

CLEAR LAKE CITY WATER AUTHORITY

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

April 7, 2014

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

AMENDED 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 10, 2014 for the following purposes:

1. Approve or correct minutes of the March 13, 2014 Public Hearing;
2. Approve or correct minutes of the March 13, 2014 Regular Meeting;
3. Approve or correct minutes of the March 4, 2014 Impact Fee Committee Meeting;
4. Comments from the floor (5 minute limitation);
5. Consider and act upon request for 90-day extension for a utility commitment at the University of Houston Clear Lake temporary building located at 2700 Bay Area Blvd;
6. Consider and act upon a Privilege of Encroachment located at 1515 Bay Area Blvd for a parking lot over an existing CLCWA Sanitary Sewer Line;
7. Consider and act upon a Letter of Support from the Armand Bayou Implementation Plan Coordination Committee for Armand Bayou to Join the Bacteria Implementation Group;
8. Consider and act upon renewal of the CLCWA Employee Health Insurance Plan;
9. Discuss and act upon the Pasadena Water Supply Contract (El Carey);
10. Discuss and act upon the Pasadena Waste Disposal Contract (El Carey);
11. Consider and act upon Tobacco and Nicotine Free Policy ADM-240;
12. Consider and act upon Code of Ethics Policy ADM-160;
13. Consider and act upon Investment Policy ADM-165;
14. Receive Tax Assessor/Collector Report ending March 31, 2014;
15. Consider and act upon Financial Report ending February 28, 2014;
16. Consider and act upon the Operating Disbursement's Report ending March 31, 2014;

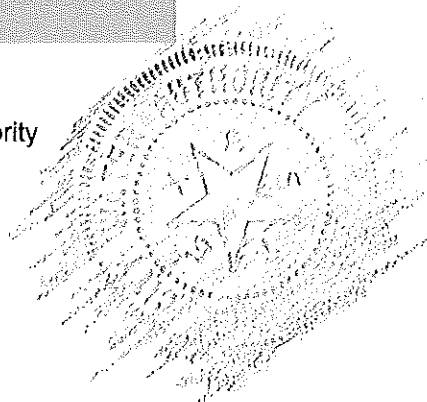
17. Review and approve Pay Application No. 6 for Water Meter Replacement Program;
18. Review construction bids and award contract for Water System Phase 6 Rehabilitation;
19. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 57 Rehabilitation;
20. Review and approve Pay Application No. 3 for Sanitary Sewer Phase 58 Television Inspections;
21. Review and approve Pay Application No. 1 for Sanitary Sewer Phase 59 Manhole Rehabilitation;
22. Review and approve Pay Application No. 3 for Storm Sewer Phase 24 Rehabilitation;
23. Review construction bids and award contract for Storm Sewer Phase 26 Rehabilitation;
24. Approve or disapprove the amendments of the Land Use Assumptions and the Capital Improvements Plan and modification of the Impact Fee;
25. Review and approve the Utility Profile and Water Conservation Plan for Municipal Water Use by Retail Public Water Suppliers, and execute the Certificate for Order;
26. Review and approve the Profile and Water Conservation Plan for Wholesale Public Water Suppliers, and execute the Certificate for Order;
27. Review and approve the Drought Contingency Plans for Retail and Wholesale Customers;
28. Authorize the advertising for construction bids for Lift Station 4 Rehabilitation;
29. Review and act upon the Engineer's Report and any matters pertaining to construction contracts;
30. Consider and act upon approval of the Capital Projects Disbursements;
31. Receive and act upon Attorney's Report;
32. Consider and act upon the Investment Summary ending February 28, 2014;
33. Receive General Manager's Report;
34. 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.

[REDACTED]

James H. Byrd
General Manager
Clear Lake City Water Authority

(SEAL)



CLEAR LAKE CITY WATER AUTHORITY
Board of Directors'
Regular Meeting Minutes
April 10, 2014

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 7:02 p.m. on April 10, 2014. Roll was called of the members:

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

All were present except Mrs. Gayle Yoder.

