



CLEAR LAKE CITY WATER AUTHORITY

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

January 8, 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 January 11, 2018 for the following purposes:

1. Approve or correct minutes of the December 14, 2017 Regular Meeting;
2. Comments from the floor (5 minute limitation);
3. Consider and act upon Lease Extension Proposal-Term Sheet from T-Mobile;
4. Receive Tax Assessor/Collector Report ending December 31, 2017;
5. Consider and act upon Financial Report ending November 30, 2017;
6. Consider and act upon the Operating Disbursement's Report ending December 31, 2017;
7. Review and approve Pay Application No. 4 for 24-inch Water Line crossing Horsepen Bayou;
8. Review and approve Change Order No. 2 for 24-inch Water Line crossing Horsepen Bayou;
9. Review and approve Pay Application No. 5 for Sanitary Sewer Phase 70 Rehabilitation;
10. Review and approve Pay Application No. 1 for Sanitary Sewer Phase 71 Manhole Rehabilitation;
11. Review and approve Change Order No. 2 for Sanitary Sewer Phase 71 Manhole Rehabilitation;
12. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 73 TV Inspections;
13. Review and approve Pay Application No. 9 for Exploration Green Detention Pond Phase 1C;
14. Review and approve Pay Application No. 3 for Storm Sewer Phase 39 Rehabilitation;
15. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
16. Consider and act upon approval of the Capital Projects Disbursements;

17. Receive and act if necessary upon Attorney's Report;
18. Consider and act upon the Investment Summary ending November 30, 2017;
19. Receive General Manager's Report;
20. 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 11, 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 7:02 p.m. on January 11, 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. Savely and Mr. Morrow. Mr. Johnson was appointed as acting Secretary.
- Also present were:
- Ms. Jennifer Morrow, General Manager;
Mr. Curtis Rodgers, Director of Utilities;
Mr. Samuel Johnson, Attorney;
Mr. Eddie Streich, Engineer;
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 12/14/2017 Regular Meeting Approved Reading of the minutes of the December 14, 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 Graf, the Board voted unanimously to approve the minutes of the December 14, 2017 Regular Meeting.
 2. Comments from the Floor Isaac Stoddard representing the CLCCA asked if there would be any discussion regarding four subdivisions in the area.
 3. Lease Extension Proposal-Term Sheet from T-Mobile Deferred A Lease Extension Proposal-Term Sheet with T-Mobile was presented to the Board for review and approval. After a short discussion, the item was deferred to the next Board meeting. (A copy of which is on file in the official records of the Authority and identified as Exhibit B.)
 4. Tax Collector's Report The Tax Collector's Report ending December 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 C.)
 5. Financial Report Ending 11/30/17 Approved The Financial Report ending November 30, 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 D.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve the Financial Report ending November 30, 2017.

6. Operating Disbursements Report Approved

The Operating Disbursements Report 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 E.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve the Operating Disbursements Report for the period ending December 31, 2017.

7. Pay Application No. 4 for 24-Inch Water Line Crossing Horsepen Bayou Approved

Pay Application No. 4 for 24-inch Water Line crossing Horsepen Bayou 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 F.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 4 for 24-inch Water Line crossing Horsepen Bayou for Huff & Mitchell, Inc., for \$66,291.00.

8. Change Order No. 2 for 24-Inch Water Line Crossing Horsepen Bayou Approved

Change Order No. 2 for the 24-inch Water Line crossing Horsepen Bayou 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 G.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve Change Order No. 2 for the 24-inch Water Line crossing Horsepen Bayou for Huff & Mitchell, Inc. for \$1,272.58.

9. Pay Application No. 5 for Sanitary Sewer Phase 70 Rehabilitation Approved

Pay Application No. 5 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 H.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 5 for Sanitary Sewer Phase 70 Rehabilitation for T Construction, LLC for \$74,063.97.

10. Pay Application No. 1 for Sanitary Sewer Phase 71 Manhole Rehabilitation Approved

Pay Application No. 1 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 I.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 1 for Sanitary Sewer Phase 71 Manhole Rehabilitation for T. Gray Utility & Rehab Co., LLC., for \$45,877.50.

11. Change Order No. 1 for Sanitary Sewer Phase 71 Manhole Rehabilitation Approved

Change Order No. 1 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 J.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve Change Order No. 1 for Sanitary Sewer Phase 71 Manhole Rehabilitation for T. Gray Utility & Rehab Co., LLC., for \$5,128.00.

12. Pay Application No. 2 for Sanitary Sewer Phase 73 TV Inspections Approved

Pay Application No. 2 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 K.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf,

the Board voted unanimously to approve Pay Application No. 2 for Sanitary Sewer Phase 73 TV Inspections for CSI Consolidated, LLC. for \$27,497.47.

- 13. Pay Application No. 9 for Exploration Green Detention Ponds Phase 1C
Approved

Pay Application No. 9 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 L.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 9 for Exploration Green Detention Ponds Phase 1C for LECON, Inc. for \$116,396.17.

- 14. Pay Application No. 3 for Storm Sewer Phase 39 TV Inspection
Approved

Pay Application No. 3 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 M.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 3 for Storm Sewer Phase 39 TV Inspection for R.L. Utilities, LLC for \$5,907.33.

- 15. 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 N.)

- 16. 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 O.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the Capital Projects Report in the amount of \$499,093.72.

- 17. Attorney's Report

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

- 18. Investment Summary
Approved

The Investment Summary for the period ending November 30, 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 P.)

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 November 30, 2017.

- 19. General Manager's Report

Ms. Morrow reported the sewer and TV crew have merged to begin work on Sanitary Sewer Phase 74 Rehab after training.

Ms. Morrow reported the plans are in for Elevated Storage Tank #6 and are under review by staff.

Ms. Morrow reported that two taps collapsed in the 800 block of Seacliff in Camino South. A contractor will begin repairs as soon as possible.

- 20. Old and New Business

President Branch reported on the status of fundraising with Exploration Green Conservancy. Harris County should be funding \$190,000 towards the project in February. The City of Houston is working on a possible \$75,000 contribution. Exploration Green Conservancy is working on grant applications for various sources including Texas Parks and Wildlife.

President Branch discussed a possible ribbon cutting ceremony in April for Exploration

Green.

21. Meeting Adjourned

President Branch declared a recess of the open meeting at 8:15 pm.

After a brief recess an Executive Session was held from 8:20 pm to 8:30 pm to consult with the Attorney regarding legal matters.

After Executive Session the open meeting was reconvened at 8:31 pm.

President Branch declared the open meeting adjourned at 8:45 pm.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 2-8-18