



## CLEAR LAKE CITY WATER AUTHORITY

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

January 7, 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 January 10, 2019 for the following purposes:

1. Ratify item from the General Manager's report from December 13, 2018 regular meeting to approve water, sewer and drainage service to Taylor Big Red Fork Lift Wash Facility;
2. Approve or correct minutes of the December 13, 2018 Regular Meeting;
3. Approve or correct minutes of the December 21, 2018 Special Meeting;
4. Comments from the floor (5 minute limitation);
5. Consider and act upon approving water, sewer and drainage service to Clear Lake Storage at 915 Oakgrove Drive;
6. Discuss and act if necessary on presentation for Rice University Watershed Study;
7. Discuss and approve TCEQ Bond Application No. 39 for \$25,000,000 Bond Issue, including the Application for Approval and the Order Authorizing the Application, Engineering Report in support of Bond Issue #39 and any other related documents;
8. Consider and act upon Order Calling Public Hearing to Consider Updates to Land Use Assumptions and the Capital Improvements Plan;
9. Consider and act upon final amended and restated Cost Sharing Agreement for the Southeast Transmission Line Project;
10. Consider and act upon revised policy ADM-120, Holidays;
11. Receive Tax Assessor/Collector Report ending December 31, 2018;
12. Consider and act upon Financial Report ending November 30, 2018;
13. Consider and act upon the Operating Disbursement's Report ending December 31, 2018;

14. Review and approve Pay Application No. 4 & Final for the Administration Building Generator Replacement;
15. Review and approve Pay Application No. 1 for Elevated Storage Tank No. 6;
16. Review and approve Change Order No. 1 for Sanitary Sewer Phase 71 Rehabilitation;
17. Review and approve Pay Application No. 1 for the Robert T. Savely Water Reclamation Facility UV Flood Mitigation project;
18. Review and approve Pay Application No. 4 for Exploration Green Detention Facility Phase 2;
19. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
20. Consider and act upon approval of the Capital Projects Disbursements;
21. Receive and act if necessary upon Attorney's Report;
22. Consider and act upon the Investment Summary ending November 30, 2018;
23. Receive General Manager's Report;
24. 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  
January 10, 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 7:00 p.m. on January 10, 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;  
    Dr. Philip Bedient, Rice University;  
    Ms. Julianne Kugle, Bond Counsel, SK Law;  
    Mr. David Wood, Financial Advisor, R.W. Baird;  
    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. Ratify Item from General                    Ratify item from the General Manager's Report from December 13, 2018, to approve water, sewer and drainage service to Taylor Big Red Fork Lift Wash Facility at 4466 Genoa Red Bluff Rd. (A copy of which is on file in the official records of the Authority and identified as Exhibit **B**.)  
Manager's Report from                    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 Taylor Big Red Fork Lift Wash Facility.  
12/13/18 Service to  
Taylor Big Red Fork Lift  
Wash Facility at 4466  
Genoa Red Bluff Rd.  
Approved
2. Minutes of the 12/13/18                    Reading of the minutes of the December 13, 2018 Regular Meeting was waived due to all Directors having received copies prior to the meeting.  
Regular Meeting                    Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the December 13, 2018 Regular Meeting.  
Approved
3. Minutes of the 12/21/18                    Reading of the minutes of the December 21, 2018 Special Meeting was waived due to all Directors having received copies prior to the meeting.  
Special Meeting                    Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the December 21, 2018 Special Meeting.  
Approved

4. Comments from the Floor

There was a question from a resident regarding Park Estates Lane flood study. LAN has a final report on flooding and potential improvements that was sent to the HOA and to the residents.
  
5. Water, Sewer and Drainage Service to Clear Lake Storage at 915 Oakgrove Drive  
Approved

A request for water, sewer and drainage service to Clear Lake Storage at 915 Oakgrove Drive, 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.) Mr. Zuhair Hillail, owner, was present and spoke to the Board. He explained the financial letter should be ready next week and he will send for attorney, Samuel Johnson, to review.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve water, sewer and drainage service to Clear Lake Storage contingent upon receiving the financial letter and attorney Samuel Johnson reviewing and approving.
  
6. Presentation by Dr. Phillip Bedient from Rice University Watershed Study

Dr. Phillip Bedient and Andrew Juan from Rice University presented to the board results from a watershed study of Exploration Green Phase 1 and 2 and the effects on flooding and the downstream impact. (A copy of which is on file in the official records of the Authority and identified as Exhibit D.) The study determined that implementation of Phase 1 reduced peak flows during Harvey by about 40% and can reduce peak flows during the 100 year storm by 50% at the pond outlet. The Phase 1 detention pond had little to no impact at the downstream gage. Phase 2 shows promising peak flow reduction for the 100 year storm event by 80% at the pond outlet.
  
