



CLEAR LAKE CITY WATER AUTHORITY

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

• Fax 281/488-3400

August 5, 2019

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 August 8, 2019 for the following purposes:

1. Approve or correct minutes of the June 27, 2019 Special Meeting;
2. Approve or correct minutes of the July 11, 2019 Regular Meeting;
3. Comments from the floor (5 minute limitation);
4. Presentation from Frank Elliott, WWTP Superintendent, about the Omnisite program;
5. Review bids and award contract for the Water Barn Administration Building at 17507 El Camino Real;
6. Receive Tax Assessor/Collector Report ending July 31, 2019;
7. Consider and act upon Financial Report ending May 31, 2019;
8. Consider and act upon the Operating Disbursement's Report ending July 31, 2019;
9. Review and approve Pay Application No. 7 for Elevated Storage Tank No. 6;
10. Review and approve Change Order No. 2 for Elevated Storage Tank No. 6;
11. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 76 Manhole Rehabilitation;
12. Review and approve Pay Application No. 3 for Sanitary Sewer Phase 79 Television Inspection;
13. Review bids and award contract for Sanitary Sewer Phase 80 Rehabilitation;
14. Review and approve Pay Application No. 11 Exploration Green Detention Facility Phase 2;
15. Review and approve Change Order No. 2 for Exploration Green Detention Facility Phase 2;
16. Review and approve Pay Application No. 5 for Reclaimed Water Line Extension to El Dorado Blvd.;

17. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
18. Consider and act upon approval of the Capital Projects Disbursements;
19. Receive and act if necessary upon Attorney's Report;
20. Consider and act upon the Investment Summary ending June 30, 2018;
21. Receive General Manager's Report;
22. Old and New Business;
23. Consider and act upon adjourning the meeting.

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

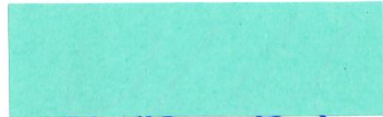
Board of Directors'
Regular Meeting Minutes
August 8, 2019

- 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 August 8, 2019. 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. John Graf.
- Also present were:
- Ms. Jennifer Morrow, General Manager;
 Mr. Samuel Johnson, Attorney;
 Mr. Bill Rosenbum, Engineer;
 Mr. Frank Elliott, Wastewater Superintendent;
 Ms. Mary Ann Schatz, Capital Projects Bookkeeper;
 Ms. Amy Suttle, Customer Service Supervisor;
 Ms. Gilda Mendoza, Accounts Manager;
 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 6/27/19 Reading of the minutes of the June 27, 2019 Special Meeting was waived due to all
Special Meeting Directors having received copies prior to the meeting.
Approved Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve the minutes of the June 27, 2019 Special Meeting.
2. Minutes of the 7/11/19 Reading of the minutes of the July 11, 2019 Regular Meeting was waived due to all
Regular Meeting Directors having received copies prior to the meeting.
Approved Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve the minutes of the July 11, 2019 Regular Meeting.
3. Comments from the Ms. Jennifer Morrow discussed a letter received from a resident in Seabrook asking for
Floor an adjustment to her water bill for a leak that was repaired. After inspection of the meter, two leaks were found. One leak was on the homeowner's private line, the other was on the city main. Per Authority Policy, the homeowner was given credit for half of the cost for the water loss from her bill. The Board requested Ms. Morrow write a letter to the homeowner explaining what was done for clarification.
4. Presentation from Frank Mr. Frank Elliott, Wastewater Superintendent, gave a presentation on the Omnisite
Elliott, WWTP program. Mr. Elliott explained in detail what has already taken place and discussed

- Superintendent,
Omnisite Program
- steps for moving forward. Mr. Elliott answered questions from the Board regarding the program and ways it will improve the system.
5. Review Bids and Award Contract for Water Barn Administration Building at 17507 El Camino
Real
Deferred
- A discussion was led by Director Morrow regarding the design progression of the new Water Barn Administration Building and increased cost of the project. After discussing the design changes, the Board decided to defer this item to a future date.
6. Tax Collector's Report
- The Tax Collector's Report ending July 31, 2019 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 **B.**)
7. Financial Report Ending 5/31/19
Approved
- The Financial Report ending May 31, 2019 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 Financial Report ending May 31, 2019.
8. Operating Disbursements Report Ending 7/31/19
Approved
- The Operating Disbursements Report for the period ending July 31, 2019 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 **D.**)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the Operating Disbursements Report for the period ending July 31, 2019.
9. Pay Application No. 7 for Elevated Storage Tank No. 6
Approved
- Pay Application No. 7 for Elevated Storage Tank No. 6 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 Johnson, the Board voted unanimously to approve Pay Application No. 7 for Elevated Storage Tank No. 6 to Landmark Structures I, L.P. for \$184,212.00.
10. Change Order No. 2 for Elevated Storage Tank No. 6
Approved
- Change Order No. 2 for Elevated Storage Tank No. 6 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve Change Order No. 2 for Elevated Storage Tank No.6 for \$8,625.00.
11. Pay Application No. 2 for Sanitary Sewer Phase 76 Manhole Rehabilitation
Approved
- Pay Application No. 2 for the Sanitary Sewer Phase 76 Manhole Rehabilitation 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 2 for Sanitary Sewer Phase 76 Manhole Rehabilitation to CDC Unlimited, LLC for \$30,712.50.

