



## CLEAR LAKE CITY WATER AUTHORITY

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

December 10, 2018


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 December 13, 2018 for the following purposes:

1. Approve or correct minutes of the November 15, 2018 Regular Meeting;
2. Approve or correct minutes of the November 20, 2018 Special Meeting;
3. Comments from the floor (5 minute limitation);
4. Consider and act upon approval of water, sewer and drainage service to Red Ball Oxygen Blend Lab at 4468 Genoa Red Bluff;
5. Consider and act upon a request for a 90 Day Extension of service for Clear Lake Marketplace Phase 4 Building H;
6. Discuss and act if necessary upon report from Larry Dunbar and possible amendments to the CLCWA policy/criteria as a result of Atlas 14;
7. Consider and act upon hiring a lobbyist for the 2019 State Legislature session;
8. Approve the amended and restated Cost Sharing Agreement for the Southeast Transmission Line Project;
9. Consider and act upon amendment to Policy DEV-115, Consultant Fee;
10. Receive Tax Assessor/Collector Report ending November 30, 2018;
11. Consider and act upon Financial Report ending September 30, 2018;
12. Consider and act upon Financial Report ending October 31, 2018;
13. Consider and act upon the Operating Disbursement's Report ending November 30, 2018;
14. Review and approve Pay Application No. 2 & Final for the Lift Station 4 Concrete Fence;

15. Receive construction bids for the Reclaimed Water Line Extension to El Dorado Boulevard and award contract;
16. Receive construction bids for the Exploration Green Detention Facility Phase 3A and award contract;
17. Receive construction bids for Storm Sewer Phase 36 and award contract;
18. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
19. Consider and act upon approval of the Capital Projects Disbursements;
20. Receive and act if necessary upon Attorney's Report;
21. Consider and act upon the Investment Summary ending October 31, 2018;
22. Receive General Manager's Report;
23. 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  
December 13, 2018

- 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 December 13, 2018. 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. Eddie Streich, Engineer;  
Mr. Larry Dunbar, Hydrologist;  
Ms. Nikki Andrus, Recording Secretary;  
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;  
Ms. Amy Suttle; Customer Service Supervisor.
- (A visitor roster copy is on file in the official records of the Authority and identified as Exhibit **A**.)
1. Minutes of the 11/15/18 Regular Meeting Approved                   Reading of the minutes of the November 15, 2018 Regular Meeting was waived due to all Directors having received copies prior to the meeting.
- Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the November 15, 2018 Regular Meeting.
2. Minutes of the 11/20/18 Special Meeting Approved                   Reading of the minutes of the November 20, 2018 Special 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 November 20, 2018 Special Meeting.
3. Comments from the Floor                   There were no comments.
4. Water, Sewer and Drainage Service to Red Ball Oxygen Blend Lab at 4468 Genoa Red Bluff. Approved                   A request for water, sewer and drainage service to Red Ball Oxygen Blend Lab at 4468 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 **B**.)
- Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve water, sewer and drainage service to Red Ball

Oxygen Blend Lab.

5. 90-Day Extension for Water, Sewer and Drainage Service to Clear Lake Marketplace Phase 4 Building H  
Approved

A request for a 90-day extension of water, sewer and drainage service to Clear Lake Marketplace Phase 4 Building H 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 90-day extension of water, sewer and drainage service to Clear Lake Marketplace Phase 4 Building H.
6. Report from Larry Dunbar on Atlas 14

Mr. Larry Dunbar discussed the results from the Atlas 14 study on the new rainfall data for the region. (A copy of which is on file in the official records of the Authority and identified as Exhibit D.) Because of the significant increase in wet weather flooding to the area, he suggested the Authority's Detention Policy be updated and amended to include new detention requirements, to help aid against the threat of possible future flooding with new construction. The Board deferred action and requested for Mr. Dunbar to report back when Fort Bend county and any other surrounding areas adopt updated detention policies based on the Atlas 14 results.
7. Hiring a Lobbyist for the 2019 Legislative Session

A discussion was held with the attorney to consider hiring a lobbyist for the 2019 Legislative Session.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously for the committee to meet with attorney Tim Green, to discuss hiring a lobbyist for the 2019 Legislative Session.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to call a Special meeting for December 21, 2018 to hire a lobbyist for the 2019 Legislative Session and sign the agreement.
8. Cost Sharing Agreement for the Southeast Transmission Line Project  
Deferred