Also present were:

Mr. James Byrd, General Manager;
Mr. Curtis Rodgers, Director of Utilities;
Mr. Bill Rosenbaum, Engineer;
Mr. William Schweinle, Attorney;
Ms. Julianne Kugle, Bond Attorney;
Ms. Jennifer Morrow, Recording Secretary;
Ms. Alice Cumming, Tax Collector;
Ms. Shirley Kelly, Accounts Manager;
Ms. Mary Ann Schatz, Capital Projects Bookkeeper.

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

1. Minutes of 3/13/14
Public Hearing
Approved

Reading of the minutes of the March 13, 2014 Public Hearing was waived due to all Directors having received copies prior to the meeting.

Thereupon, by motion duly made by Director V. Johnson and seconded by Director G. Johnson, the Board voted unanimously to approve the minutes for the March 13, 2014 Public Hearing.
2. Minutes of 3/13/14
Regular Meeting
Approved

Reading of the minutes of the March 13, 2014 Regular Meeting was waived due to all Directors having received copies prior to the meeting.

Thereupon, by motion duly made by Director V. Johnson and seconded by Director G. Johnson, the Board voted unanimously to approve the minutes for the March 13, 2014 Regular Meeting.
3. Minutes of the 3/4/2014
Impact Fee Committee
Meeting
Approved

Reading of the minutes of the March 4, 2014 Impact Fee Committee Meeting was waived due to all Directors having received copies prior to the meeting.

Thereupon, by motion duly made by Director V. Johnson and seconded by Director G. Johnson, the Board voted unanimously to approve the minutes for the March 14, 2014 Impact Fee Committee Meeting.

4. Comments from the Floor
None.

5. 90-Day Extension for Water, Sewer and Drainage Service to U of H Clear Lake Temporary Building
Approved

A request for a 90-day extension for water, sewer and drainage service to U of H Clear Lake Temporary Building located at 2700 Bay Area Blvd was presented the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit B.)

Thereupon, by motion duly made by Director Savely and seconded by Director V. Johnson, the Board voted to approve the 90-Day extension of service to U of H Clear Lake. Director G. Johnson abstained. Motion passed with three yes votes.

6. Privilege of Encroachment for Parking Lot at 1515 Bay Area Blvd
Denied

A request for a Privilege of Encroachment for a parking lot at the proposed Dunkin Donuts at 1515 Bay Area Blvd was presented to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit C.)

Legal counsel and staff recommended against the request for a privilege of encroachment. No motion was made, by the Board, therefore the request was denied.

7. Letter of Support from the Armand Bayou Implementation Plan (BIG) Coordination Committee
Approved

A letter of support from the Armand Bayou Implementation Plan Coordination Committee for Armand Bayou to join the Bacteria Implementation Group (BIG) 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 G. Johnson, the Board voted unanimously to approve the Letter of Support from the Armand Bayou Implementation Plan Coordination Committee.

8. CLCWA Employee Insurance Renewal
Deferred

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 E.)

Following a lengthy discussion, by motion duly made by Director V. Johnson, but no second motion made, the motion failed. A special meeting will be held to further discuss and review the proposed employee health insurance renewal.

9. Pasadena Water Supply Contract (El Carey)
Approved

A proposed Pasadena Water Supply Contract (El Carey) was given to the Board to review and approve. Amendments made per Director Savely's request. (Copy attached hereto as part of these minutes and identified as Exhibit F.)

Thereupon, by motion duly made by Director G. Johnson and seconded by Director V. Johnson, the Board voted unanimously to approve the Pasadena Water Supply Contract with the amendments.

10. Pasadena Waste Disposal Contract
Deferred

This item was deferred.

11. Policy ADM-240 Tobacco and Nicotine Free
Approved

A revised Policy ADM-240 for Tobacco and Nicotine Free 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 G. Johnson and seconded by Director V. Johnson, the Board voted unanimously to approve Policy ADM-240.

