



## CLEAR LAKE CITY WATER AUTHORITY

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

July 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 July 13, 2017 for the following purposes:

1. Approve or correct minutes of the June 8, 2017 Regular Meeting;
2. Comments from the floor (5 minute limitation);
3. Consider and act upon water, sewer and drainage service to ARI – Auto Restore Inc. at 11526 Space Center Blvd;
4. Consider and act upon Texas A&M Galveston adding Exploration Green as a water quality testing, training, and study site;
5. Receive Tax Assessor/Collector Report ending June 30, 2017;
6. Consider and act upon Financial Report ending May 31, 2017;
7. Consider and act upon the Operating Disbursement's Report ending June 30, 2017;
8. Review and approve Pay Application No. 1 & Final for the 24-inch Water Line Repair at Space Center Boulevard and Horsepen Bayou;
9. Review and approve Pay Application No. 3 for the Elevated Storage Tank 1 Recoating;
10. Review and approve Change Order No. 1 for the Elevated Storage Tank 1 Recoating;
11. Review and approve Pay Application No. 8 for Sanitary Sewer Phase 66 Manhole Rehabilitation;
12. Review bids and award construction contract for the Sanitary Sewer Phase 66A Manhole Rehabilitation;
13. Review and approve Pay Application No. 4 for Sanitary Sewer Phase 67 Rehabilitation;
14. Authorize the advertising for bids for the Sanitary Sewer Phase 71 Manhole Rehabilitation;
15. Authorize the advertising for bids for Sanitary Sewer Phase 73 TV Inspections;

16. Authorize the General Manager to initiate advertising/soliciting for construction bids;
17. Review and approve Pay Application No. 3 for Exploration Green Detention Pond Phase 1C;
18. Review and approve Change Order No. 1 for Exploration Green Detention Pond Phase 1C;
19. Authorize the advertising for bids for Storm Sewer Phase 39 TV Inspections;
20. Review bids and award the construction contract for the Robert T. Savely Water Reclamation Facility Headworks Screen Replacement;
21. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
22. Consider and act upon approval of the Capital Projects Disbursements;
23. Receive and act if necessary upon Attorney's Report;
24. Consider and act upon the Investment Summary ending May 31, 2017;
25. Receive General Manager's Report;
26. 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  
July 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 7:01 p.m. on July 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 except Mr. Branch and Mr. Graf. Mr. Savely was acting as President.

Also present were:

Ms. Jennifer Morrow, General Manager  
Mr. Curtis Rodgers; Director of Utilities;  
Mr. Samuel Johnson, Attorney;  
Mr. Bill Rosenbaum, Engineer;  
Ms. Amy Suttle, Customer Service Supervisor;  
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;  
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 6/8/2017 Regular Meeting Approved  
Reading of the minutes of the June 8, 2017 Regular 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 June 8, 2017 Regular Meeting.
  
2. Comments from the Floor  
Resident Tim Daggett reported a concern about people driving golf carts on Exploration Green and consuming alcohol while driving. Another resident reported seeing the golf cart as well and a four-wheeler on Exploration Green. It was suggested that the next time they see anyone doing so to call the constable or police department and report it.
  
3. Water, Sewer and Drainage Service to ARI-Auto Restore Inc. Approved  
A request for water, sewer and drainage service to ARI-Auto Restore Inc., located at 11526 Space Center Blvd., 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve the request for water, sewer and drainage service to ARI-Auto Restore Inc.
  
4. Texas A&M Galveston adding Exploration Green as Water Quality Study Site Approved  
A request for Texas A&M Galveston to be allowed to add Exploration Green as a water quality testing, training, and study site, 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). Discussion regarding concerns about students possibly being injured and holding CLCWA or Exploration Green liable. A waiver and release form for volunteers

using Exploration Green was also presented.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Texas A&M Galveston students to use Exploration Green as a water quality study site contingent upon the waiver/release form being reviewed and approved by the attorney, and each volunteer/student signing such waiver/release form.

5. Tax Collector's Report

The Tax Collector's Report ending May 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 **D.**)
  
6. Financial Report Ending 5/31/17  
Approved

The Financial Report ending May 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 **E.**)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the Financial Report ending May 31, 2017.
  
7. Operating Disbursements Report  
Approved

The Operating Disbursements Report for the period ending June 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 **F.**)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the Operating Disbursements Report for the period ending June 30, 2017.
  
8. Pay Application No. 1 & Final for the 24" Water Line Repair at Space Center Blvd & Horsepen Bayou  
Approved

Pay Application No. 1 for the 24" Water Line Repair at Space Center Blvd and 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 1 & Final for the 24" Water Line Repair for CDC Unlimited, LLC for \$43,400.00.
  
9. Pay Application No. 3 for Elevated Storage Tank 1 Recoating  
Approved

Pay Application No. 3 for Elevated Storage Tank 1 Recoating 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 3 for Elevated Storage Tank 1 Recoating for CFG Industries, LLC for \$16,200.00.
  
