



## CLEAR LAKE CITY WATER AUTHORITY

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

April 8, 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 April 11, 2019 for the following purposes:

1. Approve or correct minutes of the March 14, 2019 Regular Meeting;
2. Approve or correct minutes of the March 20, 2019 Impact Fee Committee Meeting;
3. Comments from the floor (5 minute limitation);
4. Consider and act upon request for a 90-day extension on water, sewer and drainage service to Sunbelt Car Wash at Space Center and Falcon Pass;
5. Discuss results of Refunding Bond Sale;
6. Consider approving Official Notice of Sale and Bid Form, Authorizing Distribution Thereof and Preliminary Statement and Authorizing Publication of Notice of Sale for \$24,500,000 Series 2019 Bonds;
7. Discuss annexation of approximately 6.43 acres into Authority;
8. Approve Annexation Agreement with Sandalwood Forest, LLC for approximately 6.43 acres in Taylor Lake Village;
9. Accept Petition for Addition of Land from Sandalwood Forest, LLC and consider approving Petition for Consent to Annex Land in Taylor Lake Village;
10. Consider and act upon renewal of the CLCWA Employee Health Insurance Plan;
11. Consider and act upon Resolution Declaring Support for Middle Armand Bayou Project;
12. Receive Tax Assessor/Collector Report ending March 31, 2019;
13. Consider and act upon Financial Report ending February 28, 2019;
14. Consider and act upon the Operating Disbursement's Report ending March 31, 2019;

15. Consider and act upon a water line easement and sewer easement for 4484 Genoa Red Bluff Rd. in Port Commerce;
16. Consider and act upon updates to the Land Use Assumptions and the Capital Improvements Plan;
17. Adopt Drought Contingency Plan for a Retail Public Water Supplier;
18. Adopt Drought Contingency Plan for a Wholesale Public Water Supplier;
19. Adopt Water Conservation Plan;
20. Review and approve Pay Application No. 4 for Elevated Storage Tank No. 6;
21. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 72 Rehabilitation;
22. Review and approve Pay Application No. 7 for Exploration Green Detention Facility Phase 2;
23. Review and approve Change Order No. 1 for the Re-Claimed Water Line Extension to El Dorado Boulevard;
24. Review and approve Pay Application No. 2 for the Re-Claimed Water Line Extension to El Dorado Boulevard;
25. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
26. Consider and act upon approval of the Capital Projects Disbursements;
27. Receive and act if necessary upon Attorney's Report;
28. Consider and act upon the Investment Summary ending February 28, 2018;
29. Receive General Manager's Report;
30. Old and New Business;
31. Receive legislative update from attorney.

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 11, 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 7:03 p.m. on April 11, 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.

Also present were:

Ms. Jennifer Morrow, General Manager;  
Mr. Curtis Rodgers, Director of Utilities;  
Mr. Samuel Johnson, Attorney;  
Mr. Bill Rosenbaum, Engineer;  
Mr. Juliane Kugle, SK Law;  
Mr. David Wood, Financial Advisor, R.W. Baird;  
Mr. Jon Brealeux, Gallagher;  
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 3/14/19 Regular Meeting Approved  
Reading of the minutes of the March 14, 2019 Regular Meeting was waived due to all Directors having received copies prior to the meeting.  
  
Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the March 14, 2019 Regular Meeting.
2. Minutes of the 3/20/19 Impact Fee Committee Meeting Approved  
Reading of the minutes of the March 20, 2019 Impact Fee Committee Meeting was waived due to all Directors having received copies prior to the meeting.  
  
Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the March 20, 2019 Impact Fee Committee Meeting.
3. Comments from the Floor  
There were no comments.
4. 90-Day Extension of Water, Sewer and Drainage Service to Sunbelt Carwash at Space Center Blvd. and Falcon Pass.  
A request for a 90-day extension of water, sewer and drainage service to Sunbelt Carwash at Space Center Blvd. and Falcon Pass 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 Graf,