12. Policy ADM-160 Code of Ethics
Approved
- A revised Policy ADM-160 for Code of Ethics was given to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit H.)
- Amendments were requested. Thereupon, by motion duly made by Director Savely and seconded by Director G. Johnson, the Board voted unanimously to approve the ADM-160 with amendments.
13. Policy ADM-165 Investment
Approved
- Policy ADM-165 for Investment was given to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit I.)
- Thereupon, by motion duly made by Director G. Johnson and seconded by Director V. Johnson, the Board voted unanimously to approve Policy ADM-165.
14. Tax Collector Report
Received
- Ms. Cumming presented a report of taxes collected and taxes outstanding as of March 31, 2014 for the Board's review. (Copy attached hereto as part of these minutes and identified as Exhibit J.)
15. Financial Report
Approved
- The Financial Report ending February 28, 2014 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 V. Johnson and seconded by Director G. Johnson, the Board voted unanimously to approve the Financial Report ending February 28, 2014.
16. Operating Disbursements Report
Approved
- The Operating Disbursements Report ending March 31, 2014 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 Savely and seconded by Director V. Johnson, the Board voted unanimously to approve the Operating Disbursements Report ending March 31, 2014.
17. Pay Application No. 6 for Water Meter Replacement Program
Approved
- Mr. Rosenbaum presented Pay Application No. 6 for Water Meter Replacement Program 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 V. Johnson and seconded by Director G. Johnson, the Board voted unanimously to approve Pay Application No. 6 for National Metering Service, Inc. for \$72,480.81.
18. Review Bids for Water System Phase 6 Rehabilitation
Approved
- Mr. Rosenbaum presented bids received for Water System Phase 6 Rehabilitation for the Board's review and discussion to consider options, accept or reject the bids. (Copy attached hereto as part of these minutes and identified as Exhibit N.)
- Thereupon, by motion duly made by Director G. Johnson and seconded by Director Savely, the Board voted unanimously to approve awarding the contract to the second low bidder, Alcott, Inc. dba TCH, with a bid of \$334,298.00 and 90 calendar days. The second low bidder was approved because of their experience.
19. Pay Application No. 2 for Sanitary Sewer Phase 57 Rehabilitation
Approved
- Mr. Rosenbaum presented Pay Application No. 2 for Sanitary Sewer Phase 57 Rehabilitation 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 V. Johnson and seconded by Director G. Johnson, the Board voted unanimously to approve Pay Application No. 2 for PM Construction & Rehab, LLC, for \$104,429.25.

- 20. Pay Application No. 3 for Sanitary Sewer Phase 58 TV Inspections
Approved

Mr. Rosenbaum presented Pay Application No. 3 for Sanitary Sewer Phase 58 TV Inspections 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. 3 for Midwest Trenchless Technologies, Inc., for \$67,499.79.

- 21. Pay Application No. 1 for Sanitary Sewer Phase 59 Manhole Rehabilitation
Approved

Mr. Rosenbaum presented Pay Application No. 1 for Sanitary Sewer Phase 59 Manhole 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 G. Johnson and seconded by Director V. Johnson, the Board voted unanimously to approve Pay Application No. 1 for Standard Cement Materials, Inc., for \$5,445.00.

- 22. Pay Application No. 3 for Storm Sewer Phase 24 Rehabilitation
Approved

Mr. Rosenbaum presented Pay Application No. 3 for Storm Sewer Phase 24 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 Savely and seconded by Director V. Johnson, the Board voted unanimously to approve Pay Application No. 3 for R.L. Utilities, Inc., for \$16,740.00.

- 23. Review Bids for Storm Sewer Phase 26 Rehabilitation
Approved

Mr. Rosenbaum presented bids received for Storm Sewer Phase 26 Rehabilitation for the Board's review and discussion to consider options, accept or reject the bids. (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 V. Johnson, the Board voted unanimously to approve awarding the contract to the low bidder based on the Engineer's recommendation, R.L. Utilities, Inc., with a bid of \$141,390.00 and 60 calendar days.

- 24. Land Use Assumptions and Capital Improvements Plan and Modification to the impact Fee
Approved

Mr. Rosenbaum presented amendments to the Land Use Assumptions and Capital Improvements Plan and modification of the Impact Fee 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 the amendments to the Land Use Assumptions and Capital Improvements Plan and modification to the Impact Fee.