7. TCEQ Bond Application No. 39 for \$25 M Bond Issue, Including the Application for Approval and Order Authorizing the Application, Engineering Report in Support of Bond Issue No. 39 and Other Related Documents  
Approved

TCEQ Bond Application No. 39 for \$25,000,000 Bond Issue, including the Application for Approval and Order Authorizing the Application, Engineering Report in Support of Bond Issue No. 39 and other related documents 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve the TCEQ Bond Application No.39 for up to \$24,000,000 after removing the Cost Sharing Agreement for the Southeast Transmission Line Project.
  
8. Order Calling Public Hearing to Consider Updates to Land Use Assumptions and the Capital Improvements Plan  
Approved

The Order Calling Public Hearing to Consider Updates to Land Use Assumptions and the 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 F.)

Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve the Order Calling Public Hearing to Consider Updates to Land Use Assumptions and the Capital Improvements Plan.
  
9. Cost Sharing Agreement for the Southeast Transmission Line Project  
Deferred

A final amended and restated Cost Sharing Agreement for the Southeast Transmission Line Project 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 Morrow and seconded by Director Savely, the Board voted unanimously to defer until more information is received and legal counsel recommends approval.
  
10. Amendment to Policy ADM-120, Holidays  
Approved

A revised policy ADM-120, Holidays 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve the revised policy ADM-120,

Holidays.

11. Tax Collector's Report

The Tax Collector's Report ending December 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 **I**.)
  
12. Financial Report Ending 11/30/18  
Approved

The Financial Report ending November 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 **J**.)

Thereupon, by motion duly made by Director Savely and seconded by Director Morrow, the Board voted unanimously to approve the Financial Report ending November 30, 2018.
  
13. Operating Disbursements Report Ending 12/31/18  
Approved

The Operating Disbursements Report for the period ending December 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 **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 December 31, 2018.
  
14. Pay Application No. 4 & Final for Administration Building Generator Replacement  
Approved

Pay Application No. 4 & Final for Administration Building Generator Replacement 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**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 4 & Final for Administration Building Generator Replacement to C.F. McDonald Electric, Inc., for \$30,096.90.
  
15. Pay Application No. 1 for Elevated Storage Tank No. 6  
Approved

Pay Application No. 1 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 **M**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 1 for Elevated Storage Tank No. 6 to Landmark Structures I, L.P., for \$154,684.80.
  
16. Change Order No. 1 for Sanitary Sewer Phase 72 Rehabilitation  
Approved

Change Order No. 1 for 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 **N**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve Change Order No. 1 for Sanitary Sewer Phase 72 Rehabilitation for \$10,101.

After approving the first motion it was discovered there was a mathematical error in the total contract amount. Therefore, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve the amended Change Order No. 1 total contract amount from \$557,911.60 to 568,012.60.
  
17. Pay Application No. 1 for the Robert T. Savely Reclamation Facility UV Flood Mitigation Project  
Approved

Pay Application No. 1 for the Robert T. Savely Water Reclamation Facility UV Flood Mitigation Project 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 Morrow and seconded by Director Graf,

the Board voted unanimously to approve Pay Application No. 1 for Robert T. Savely Water Reclamation Facility UV Flood Mitigation Project to Glasco UV, LLC for \$423,400.00.

18. Pay Application No. 4 for Exploration Green Detention Facility Phase 2  
Approved

Pay Application No. 1 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 **P**.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 4 for Exploration Green Detention Facility Phase 2 to Triple B Services, LLP for \$524,339.89.

19. 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**.)

The Board discussed they would like the flood survey reports to be given to the HOA's of each subdivision and available on the Authority website, along with the FEMA report and Dr. Bedient's study.

Discussion regarding needing more information on flooding in Northfork.

20. 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 \$869,324.66.

21. Attorney's Report

Mr. Samuel Johnson responded to a previous question regarding numbered positions on the Board.

Mr. Samuel Johnson discussed an issue with annexation of a six-acre property on Kirby Rd. in Taylor Lake. The property was never annexed into the Authority and all taxes paid in should be refunded to the owner. The new owner of the land will need to request annexation and follow all Authority procedures to do so.

22. Investment Summary  
Approved

The Investment Summary 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 **S**.)

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 November 30, 2018.

23. General Manager's Report

Ms. Morrow discussed the annual audit is due February 12, 2019, which will be before the next Board meeting. She suggested a Special Meeting at the end of January to approve the annual audit and to discuss Kaneka.

Ms. Morrow discussed that TML offers insurance coverage for sanitary sewer backups residents as supplemental coverage. The Board was interested in obtaining this coverage.

There was a discussion regarding a meeting at Taylor Lake Village City Hall where LAN spoke to the residents and gave information about the status of their system, then CLCWA staff and LAN answered resident questions.





24. Old and New Business

Mr. Branch questioned fire hydrant painting and what can be done to continue. It was suggested to hire a contractor.

25. Meeting Adjourned

President Branch declared the meeting adjourned at 10:09 p.m.

  
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President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

  
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Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)

DATE APPROVED: 2-14-19