12. Pay Application No. 3 for Sanitary Sewer Phase 79 Television Inspection
Approved
- Pay Application No. 3 for the Sanitary Sewer Phase 79 Television Inspection 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 Johnson, the Board voted unanimously to approve Pay Application No. 3 for Sanitary Sewer Phase 79 Television Inspection to TB Environmental, Inc. for \$24,853.77.
13. Review Bids and Award Contract for Sanitary Sewer Phase 80 Rehabilitation
Approved
- Mr. Rosenbaum presented bids for Sanitary Sewer Phase 80 Rehabilitation 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 **I**.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve awarding the contract to To-Mex Construction, LLC with a bid of \$602,063.50 and 150 calendar days.
14. Pay Application No. 11 for Exploration Green Detention Facility Phase 2
Approved
- Pay Application No. 11 for Exploration Green Detention Facility Phase 2 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 11 for Exploration Green Detention Facility Phase 2 to Triple B Services, LLP for \$392,971.41.
15. Change Order No. 2 for Exploration Green Detention Facility Phase 2
Approved
- Change Order No. 2 for Exploration Green Detention Facility Phase 2 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 **K**.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Change Order No. 2 for Exploration Green Detention Facility Phase 2 for \$2,514.00.
16. Pay Application No. 5 for Reclaimed Water Line Extension to El Dorado Blvd.
Approved
- Pay Application No. 5 for Reclaimed Water Line Extension to El Dorado 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 **L**.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 5 for Reclaimed Water Line Extension to El Dorado Blvd. to RAC Industries, LLC for \$114,390.00.
17. 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 **M**.)
- Mr. Rosenbaum discussed Exploration Green Phase 3A meeting with the City of Houston. The City of Houston has approved the project and is ready to move forward with advertising.
- Director Morrow asked why we are still waiting on grass coverage for Phase 1C. Mr. Rosenbaum answered stating they have had to seed the ground a few times and it is taking time to root.
- Mr. Rosenbaum discussed the Bay Oaks Drainage Study. He displayed a topography map showing the elevations of homes and sheet flow rates.
- Mr. Rosenbaum discussed Taylor Lake Village and the design work is underway. Mayor Keeney has been informed of the progress and attended a pre-construction meeting for work on Shorewood Drive. There will be a presentation about future rehabilitation projects at the Taylor Lake Village Council meeting in September.

18. 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 **N**.)
- 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 \$883,580.52.
19. Attorney's Report
- Mr. Samuel Johnson asked for an Executive Session to discuss potential litigation.
20. Investment Summary Approved
- The Investment Summary for the period ending June 30, 2019 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve the Investment Summary for the period ending June 30, 2019.
21. General Manager's Report
- Ms. Morrow gave the Board an overview of current projects and discussed with the Board and answered questions. (A copy of which is on file in the official records of the Authority and identified as Exhibit **P**.)
- Ms. Morrow informed the Board that Curtis Rodgers talked with the homeowners in Bay Forest who live next to the proposed swale. She discussed having a meeting with the four homeowners to discuss the swale and a meeting with the community to discuss the way the swale will impact the area to relieve flooding issues.
- Ms. Morrow informed the Board that a contractor has been hired to TV lines regarding the sewer back-up issues on Festival Dr. A letter was sent to the residents regarding the results from the TV images on their lines.
- Ms. Morrow informed the Board of two TCEQ inspections that took place at the Water and Wastewater departments. The TCEQ has made some changes in their requirements and have requested some changes. The Authority will challenge some of the changes they are requesting.
22. Old and New Business
- President Branch discussed meeting with FEMA and Frank Weary from Exploration Green Conservancy. FEMA would like to feature Exploration Green as a model for other areas and said it is a well-planned and designed space for detention.
- President Branch discussed a concern about the aerators that spray water in Exploration Green Phase 1 pond and how they may be scaring the birds who frequent the area. It was suggested that the spray aerators be turned off and leave the bubblers on. The spray aerators were turned off and the water monitored for oxygen levels. A marine biologist was consulted and suggested that during the hot months, when the temperature exceeds 90 degrees, to leave the spray aerators on to maintain good oxygen levels and prevent algae from growing. This is consistent with the monitored dissolved oxygen levels dropping. When the temperature cools down, the spray aerators may be turned off and the bubblers left on. The oxygen level in the pond would continue to be monitored and the sprayers turned on as necessary.
23. Meeting Adjourned
- President Branch declared a recess of the open meeting at 9:09 p.m.
- After a brief recess, an Executive Session was held from 9:15 p.m. to 9:55 p.m. to consult with the Attorney regarding potential litigation.
- After Executive Session the open meeting was reconvened at 9:55 p.m.
- President Branch declared the open meeting adjourned at 9:56 p.m.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 9-12-19