



## CLEAR LAKE CITY WATER AUTHORITY

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

February 5, 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 February 8, 2018 for the following purposes:

1. Approve or correct minutes of the January 11, 2018 Regular Meeting;
2. Comments from the floor (5-minute limitation);
3. Receive and act upon an update Dr. Bedient/Rice University's Analysis of Flooding in the Clear Creek Watershed, specifically the Armand Bayou/Horsepen Bayou Area Study;
4. Discuss and act upon engineers Flood Risk Analysis;
5. Consider and act upon annual review of ADM-165, Investment Policy;
6. Consider and act upon approval of the financial audit ending September 30, 2017;
7. Consider and act upon approving Order Calling Directors Election;
8. Consider and act upon designating agent for Directors Election;
9. Consider and act upon adopting Resolution Regarding 2018 Ad Valorem Tax Exemptions;
10. Consider and act upon adopting Resolution Implementing a 20% Penalty on 2017 delinquent taxes;
11. Receive Tax Assessor/Collector Report ending January 31, 2018;
12. Request for a new TexPool and Wells Fargo bank account for the \$13,800,000 Bond Sale;
13. Consider and act upon Financial Report ending December 31, 2017;
14. Consider and act upon the Operating Disbursement's Report ending January 31, 2018;
15. Review and approve Pay Application No. 6 & Final for Sanitary Sewer Phase 70 Rehabilitation;
16. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 71 Manhole Rehabilitation;

17. Review and approve Pay Application No. 3 for Sanitary Sewer Phase 73 Television Inspections;
18. Review and approve Pay Application No. 10 for Exploration Green Detention Pond Phase 1C;
19. Review and approve Pay Application No. 4 & Final for Storm Sewer Phase 39 Television Inspection;
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 December 31, 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  
February 8, 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 February 8, 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 except Mr. Graf.
- Also present were:
- Ms. Jennifer Morrow, General Manager;  
Mr. Samuel Johnson, Attorney;  
Mr. Bill Rosenbaum, Engineer;  
Mr. Eddie Streich, Engineer;  
Mr. Tim Applewhite, McCall Gibson Swedlund Barfoot PLLC;  
Dr. Phillip Bedient, Rice University;  
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 the                   Reading of the minutes of the January 11, 2018 Regular Meeting was waived due to all  
1/11/2018 Regular                   Directors having received copies prior to the meeting.  
Meeting                                Thereupon, by motion duly made by Director Savely and seconded by Director Johnson,  
Approved                               the Board voted unanimously to approve the minutes of the January 11, 2018 Regular  
Meeting.
2. Comments from the             There were no comments.  
Floor
3. Dr. Bedient Update of         Dr. Bedient updated the Board on the progress of the Rice University's Analysis of  
Area Flood Study                 Flooding in the Clear Creek Watershed, specifically the Armand Bayou/Horsepen Bayou  
Review                               Area Study. He discussed with the Board the specific topics that will be covered in the  
study and addressed a few questions.
4. Engineer's Flood Risk         Mr. Bill Rosenbaum discussed the Flood Risk Analysis from Hurrigan Harvey for the  
Analysis                             CLCWA Lift Stations (4a), flooding from Hurricane Harvey in Meadowgreen, Section  
Approved                             One (4b), and the Robert T. Savely Water Reclamation Facility (4c). (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  
Johnson, the Board voted unanimously to approve proceeding with raising the height of  
the recommended lift stations to 36 inches above the proposed height of the Flood Risk

Analysis for CLCWA Lift Stations (4a).

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve using the Harris County Flood Control District's topographic study to complete the drainage analysis for the Flood Risk Analysis for flooding from Hurricane Harvey in Meadowgreen, Section One (4b), with options on how to proceed.

Thereupon, by motion duly made by Director Morrow and seconded by Director Savely, the Board voted unanimously to approve option one of the Flood Risk Analysis for the Robert T. Savely Water Reclamation Facility (4c), authorizing the engineer to rebuild the units with remote ballasts panels at an estimated cost of \$218,040.00.

- 5. Annual Review of ADM-165 Investment Policy  
Approved

Annual review of ADM-165, Investment Policy, was presented to the Board for review and approval. Mr. Samuel Johnson advised that no updates or changes needed to be made. (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 ADM-165 Investment Policy with no changes.

- 6. Financial Audit for Fiscal Year Ending September 30, 2017  
Approved

Mr. Tim Applewhite of McCall Gibson Swedlund Barfoot PLLC, presented the financial audit for the fiscal year ending September 30, 2017 for the Boards review and approval. Calculations are not yet complete for water loss from damage from Hurricane Harvey and a few large line major water line leaks, but will be finalized Monday. (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 Savely and seconded by Director Johnson, the Board voted unanimously to approve the financial audit for fiscal year ending September 30, 2017.

- 7. Order Calling 2018 Director's Election  
Approved

Mr. Samuel Johnson presented to the Board an Order Calling the Director's Election for May 5, 2018 for 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 Savely, the Board voted unanimously to approve the Order Calling Director's Election for May 5, 2018 with no change to the number of precincts.

- 8. Designating Agent for Director's Election  
Approved

Mr. Samuel Johnson recommended to the Board that Jennifer Morrow be the designating agent for the May 5, 2018 Director's Election.