- Approved the Board voted unanimously to approve the 90-day extension of water, sewer and drainage service to Sunbelt Carwash.
5. Refunding Bond Sale David Wood presented information on the proposed 2019 Refunding Bond Sale (A copy of which is on file in the official records of the Authority and identified as Exhibit C.) and gave a brief explanation.
6. Official Notice of Sale and Bid Form, Authorizing Distribution Thereof and Preliminary Statement and Authorizing Publication of Notice of Sale for \$24,500,000 Series 2019 Bonds Approved  
David Wood presented information for the proposed \$24,500,000 Series 2019 Bonds (A copy of which is on file in the official records of the Authority and identified as Exhibit D.) and discussed with the Board.  
Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve the Official Notice of Sale and Bid Form, Authorizing Distribution Thereof and Preliminary Statement and Authorizing Publication of Notice of Sale for \$24,500,000 Series 2019 Bonds
7. Annexation of Approximately 6.43 Acres into the Authority  
Julianne Kugle discussed annexation procedures and documents received for the requested annexation of approximately 6.43 acres in Taylor Lake Village.  
Resident Debbie Smith, who lives next to the property requesting annexation, discussed concerns she has with annexation of the 6.43 acres. She has had issues with her property flooding and is concerned that development of the 6.43 acres will cause additional flooding to her property, surrounding neighbor's property, and more street flooding.  
Mr. Bill Rosenbaum explained the review process of any new development and how they would have to meet all requirements of the Authority, including detention, before approval to serve the land would be given.  
Ms. Smith added that Taylor Lake Village had talked about purchasing the property for possible detention to help with flooding. She explained that residents who live around the tract of undeveloped land are concerned that development could cause additional flooding and that using the land for detention would be beneficial to residents.  
President Branch asked for an update on what is being done in that area to help with the flooding issues. They discussed the improvements in Taylor Lake and what more is to be done in the future.  
Director Morrow discussed our detention policy for development.  
The Board asked the engineer to gather information on the 6.43 acres and surrounding area to find the best solution to help alleviate the flooding issues with flow and runoff that causes flooding.
8. Approve Annexation Agreement with Sandalwood Forest, LLC for Approximately 6.43 Acres in Taylor Lake Village Approved  
After long discussion regarding annexation of 6.43 acre tract in Taylor Lake (See item #7), thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the Petition for Annexation of the 6.43 acres in Taylor Lake and accept the \$10,000 deposit; approve the engineer to do a detention analysis of the property and additional detention capacity study to be paid for by CLCWA; and approve the petition for addition of land and for consent to annex in Taylor Lake Village to approve.
9. Accept Petition for Addition of Land from Sandalwood Forest, LLC and Consider Approving Petition for  
Item #9 is combined with item #8.

Consent to Annex Land  
in Taylor Lake Village  
Approved

10. CLCWA Employee Health Insurance Plan Renewal Approved
- Mr. Jon Breuleux with Gallagher presented the Board with a summary of options for the CLCWA Employee Health Plan renewal. (A copy of which is on file in the official records of the Authority and identified as Exhibit E.) He discussed options and compared to the current insurance policy, and recommended the Authority stay with Blue Cross Blue Shield.
- Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to continue with Blue Cross Blue Shield for health insurance and dental, and switch to Dearborn National for vision and voluntary insurance.
11. Resolution Declaring Support for Middle Armand Bayou Project Approved
- A Resolution Declaring Support for Middle Bayou Project was given 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.) Mr. Samuel Johnson gave a summary of the Resolution.
- Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve the Resolution Declaring Support for Middle Bayou Project.
12. Tax Collector's Report
- The Tax Collector's Report ending March 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 G.)
13. Financial Report Ending 2/28/19 Approved
- The Financial Report ending February 28, 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 H.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve the Financial Report ending February 28, 2019.
14. Operating Disbursements Report Ending 3/31/19 Approved
- The Operating Disbursements Report for the period ending March 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 I.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve the Operating Disbursements Report for the period ending March 31, 2019.
15. Water Line Easement and Sanitary Sewer Main Easement for 4484 Genoa Red Bluff Rd. in Port Commerce Approved
- A water line easement and a sanitary sewer main easement were 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.) Mr. Samuel Johnson discussed the usage of the proposed easements.
- Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the water line easement and sanitary sewer main easement for 4484 Genoa Red Bluff Rd.
16. Land Use Assumptions and Capital Improvements Plan Approved
- The Land Use Assumptions and Capital Improvements 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 K.) Discussion regarding some changes to the Land Use Assumptions and Capital Improvements Plan, but no changes to the Impact Fee. Review and discuss again in five years.

Thereupon, by motion duly made by Director Savely and seconded by Director Morrow, the Board voted unanimously to approve the Land Use Assumptions and Capital Improvements Plan.

17. Drought Contingency Plan for Retail Public Water Supplier Approved

The Drought Contingency Plan for a Retail Public Water Supplier 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.) There was a discussion regarding the stages of drought and how to keep the public informed of changes. The plan will be reviewed again in five years.

Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve the Drought Contingency Plan for Retail Public Water Supplier.

