



CLEAR LAKE CITY WATER AUTHORITY

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

April 10, 2017

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 13, 2017 for the following purposes:

1. Approve or correct minutes of the March 9, 2017 Regular Meeting;
2. Approve or correct minutes of the March 23, 2017 Impact Fee Committee Meeting;
3. Comments from the floor (5 minute limitation);
4. Consider and act upon a 90 day extension for water, sewer and drainage service to NASA Apartments at 1235 NASA Pkwy;
5. Consider and act upon water, sewer and drainage service to Port Commerce Phase 2 Shell Building #4 located at 4466 Genoa Red Bluff Rd.;
6. Consider and act upon water, sewer and drainage service to Southwestern Trees and Garden Center located at 3307 E. NASA Pkwy;
7. Consider and act upon approving Exploration Green Conservancy and Trees for Houston request to set up a prairie nursery site in Section 5 as stated in their resolution;
8. Consider and act upon renewal of the CLCWA Employee Health Insurance Plan;
9. Consider and act upon opening a new checking account to replace the current one due to fraud activity;
10. Consider and act upon adopting Resolution Regarding 2017 Ad Valorem Tax Exemptions;
11. Consider and act upon adopting Resolution Implementing a 20% Penalty on 2016 delinquent taxes;
12. Receive Tax Assessor/Collector Report ending March 31, 2017;
13. Consider and act upon Financial Report ending February 28, 2017;
14. Consider and act upon the Operating Disbursement's Report ending March 31, 2017;

15. Review and approve Pay Application No. 5 for Sanitary Sewer Phase 66 Manhole Rehabilitation;
16. Review and approve Pay Application No. 1 for Sanitary Sewer Phase 67 Rehabilitation;
17. Authorize the advertising for construction bids for Sanitary Sewer Phase 70 Rehabilitation;
18. Review and approve Pay Application No. 6 & Final for Storm Sewer Phase 32 Manhole Rehabilitation;
19. Review and approve Change Order No. 1 for Storm Sewer Phase 35 Emergency Rehabilitation;
20. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
21. Consider and act upon approval of the Capital Projects Disbursements;
22. Receive and act if necessary upon Attorney's Report;
23. Consider and act upon the Investment Summary ending February 28, 2017;
24. Receive General Manager's Report;
25. 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
April 13, 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 April 13, 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.
- Also present were:
- Ms. Jennifer Morrow, General Manager
Mr. Samuel Johnson, Attorney;
Mr. Tim Green, Attorney;
Mr. Jon Breuleux, Gallagher;
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;
Ms. Amy Suttle, Customer Service Supervisor;
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 3/9/2017 Regular Meeting Approved
Reading of the minutes of the March 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 Morrow, the Board voted unanimously to approve the minutes of the March 9, 2017 Regular Meeting.
 2. Minutes of the 3/23/2017 Impact Fee Committee Meeting Approved
Reading of the minutes of the March 23, 2017 Impact Fee Committee Meeting was waived due to all Directors 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 March 23, 2017 Impact Fee Committee Meeting.
 3. Comments from the Floor
There were no comments.
 4. 90 Day Extension for Water, Sewer and Drainage Service to NASA Apartments at 1235 NASA Pkwy Approved
A request for a 90 day extension for water, sewer and drainage service to the NASA Apartments located at 1235 NASA Pkwy 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 Savely and seconded by Director Morrow, the Board voted unanimously to approve the request for a 90 day extension of water, sewer and drainage service to the NASA Apartments. Their financial statement is still

needed.

5. Water, Sewer and Drainage Service to Port Commerce Phase 2 Shell Building #4 at 4466 Genoa Red Bluff
Approved

A request for water, sewer and drainage service to Port Commerce Phase 2 Shell Building #4 located at 4466 Genoa Red Bluff 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 Johnson and seconded by Director Graf, the Board voted unanimously to approve the request for water, sewer and drainage service to Port Commerce Phase 2 Shell Building #4.
6. Water, Sewer and Drainage Service to Southwestern Trees & Garden Center at 3307 E. NASA Pkwy
Approved

A request for water, sewer and drainage service to Southwestern Trees & Garden Center located at 3307 E. NASA Pkwy 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 Johnson and seconded by Director Graf, the Board voted unanimously to approve the request for water, sewer and drainage service to Southwestern Trees & Garden Center.
7. Exploration Green Conservancy and Trees For Houston Request for Prairie Nursery Site in Section 5
Approved

A request was made by Exploration Green Conservancy and Trees for Houston to set up a prairie nursery site in Section 5 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 Savely and seconded by Director Johnson, the Board voted unanimously to approve the prairie nursery site in Section 5.
8. Renewal of Employee Health Insurance
Approved