Thereupon, by motion duly made by Director Morrow and seconded by Director Savely, the Board voted unanimously to approve Jennifer Morrow as the designating agent for the May 5, 2018 Director's Election.

- 9. Resolution Regarding 2018 Ad Valorem Tax Exemptions  
Approved

A resolution regarding the 2018 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 F.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Savely, the Board voted unanimously to approve the Resolution Regarding 2018 Ad Valorem Tax Exemptions.

- 10. Resolution Implementing a 20% Penalty on 2017

A resolution implementing a 20% penalty on 2017 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 G.)

- Delinquent Taxes  
Approved
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the resolution implementing a 20% penalty on 2017 delinquent taxes.
11. Tax Collector's Report
- The Tax Collector's Report ending January 31, 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 H.)
12. Authorization for New TexPool and Wells Fargo Bank Account for the \$13.8 M Bond Sale  
Approved
- A request was presented to the Board to open a new bank account with TexPool and Wells Fargo Bank for the \$13,800,000 Bond Sale.
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the new bank accounts for TexPool and Wells Fargo.
13. Financial Report Ending 12/31/17  
Approved
- The Financial Report ending December 31, 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 I.)
- Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve the Financial Report ending December 31, 2017.
14. Operating Disbursements Report  
Approved
- The Operating Disbursements Report for the period ending January 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 J.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve the Operating Disbursements Report for the period ending January 31, 2018.
15. Pay Application No. 6 & Final for Sanitary Sewer Phase 70 Rehabilitation  
Approved
- Pay Application No. 6 & Final for Sanitary Sewer Phase 70 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 K.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 6 & Final for Sanitary Sewer Phase 70 Rehabilitation for T Construction, LLC for \$182,522.72.
16. Pay Application No. 2 for Sanitary Sewer Phase 71 Manhole Rehabilitation  
Approved
- Pay Application No. 2 for Sanitary Sewer Phase 71 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 2 for Sanitary Sewer Phase 71 Manhole Rehabilitation for T. Gray Utility & Rehab Co., LLC., for \$52,381.80.
17. Pay Application No. 3 for Sanitary Sewer Phase 73 TV Inspections  
Approved
- Pay Application No. 3 for Sanitary Sewer Phase 73 TV Inspections 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. 3 for Sanitary Sewer Phase 73 TV Inspections for CSI Consolidated, LLC. for \$51,821.37.

- 18. Pay Application No. 10 for Exploration Green Detention Ponds Phase 1C  
Approved

Pay Application No. 10 for Exploration Green Detention Ponds Phase 1C 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 Pay Application No. 10 for Exploration Green Detention Ponds Phase 1C for LECON, Inc. for \$129,784.50.
  
- 19. Pay Application No. 4 & Final for Storm Sewer Phase 39 TV Inspection  
Approved

Pay Application No. 4 & Final for Storm Sewer Phase 39 TV Inspection 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 Savely and seconded by Director Morrow, the Board voted unanimously to approve Pay Application No. 4 & Final for Storm Sewer Phase 39 TV Inspection for R.L. Utilities, LLC for \$17,205.24.
  
- 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 **P**.)

Discussion regarding progress with Exploration Green and the possibility of working on Sections 3 and 4 simultaneously. Engineer to provide a report by next meeting on combining Sections 3 and 4 and the effects on traffic and the costs involved.
  
- 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 **Q**.)

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 \$486,957.10.
  
- 22. Attorney's Report

Mr. Samuel Johnson requested an Executive Session to provide attorney consultation.
  
- 23. Investment Summary  
Approved

The Investment Summary for the period ending December 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 **R**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Savely, the Board voted unanimously to approve the Investment Summary for the period ending December 31, 2017.
  
- 24. General Manager's Report

Ms. Morrow reported the TV crew is ahead of schedule on Phase 74.

Ms. Morrow reported the Authority had 300 calls in 2 days from customers with frozen or broken water or sprinkler lines during the hard freeze January 16, 2018 through January 17, 2018.

Ms. Morrow reported the two sewer line collapses in the 800 block of Seacliff have been repaired.

Ms. Morrow reported on the painting of the fire hydrants and use of the new primer.

Ms. Morrow reported a water leak behind U of H Clear Lake campus has been unable to be located due to wet grounds from rain and the difficulty in getting to the densely wooded area. When the weather clears up they will try again to locate the source of the leak.

Ms. Morrow reported that the SEWPP co-participants have come to an agreement



regarding the 2015 and 2016 true-ups, and that the committee to find a new plant operator has resumed work on this.

Ms. Morrow reported that South Taylor Lake Village Water Supply Corporation (STLVWSC) had excessively high sewer meter reads during Hurricane Harvey due to flooding at the meter. Staff has reviewed the data and they have notified STLVWSC they will get a credit for overbilling.

25. Old and New Business

No old or new business to discuss.

26. Meeting Adjourned

President Branch declared a recess of the open meeting at 9:12 pm.

After a brief recess an Executive Session was held from 9:18 pm to 9:26 pm to consult with the Attorney regarding legal matters.

After Executive Session the open meeting was reconvened at 9:26 pm.

President Branch declared the open meeting adjourned at 9:28 pm.



President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 3-8-18