18. Drought Contingency Plan for a Wholesale Public Water Supplier Approved

The Drought Contingency Plan for a Wholesale Public Water Supplier 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 M.)

Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve the Drought Contingency Plan for Wholesale Public Water Supplier.

19. Adopt Water Conservation Plan Approved

A Water Conservation Plan was given 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.) This is a plan to be reviewed every five years.

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the Water Conservation Plan.

20. Pay Application No. 4 for Elevated Storage Tank No. 6 Approved

Pay Application No. 4 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 O.)

Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 4 for Elevated Storage Tank No. 6 to Landmark Structures I, L.P., for \$42,615.00.

21. Pay Application No. 2 for Sanitary Sewer Phase 72 Rehabilitation Approved

Pay Application No. 2 for the Sanitary Sewer Phase 72 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 P.)

Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 2 for Sanitary Sewer Phase 72 Rehabilitation to the Clear Lake City Water Authority for \$67,362.89.

22. Pay Application No. 7 for Exploration Green Detention Facility Phase 2 Approved

Pay Application No. 7 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 Q.)

Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 7 for Exploration Green Detention Facility Phase 2 to Triple B Services, LLP for \$317,039.29.

23. Change Order No. 1 for the Re-Claimed Water Line Extension to El

Change Order No. 1 for the Re-Claimed 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 R.)



Dorado Blvd.  
Approved

Thereupon, by motion duly made by Director Savely and seconded by Director Morrow, the Board voted unanimously to approve Change Order No. 1 for the Re-Claimed Water Line Extension to El Dorado Blvd. for \$5,642.50.

24. Pay Application No. 2  
for the Re-Claimed  
Water Line Extension to  
El Dorado Blvd.  
Approved

Pay Application No. 2 for the Re-Claimed 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 S.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 2 for the Re-Claimed Water Line Extension to El Dorado Blvd. to Landmark Structures I, L.P. for \$85,154.85.

25. 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 T.)

The Board asked that Taylor Lake Village be updated each month by the engineer in the Engineers Report.

26. 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 U.)

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 \$693,524.07.

27. Attorney's Report

Mr. Samuel Johnson discussed the dispute with the contractor over the primer coating on Elevated Storage Tank #1(EST #1) at 939 El Dorado Blvd.

Mr. Samuel Johnson discussed the issue with the Islamic Center drainage construction. The Islamic Center began construction of a new drainage line without submitting plans for approval. A cease and desist letter will be sent to them and a copy to the City of Houston.

28. Investment Summary  
Approved

The Investment Summary for the period ending February 28, 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 V.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve the Investment Summary for the period ending February 28, 2019.

29. General Manager's  
Report

Ms. Morrow reported the leak at Space Center Blvd and El Dorado Blvd. has been repaired.

Ms. Morrow reported that the private fire line at 200 E Medical Center has been repaired.

Ms. Morrow discussed Lift Station #7 (Meadowgreen) improvements scheduled to include replacing pipes and adding Omnisite.

Ms. Morrow discussed adding Omnisite at Lift Station #4 and 5 more lift stations. The Wastewater Treatment Plant (WWTP) Superintendent, Frank Elliott, will do a presentation soon at a future meeting.

Ms. Morrow discussed a meeting with the City of Houston regarding the new water

plant. No detention will be needed. Plans will be resubmitted, and advertising is expected in June.

Ms. Morrow discussed there is a Southeast Water Plant meeting in 2 weeks. Per Samuel Johnson, they will be discussing the feasibility on a master meter on the water line. Director Morrow asked for our engineer to be attending the meeting to give opinions.

Ms. Morrow reported we have found someone to paint fire hydrants and are checking with the supplier on correct paint to use.

30. Old and New Business

A letter was sent to the Authority from House of Prayer Lutheran Church concerning a high-water bill due to a main leak. The leak was repaired, but the water bill they received was substantially higher than the normal bill. The church is asking for a reduction in cost due to the leak. The Board recommended to follow the known leak adjustment current policy.

31. Receive Legislative Update from Attorney

Mr. Samuel Johnson requested Executive Session to provide an attorney client privilege consultation.

32. Meeting Adjourned

President Branch declared a recess of the open meeting at 9:04 p.m.

After a brief recess, an Executive Session was held from 9:10 p.m. to 9:24 p.m. to consult with the Attorney regarding legal matters.

After Executive Session the open meeting was reconvened at 9:24 p.m.

President Branch declared the open meeting adjourned at 9:25 p.m.



President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 5-9-19