



## CLEAR LAKE CITY WATER AUTHORITY

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

July 16, 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 July 19, 2018 for the following purposes:

1. Approve or correct minutes of the June 14, 2018 Regular Meeting;
2. Comments from the floor (5 minute limitation);
3. Discuss and act upon South Taylor Lake Village Water Supply Corporation request for annexation into the Authority;
4. Consider and act upon water, sewer and drainage service to Archangel Raphael Coptic Orthodox Church at 14220 Crescent Landing;
5. Discuss and act on Southeast Transmission Line for Southeast Water Purification Plant;
6. Receive Tax Assessor/Collector Report ending June 30, 2018;
7. Consider and act upon Financial Report ending May 31, 2018;
8. Consider and act upon the Operating Disbursement's Report ending June 30, 2018;
9. Review and approve Pay Application No. 7 for Sanitary Sewer Phase 73 Television Inspections;
10. Review and approve Pay Application No. 4 for Sanitary Sewer Phase 74 Television Inspections;
11. Approve Sanitary Sewer Phase 78 Television Inspection plans;
12. Review and approve Pay Application No. 1 for Exploration Green Detention Facility Phase 2;
13. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
14. Consider and act upon approval of the Capital Projects Disbursements;
15. Receive and act if necessary upon Attorney's Report;

16. Discuss and act upon FEMA Hazard Mitigation Grant Application for phases of Exploration Green;
17. Receive update on Baybrook Development, Ltd. fire line located at the 200/300 block of East Medical Center Blvd.;
18. Consider and act upon the Investment Summary ending May 31, 2018;
19. Consider and act upon request for a 90-Day Extension of service to Lone Star Delivery and Process at 11740 Space Center Blvd;
20. Review and approve Change Order No. 1 for Exploration Green Detention Facility Phase 2;
21. Consider and act upon hiring a consultant for grant work;
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.

[REDACTED]

Jennifer Morrow  
General Manager  
Clear Lake City Water Authority

(SEAL)



**CLEAR LAKE CITY WATER AUTHORITY**  
Board of Directors'  
Regular Meeting Minutes  
July 19, 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 July 19, 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. Tim Green, Attorney;  
Mr. Samuel Johnson, Attorney;  
Mr. Bill Rosenbaum, 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 6/14/2018 Regular Meeting Approved

Reading of the minutes of the June 14, 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 Savely, the Board voted unanimously to approve the minutes of the June 14, 2018 Regular Meeting.

2. Comments from the Floor

Resident Fred Swerdlin was present and spoke about his concerns with a new shopping center development at Clear Lake City Blvd. and Hwy 3. The shopping center has no detention and he is asking the Water Authority to send a letter to Harris County regarding the issues it will cause with flooding.

3. Request from South Taylor Lake Village Water Supply Corporation for Annexation

The committee reported that it had conducted extensive research and had several discussions with the various interested parties regarding the annexation of the South Taylor Lake Village Water Supply Corporation (STLVWSC). After reviewing and evaluating the various pros and cons, the committee determined that annexation would not be the advantage of the Authority and recommended not to annex the STLVWSC into the Authority.

After discussion, there was no motion to annex the STLVWSC into the Authority. The Board asked the committee to work with staff and legal to create a new process for possible future annexations.

4. Water, Sewer and Drainage Service to Archangel Raphael Coptic Orthodox Church at 14220 Crescent Landing  
Approved

A request for water, sewer and drainage service to Archangel Raphael Coptic Orthodox Church at 14220 Crescent Landing, 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 Savely and seconded by Director Graf, the Board voted unanimously to approve water, sewer and drainage service to Archangel Raphael Coptic Orthodox Church.
5. Southeast Transmission Line for Southeast Water Purification Plant

A presentation with discussion was given by Melissa Mack, engineer with LAN, regarding the Southeast Transmission Line for the Southeast Water Purification Plant. (A copy of which is on file in the official records of the Authority and identified as Exhibit C.)

