, sewer and drainage service to Bell's Little Angels located at 2010 Reseda;
4. Consider and act upon approval of water, sewer and drainage service to the NASA Road Apartments located at 1235 NASA Pkwy;
5. Consider and act upon approval of water, sewer and drainage service to Clear Lake AME Church located at 2500 Cyberonics Blvd.;
6. Consider and act upon revision of policy R&S-40 Billing Procedures and Delinquent Accounts;
7. Consider and act upon delegation of authority for the General Manager to act on behalf of the Authority with respect to dealings with NASA;
8. Consider and act upon Earnest Money Contract for purchase of Elevated Storage Tank Site #6 from Trendmaker Homes, Inc.;
9. Consider update Capital Improvement Plan for upcoming Bond Election;
10. Consider and act upon Order Adopting Engineering Report and Order Calling Bond Election;
11. Receive Tax Assessor/Collector Report ending June 30, 2016;
12. Consider and act upon Financial Report ending May 31, 2016;
13. Consider and act upon the Operating Disbursement's Report ending June 30, 2016;
14. Authorize the advertising for construction bids for Lift Station No. 18;

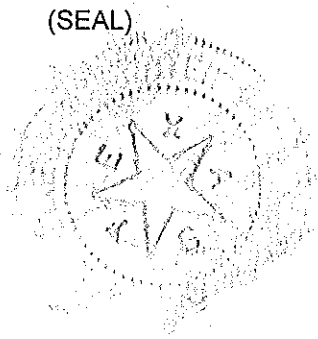
15. Review and approve Pay Application No. 1 for Sanitary Sewer Phase 68 Rehabilitation;
16. Review and approve Pay Application No. 1 for Exploration Green Detention Pond Phase 1B;
17. Review and approve Pay Application No. 1 for Storm Sewer Phase 34 Rehabilitation;
18. Review construction bids and award the contract for Storm Sewer Phase 33 Rehabilitation;
19. Review and act 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 upon Attorney's Report;
22. Consider and act upon the Investment Summary ending May 31, 2016;
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
July 14, 2016

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 July 14, 2016. Roll was called of the members:

Quorum Present

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

All Board Members were present except John Branch, President. Robert T. Savely was appointed as acting Board President.

Also present were:

Mr. Curtis Rodgers, Director of Utilities;
Mr. Bill Rosenbaum, Engineer;
Mr. Samuel Johnson, Attorney;
Ms. Sarah Danford, Recording Secretary;
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;
Mr. Stephen Eustis, Financial Advisor.

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

1. Minutes of 6/9/2016
Regular Meeting
Approved

Reading of the minutes of the June 9, 2016 Regular Meeting was waived due to all Director's 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 June 9, 2016 Regular Meeting, subject to ratification at the next Board meeting to correct the date.

2. Comments from the
Floor

Resident Mark Churchman requested to have late fees on his account reversed due to banking error. Director Morrow requested to have Mr. Churchman's late fees currently suspended while the Authority researches his account and requested to have this matter added as an agenda item for the August meeting.

3. Service to
2010 Reseda,
Houston TX 77062
Approved

A request for water, sewer, and drainage service to Bell's Little Angels located at 2010 Reseda, 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 the request for water, sewer and drainage service to Bell's Little Angels subject to the detention pond expansion completion, and a commitment letter will be issued.

4. Service to
1235 NASA Parkway,
Houston TX 77058
Approved

A request for water, sewer, and drainage service to NASA Road Apartments located at 1235 NASA Parkway, Houston Texas 77058 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 request for water, sewer and drainage service to NASA Road Apartments, contingent upon the commitment letter language to be revised by the Attorney addressing their financial status.

- 5. Service to
2500 Cyberonics Blvd.,
Houston TX 77058
Approved

A request for water, sewer, and drainage service to Clear Lake AME Church located at 2500 Cyberonics Blvd, Houston Texas 77058 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve the request for water, sewer and drainage service to Clear Lake AME Church and a commitment letter will be issued.

- 6. Policy R&S-40 Billing
Procedures and
Delinquent Accounts
Approved

Policy R&S-40 Billing Procedures and Delinquent Accounts was approved to have reconnect fees increase from \$25 to \$50. Director Graf requested to review the policy further to be discussed at future Board meeting. (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 Graf, the Board voted unanimously to approve the revisions on Policy R&S-40.

- 7. Delegation of Authority
for the General Manger
to act on behalf of the
Authority on Dealings
with NASA
Approved

Authorization giving the General Manager, Jennifer Morrow, authority to act on behalf of the Authority on dealings with NASA. Director Savely, Director Morrow, and Director Graf will provide signed copies of FORM CIS Local Government Officer Conflicts Disclosure Statement to be uploaded on CLCWA's website. (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 Morrow and seconded by Director Graf, the Board voted unanimously to approve the authorization giving the General Manager, Jennifer Morrow, authority to act on behalf of the Authority on dealings with NASA.