Discussion regarding the Cost Sharing Agreement for the Southeast Transmission Line Project. (A copy of which is on file in the official records of the Authority and identified as Exhibit E.) After discussing the draft agreement, the Board deferred approval of the agreement to January 2019.
9. Amendment to Policy DEV-115, Consultant Fee  
Approved

An amendment to Policy DEV-115, Consultant Fee, 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.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the amendment to Policy DEV-115.
10. Tax Collector's Report

The Tax Collector's Report ending November 30, 2018 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.)
11. Financial Report Ending 9/30/18  
Approved

The Financial Report ending September 30, 2018 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve the Financial Report ending September 30, 2018.

12. Financial Report Ending 10/31/18  
Approved
- The Financial Report ending October 31, 2018 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 I.)
- Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the Financial Report ending October 31, 2018.
13. Operating Disbursements Report Ending 11/30/18  
Approved
- The Operating Disbursements Report for the period ending November 30, 2018 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.)
- 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 November 30, 2018.
14. Pay Application No. 2 & Final for Lift Station 4 Concrete Fence  
Approved
- Pay Application No. 2 & Final for Lift Station 4 Concrete Fence 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 Pay Application No. 2 & Final for Lift Station 4 Concrete Fence for Fencecrete America, Inc., for \$11,740.60.
15. Review Bids and Award Contract for Reclaimed Water Line Extension to El Dorado Blvd.  
Approved
- Mr. Rosenbaum presented bids for Reclaimed Water Line Extension to El Dorado Blvd. 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 L.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve awarding the contract to RAC Industries, LLC with a bid of \$665,854.00 and 120 calendar days.
16. Review Bids and Award Contract for Exploration Green Detention Facility Phase 3A  
Approved
- Mr. Rosenbaum presented bids for Exploration Green Detention Facility Phase 3 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 M.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve awarding the contract to Triple B Services, LLP with a bid of \$4,936,000.00 with 270 calendar days.
17. Review Bids and Award Contract for Storm Sewer Phase 36 Rehabilitation  
Approved
- Mr. Rosenbaum presented bids for Storm Sewer Phase 36 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 N.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve awarding the contract to AR Turnkey Construction Company, Inc. with a bid of \$523,287.00 and 70 calendar days.
18. 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 O.)
- Mr. Rosenbaum discussed projects for Bond Issue #39.
- Mr. Streich discussed the results from a Hurricane Harvey flooding analysis for Bay Forest Section 3 Subdivision. (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 Morrow and seconded by Director Savely, the Board voted unanimously to approve LAN to produce a drainage analysis and

detailed drawings of Bay Forest Section 3.

Mr. Streich discussed the results from a drainage evaluation on Hurricane Harvey rising water analysis for Bay Oaks. (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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve LAN to produce a topographic survey for Enchanted Isle in Bay Oaks.

19. 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 Johnson, the Board voted unanimously to approve the Capital Projects Report in the amount of \$127,145.35.

20. Attorney's Report

Nothing to report.

21. Investment Summary  
Approved

The Investment Summary for the period ending October 31, 2018 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 October 31, 2018.

22. General Manager's  
Report

Ms. Morrow presented a request for water, sewer and drainage service to Taylor Bid Red Fork Lift Wash Facility 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 **T**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve the request for water, sewer and drainage service to Taylor Big Red Fork Lift Wash Facility and to ratify at the January 2019 meeting.

Ms. Morrow discussed Mr. Ellor in South Taylor Lake Village requested a credit on his sewer bill. It was suggested to put in a doppler meter to monitor the flow.

Mr. Rodgers discussed the submission of the revised plans for the new water facility office and that they have been submitted to the City of Houston for review. The City is requiring mitigating the difference for the area built up due to the 500-year flood event.

Ms. Morrow discussed a violation with the chlorine residuals in WCID #161. The issue has been identified and corrected.

Ms. Morrow discussed the company to create a customer survey to be sent to residents, options and the costs involved.

Mr. Rodgers gave an update on the status of the Operating Contract with the Southeast Water Participation plant.

Ms. Morrow announced that the office Christmas luncheon will be on December 20, 2018.

23. Old and New Business

Nothing to discuss.

24. Meeting Adjourned

President Branch declared the meeting adjourned at 10:10 p.m.

[Redacted Signature]  
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President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

[Redacted Signature]  
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Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 1-10-19