- 25. Utility Profile and Water Conservation Plan for Municipal Water Use by Retail Public Water Suppliers and Certificate for Order
Approved

Mr. Rosenbaum presented the Utility Profile and Water Conservation Plan for Municipal Water Use by Retail Public Water Suppliers and Certificate for Order to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit U.)

Thereupon, by motion duly made by Director Savely and seconded by Director V. Johnson, the Board voted unanimously to approve the Utility Profile and Water Conservation Plan for Municipal Water Use by Retail Public Water Suppliers and Certificate for Order.

- 26. Profile and Water Conservation Plan for Wholesale Public Water Suppliers and Certificate for Order
Approved

Mr. Rosenbaum presented the Profile and Water Conservation Plan for Wholesale Public Water Suppliers and Certificate for Order to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit V.)

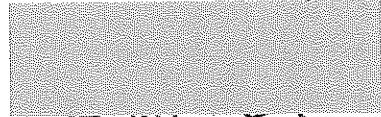
Thereupon, by motion duly made by Director V. Johnson and seconded by Director G. Johnson, the Board voted unanimously to approve the Profile and Water Conservation Plan for Wholesale Public Water Suppliers and Certificate for Order.

27. Drought Contingency Plans for Retail and Wholesale Customers
Approved
- Mr. Rosenbaum presented the Drought Contingency Plans for Retail and Wholesale Customers to the Board for review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit W.)
- Thereupon, by motion duly made by Director G. Johnson and seconded by Director V. Johnson, and opposed by Director Savely. The motion carried with three votes yes and one vote no. Therefore, the Drought Contingency Plans for Retail and Wholesale Customers were approved.
28. Authorize Advertising for Construction Bids for Lift Station 4 Rehabilitation
Approved
- This item was deferred.
29. 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 X.)
30. 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 Y.)
- Thereupon, by motion duly made by Director G. Johnson and seconded by Director V. Johnson, the Board voted unanimously to approve the Capital Projects Report in the amount \$386,900.40
31. Attorney's Report
- Mr. Schweinle updated the Board regarding the employee with a current Texas Workforce Commission (TWC) claim. A letter has been written to the General Counsel requesting additional records.
32. Investment Summary
Approved
- The Investment Summary ending February 28, 2014 was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit Z.)
- Thereupon, by motion duly made by Director Savely and seconded by Director G. Johnson, the Board voted unanimously to approve the Investment Summary ending February 28, 2014.
33. General Manager's Report
- Mr. Byrd reported to the Board that Phase 1 the Valve Maintenance Program is underway and about 1/6 of the valves tested will need to be replaced.
- Mr. Byrd updated the Board that the Clear Lake Islamic Center has turned in a new set of drawings that appear to be the same and no changes have been made.
- Mr. Byrd reported to the Board the Port Commerce Business Park will have 5' and 7' utility easements and wants CLCWA to take over their system on private roads. The Authority will not accept ownership of easements on private roads.
- Mr. Byrd advised the Board that smoke testing in Taylor Lake Village has begun. Hangers were put out on doors before testing started.
- Mr. Byrd reported a leak on a 20" main line on Clear Lake City Blvd, between El Dorado and E. Pinebrook. The Gifford-Hill Company will be scheduled out to make the repair.

Mr. Byrd reported a company making a foundation repair at Brookford and Brookgreen put about 4-6 piers through a main sewer line and caused a neighborhood sewer back-up. The sewer main line runs under part of the house. Repair options are being considered and evaluation of moving the line in the future will be assessed.

34. Old and New Business None.

35. Meeting Adjourned Vice President Branch declared the regular meeting adjourned at 10:19 p.m.

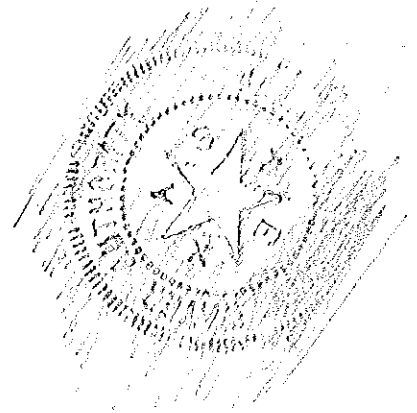


Vice President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: May 8, 2014