- 8. Earnest Money
Contract
Approved

An Earnest Money Contract for Trendmaker Homes, Inc. for the purchase of Elevated Storage Tank Site #6 was presented to 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 Morrow and seconded by Director Graf, the Board voted unanimously to approve the Earnest Money Contract for Trendmaker Homes, Inc.

- 9. Capital Improvement
Plan for Bond Election
Approved

The Capital Improvement Plan for the Bond Election was presented to the Board for review and approval. After a board discussion, Mr. Rosenbaum will provide a revised copy of the Capital Improvement Plan for \$88 million for the November Bond Election. (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 Graf, the Board voted unanimously to approve the revised Capital Improvement Plan for \$88 million for the November Bond Election.

- 10. Order Adopting
Engineering Report
And Order Calling Bond
Election
Approved

An order adopting the Engineering Report was presented to the Board for review and approval. Mr. Stephen Eustis presented the Board a Bond Election Analysis for the proposed Bond Election total amount of \$88 Million. (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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve the Engineering Report and Tax Analysis.

11. Tax Assessor/Collectors Report
Report
Approved

Tax Assessor/Collectors Report ending June 30, 2016 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 J.)

12. Financial Report
Approved

The Financial Report for the period ending May 31, 2016 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve the Financial Report for the period ending May 31, 2016.

13. Operating Disbursements Report
Approved

The Operating Disbursements Report for the period ending June 30, 2016 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 the Operating Disbursements Report for the period ending June 30, 2016.

14. Authorize Advertising for Lift Station No. 18
Approved

Mr. Rosenbaum requested Board approval to authorize the solicitation of bids for the Lift Station No. 18.

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve advertising for bids for Lift Station No. 18.

15. Pay Application No. 1 for Sanitary Sewer Phase 68 Rehabilitation
Approved

Mr. Rosenbaum presented Pay Application No. 1 for Sanitary Sewer Phase 68 Rehabilitation 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 1 for Sanitary Sewer Phase 68 Rehabilitation to PM Construction and Rehab, LLC. For \$70,410.06.

16. Pay Application No. 1 for Exploration Green Detention Pond Phase 1B
Approved

Mr. Rosenbaum presented Pay Application No. 1 for Exploration Green Detention Pond Phase 1B 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. 1 for Exploration Green Detention Pond Phase 1B to Lecon, Inc. for \$18,000.

17. Pay Application No. 1 for Storm Sewer Phase 34 Rehabilitation
Approved

Mr. Rosenbaum presented bids for Pay Application No. 1 for Storm Sewer Phase 34 Rehabilitation 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 1 for Storm Sewer Phase 34 Rehabilitation to CDC Unlimited, LLC. for \$55,536.30.

18. Review Bids for Storm Sewer Phase 33 Rehabilitation
Approved

Mr. Rosenbaum presented bids for Storm Sewer Phase 33 Rehabilitation for the Boards 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 P.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve awarding the contract to the low bidder, National Power Rodding Corp. for \$294,570.00 and 135 Calendar days.

19. Engineers Report
Approved

Mr. Rosenbaum presented a written status of projects 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 Q.)

20. Capital Projects
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 R.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve the Capital Projects Report in the amount of \$373,851.25.

21. Attorney's Report

Samuel Johnson updated the Board on the status of the reuse permit amendment and SOAH.

22. Investment Summary
Approved

The Investment Summary for the period ending May 31, 2016 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 S.)

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 May 31, 2016.

23. General Manager's
Report
Approved


Mr. Curtis Rodgers spoke on behalf of Ms. Jennifer Morrow, in her absence. He informed the Board regarding Exploration Green Phase 1A Re-seeding.

24. Old and New Business
Approved

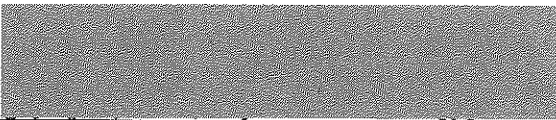
Director Graf requested to review the cost of Shingle's Vaccination to offer to the Authority employees.

25. Meeting Adjourned

Director Savely declared the meeting adjourned at 8:45 pm.

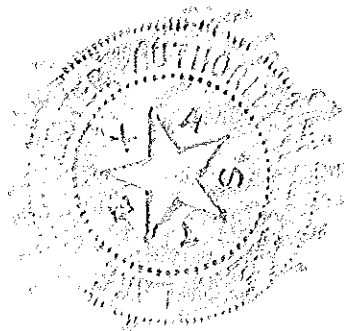


President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 8/11/16