Renewal of the CLCWA Employee Health Insurance 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 F.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve the renewal of the CLCWA employee health insurance plan with a 5% increase in employee contributions and staying with Blue Cross Blue shield, annual dental coverage increasing from \$1,500 to \$2,000, and changing from AFLAC to Sun Life for optional coverage.
9. New Checking Account

No action was taken. The Board had a discussion regarding the current fraud with checks recently issued. A police report was filed regarding all the fraudulent checks. Director Morrow suggested to call the FBI regarding the out of state check fraud.
10. Resolution Regarding 2017 Ad Valorem Tax Exemptions
Approved

A resolution regarding the 2017 Ad Valorem Tax Exemptions 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 Savely and seconded by Director Morrow, the Board voted unanimously to approve the 2017 Ad Valorem Tax Exemptions.
11. Resolution Implementing a 20% Penalty on 2016 Delinquent Taxes
Approved

A resolution implementing a 20% penalty on 2016 delinquent taxes 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 resolution implementing a 20% penalty on 2016 delinquent taxes.

12. Tax Collector's Report
The Tax Collector's Report ending March 31, 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 I.)
13. Financial Report Ending 2/28/17
Approved
The Financial Report ending February 28, 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 Johnson and seconded by Director Graf, the Board voted unanimously to approve the Financial Report ending February 28, 2017.
14. Operating Disbursements Report
Approved
The Operating Disbursements Report for the period ending March 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 K.)
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 March 31, 2017.
15. Pay Application No. 5 for Sanitary Sewer Phase 66 Manhole Rehabilitation
Approved
Pay Application No. 5 for Sanitary Sewer Phase 66 Manhole 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 Savely and seconded by Director Morrow, the Board voted unanimously to approve Pay Application No. 5 for Sanitary Sewer Phase 66 Manhole Rehabilitation for Standard Cement Materials, Inc. for \$24,921.30.
16. Pay Application No. 1 for Sanitary Sewer Phase 67 Rehabilitation
Approved
Pay Application No. 1 for Sanitary Sewer Phase 67 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 M.)
Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 1 for Sanitary Sewer Phase 67 Rehabilitation for North Houston Pole Line L.P. for \$91,328.04.
17. Authorize Advertising for Construction Bids for Sanitary Sewer Phase 70 Rehabilitation
Approved
A request for approval to authorize the solicitation of construction bids for Sanitary Sewer Phase 70 Rehabilitation was presented to the Board for review. (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 Savely and seconded by Director Morrow, the Board voted unanimously to approve advertising for construction bids for Sanitary Sewer Phase 70 Rehabilitation.
18. Pay Application No. 6 & Final for Storm Sewer Phase 32 Manhole Rehabilitation
Approved
Pay Application No. 6 & Final for Storm Sewer Phase 32 Manhole 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 O.) It should be noted that the contractor refused to sign the pay application because they disagree with the liquidated damages penalty being charged.
Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 6 & Final for Storm Sewer Phase 32 Manhole Rehabilitation for Standard Cement Materials, Inc. for \$24,409.70.

19. Change Order No. 1 for Storm Sewer Phase 35 Emergency Rehabilitation Approved
Change Order No. 1 for Storm Sewer Phase 35 Emergency 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 P.)
Thereupon, by motion duly made by Director Savely and seconded by Director Morrow, the Board voted unanimously to approve Change Order No. 1 for Storm Sewer Phase 35 Emergency Rehabilitation for R.L. Utilities, Inc. for \$2,700.00.
20. 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 Q.)
Director Savely discussed possibly adding french drains close to backyards to aide with drainage for Exploration Green Phase 2 in Torry Pines.
21. 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 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 \$303,033.18.
22. Attorney's Report
Samuel Johnson reported on the Beacon Road repairs. Two of the property owners have not acknowledged their obligation to participate in the shared cost of the repairs. A \$30,690.63 contract was awarded and Samuel Johnson has notified the two property owners that a lien will be filed against the properties if they fail to pay their portion.
Samuel Johnson discussed a letter received from the City of Pasadena regarding annexation.
23. Investment Summary Approved
The Investment Summary for the period ending February 28, 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 S.)
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 February 28, 2017.
24. General Manager's Report
Ms. Morrow reported that a large sign announcing the future Elevated Storage Tank #6 site is up at The Reserve.
Ms. Morrow reported that there was a TCEQ inspection at the WWTP and the UV filtration/chlorine process is being changed to comply with the terms of the permit.
Ms. Morrow reported that the Fairwind sinkhole has been repaired and the Greenwood sinkhole is on hold pending approval from the Harris County Flood Control District (HCFCD).
Ms. Morrow reported on the 24" water line break under HCFCD ditch. An emergency repair is scheduled with the contractor and a contingency plan is in place if it gets worse before the repair date.
25. Old and New Business
Nothing to discuss.
26. Meeting Adjourned
President Branch declared the open meeting adjourned at 08:27 pm.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors *John Graf acting secretary*
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: May 11, 2017