No action was taken.
6. Tax Collector's Report

The Tax Collector's Report ending June 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 D.)
7. Financial Report Ending 5/31/18  
Approved

The Financial Report ending May 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 E.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve the Financial Report ending May 31, 2018.
8. Operating Disbursements Report  
Approved

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

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 June 30, 2018.
9. Pay Application No. 7 for Sanitary Sewer Phase 73 Television Inspections  
Approved

Pay Application No. 7 for Sanitary Sewer Phase 73 Television 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 G.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 7 for Sanitary Sewer Phase 73 Television Inspections for CSI Consolidated, LLC for \$9,400.50.
10. Pay Application No. 4 for Sanitary Sewer Phase 74 Television Inspections  
Approved

Pay Application No. 4 for Sanitary Sewer Phase 74 Television 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 H.)

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 74 Television Inspections for CLCWA for \$7,718.28.
11. Sanitary Sewer Phase 78 Television Inspection Plans  
Approved

Sanitary Sewer Phase 78 Television Inspection Plans were 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 Savely and seconded by Director Johnson, the Board voted unanimously to approve the Sanitary Sewer Phase 78 Television

Inspection Plans.

12. Pay Application No. 1 for Exploration Green Detention Facility Phase 2  
Approved
- Pay Application No. 1 for Exploration Green Detention Facility Phase 2 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. 1 for Exploration Green Detention Facility Phase 2 for Triple B Services, LLP. for \$163,724.58.
13. 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 K.)
14. 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 L.)
- 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 \$344,872.40.
15. Attorney's Report
- Nothing to report.
16. FEMA Hazard Mitigation Grant Application for Phases of Exploration Green
- Mr. Samuel Johnson discussed he has been working with Abby Stanhouse at LAN on the Notice of Intent to be filed for Exploration Green Phase 3B and Phase 5. He discussed needing information from FEMA regarding flood claims in the area.
- No action was taken.
17. Baybrook Development, Ltd. Fire Line at the 200/300 Block of E. Medical Center Blvd.
- Mr. Samuel Johnson informed the Board the title search found no evidence that any portion of the fire line was dedicated to, or accepted by, the Authority. Mr. Samuel Johnson added he was still waiting on the title company's review of records related to interest in the right-of-way.
18. Investment Summary  
Approved
- The Investment Summary for the period ending May 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 M.)
- 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, 2018.
19. 90-Day Extension for Water, Sewer and Drainage Service to Lone Star Delivery and Process at 11740 Space Center Blvd.  
Approved
- A request for a 90-day extension of water, sewer and drainage service to Lone Star Delivery and Process at 11740 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 N.)
- Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the 90-day extension of water, sewer and drainage service to Lone Star Delivery and Process.
20. Change Order No. 1 for Exploration Green Detention Facility Phase 2
- Change Order 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 O.)

Approved

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve Change Order No. 1 for Exploration Green Detention Facility Phase 2 for Triple B Service LLP for \$12,900.00.

21. Hiring a Consultant for Grant Work  
Approved

An agreement was presented to hire a consultant to pursue grants for future projects with Exploration Green and other possible grants that the Authority may benefit from. (A copy of which is on file in the official records of the Authority and identified as Exhibit P.) The Board asked for additional wording to the agreement that the consultant shall only receive compensation for work authorized by the Authority.

Thereupon, by motion duly made by Director Morrow and seconded by Director Savely, the Board voted unanimously to approve the agreement contingent upon additional wording being added to the agreement.

22. General Manager's Report

Ms. Morrow reported crews have been working on Exploration Green Phases 1A and 1B. Two additional employees are needed to keep up with the maintenance of the grounds at Exploration Green. Ms. Morrow also discussed considering hiring a part-time land steward as an independent contractor to coordinate and ongoing maintenance issues at Exploration Green.

Ms. Morrow reported hiring a new Wastewater Superintendent and Tax Collector.

Ms. Morrow discussed wanting to install glass across the customer service counter as a safety precaution for employees.

Mr. Curtis Rodgers reported on the Southeast Water Purification Plant meetings where the co-participants discussed hiring an outside contractor to operate the plant in place of the City of Houston. They are hoping to have this completed by June 2019.

23. Old and New Business

Nothing to discuss.


24. Meeting Adjourned


President Branch declared a recess of the open meeting at 9:28 pm.

After a brief recess, an Executive Session was held from 9:30 pm to 9:35 pm to consult with the Attorney regarding legal matters.

After Executive Session the open meeting was reconvened at 9:58 pm.

President Branch declared the open meeting adjourned at 10:01 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: 8-9-18