10. Change Order No. 1 for Elevated Storage Tank 1 Recoating  
Approved

Change Order No. 1 for Elevated Storage Tank 1 Recoating 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve Change Order No. 1 for Elevated Storage Tank 1 Recoating for CGF Industries, LLC for \$1,980.00.
  
11. Pay Application No. 8 for Sanitary Sewer Phase 66 Manhole Rehabilitation  
Approved

Pay Application No. 8 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 **J.**)

Thereupon, by motion duly made by Director Morrow and seconded by Director

Johnson, the Board voted unanimously to approve Pay Application No. 8 for Sanitary Sewer Phase 66 Manhole Rehabilitation for Standard Cement Materials, Inc. for \$13,528.80.

12. Review Bids for Sanitary Sewer Phase 66A Manhole Rehabilitation  
Approved

Mr. Rosenbaum presented bids for Sanitary Sewer Phase 66A Manhole 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 **K**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve awarding the contract to CDC Unlimited for \$6,450.00.

13. Pay Application No. 4 for Sanitary Sewer Phase 67 Rehabilitation  
Approved

Pay Application No. 4 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 **L**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 4 for Sanitary Sewer Phase 67 Rehabilitation for North Houston Pole Line L.P. for \$65,957.47.

14. Authorize Advertising for Construction Bids for Sanitary Sewer Phase 71 Manhole Rehabilitation  
Approved

A request for approval to authorize the solicitation of construction bids for Sanitary Sewer Phase 71 Manhole 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 **M**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve advertising for construction bids for Sanitary Sewer Phase 71 Manhole Rehabilitation.

15. Authorize Advertising for Construction Bids for Sanitary Sewer Phase 73 TV Inspections  
Approved

A request for approval to authorize the solicitation of construction bids for Sanitary Sewer Phase 73 TV Inspections 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve advertising for construction bids for Sanitary Sewer Phase 73 TV Inspections.

16. Authorize the General Manager to Initiate Advertising/Soliciting for Construction Bids  
Approved

A request was presented to the Board to authorize the General Manager to initiate advertising/soliciting for construction bids. This will allow for better efficiency and timing for the consulting engineer's office to review bids and qualifications before recommending awarding at Board meetings.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to give the General Manager authorization to initiate the advertising/solicitation for construction bids on projects listed in the engineer's Capital Improvement Plan from the Bond Issues.

17. Pay Application No. 3 for Exploration Green Detention Ponds Phase 1C  
Approved

Pay Application No. 3 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 **O**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 3 for Exploration Green Detention Ponds Phase 1C for LECON, Inc. for \$274,251.24.

18. Change Order No. 1 for Exploration Green Detention Pond Phase

Change Order No. 1 for Exploration Green Detention Pond 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 **P**.)

1C  
Approved

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Change Order No. 1 for Exploration Green Detention Pond Phase 1C for LECON, Inc. for \$4,615.00.

19. Authorize Advertising for Construction Bids for Storm Sewer Phase 39 TV Inspections

A request for approval to authorize the solicitation of construction bids for Storm Sewer Phase 39 TV Inspections 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 Q.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve advertising for construction bids for Storm Sewer Phase 39 TV Inspections.

20. Review Bids for Robert T. Savely Water Reclamation Facility Headworks Screen Replacement

Mr. Rosenbaum presented bids for the Robert T. Savely Water Reclamation Facility Headworks Screen Replacement 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 R.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve awarding the contract to R&B Group, Inc., with a bid of \$478,000.00 and 250 calendar days.

21. 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 S.)

There was a discussion regarding the 24" water line and possible long term problems with the pipe going through wet sand and how long it may last.

22. 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 T.)

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 \$637,390.87.

23. Attorney's Report

Mr. Samuel Johnson reported they are working on the Verizon contract agreement.

The Board asked Mr. Samuel Johnson to review the release form for Exploration Green.

24. Investment Summary Approved

The Investment Summary for the period ending May 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 U.)

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 May 31, 2017.

25. General Manager's Report

Ms. Morrow reported that there have been installation issues with the new meters and a few have been found to be cross connected with a neighbor. The warranty has expired and we are starting a meter verification program for crews to manually verify meter information.

Ms. Morrow reported on a 30 tract of land on Clear Lake City Blvd. and Middlebrook Drive next to the fire station. This land will be developed for new homes and is located half in and half out of the District. This development could be included as an extension of WCID #161 and would go through the same annexation process. The engineer is

currently checking for capacity.

Ms. Morrow reported that the repairs to Beacon Road are scheduled to begin next week.

Ms. Morrow reported that Phase 1A is ready to be mowed. The contractor will do another seeding on the areas that did not originally meet minimum coverage requirements per their contract.

26. Old and New Business            Nothing to discuss.

27. Meeting Adjourned                Vice President Savely declared the open meeting adjourned at 8:39 pm.



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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: 8-10-17