



CLEAR LAKE CITY WATER AUTHORITY

900 Bay Area Boulevard • Houston, Texas 77058 • 281/488-1164
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June 17, 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 June 20, 2019 for the following purposes:

1. Approve or correct minutes of the April 11, 2019 Public Hearing;
2. Approve or correct minutes of the May 9, 2019 Regular Meeting;
3. Approve or correct minutes of the May 15, 2019 Special Meeting;
4. Approve or correct minutes of the May 23, 2019 Special Meeting;
5. Comments from the floor (5 minute limitation);
6. Consider and act upon acceptance of a water line easement for House of Prayer Lutheran Church of Clear Lake City at 14045 Space Center Blvd.;
7. Receive Tax Assessor/Collector Report ending May 31, 2019;
8. Consider and act upon adding Gilda Mendoza to the Wells Fargo Bank accounts;
9. Consider and act upon Financial Report ending April 30, 2019;
10. Consider and act upon the Operating Disbursement's Report ending May 31, 2019;
11. Review and approve Pay Application No. 6 for Elevated Storage Tank No. 6;
12. Review and approve Pay Application No. 4 for Sanitary Sewer Phase 72 Rehabilitation;
13. Review and approve Pay Application No. 1 for Sanitary Sewer Phase 79 Television Inspection;
14. Review construction bids and award contract for Sanitary Sewer Phase 80 Rehabilitation;
15. Review and approve Pay Application No. 9 for Exploration Green Detention Facility Phase 2;
16. Review and approve Pay Application No. 4 for the Re-Claimed Water Line Extension to El Dorado Boulevard;

17. Review construction bids and award contract for the Robert T. Savely Reclamation Facility Belt Press Building Transformer Replacement;
18. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
19. Consider and act upon approval of the Capital Projects Disbursements;
20. Receive and act if necessary upon Attorney's Report;
21. Consider and act upon the Investment Summary ending April 30, 2018;
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.


Jennifer Morrow
General Manager
Clear Lake City Water Authority

(SEAL)



CLEAR LAKE CITY WATER AUTHORITY

Board of Directors'
Regular Meeting Minutes
June 20, 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 June 20, 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 except Mr. John Graf.

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. Gilda Mendoza, Accounts Manager;
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 4/11/19
Public Hearing
Approved

Reading of the minutes of the April 11, 2019 Public Hearing 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 April 11, 2019 Public Hearing.

2. Minutes of the 5/9/19
Regular Meeting
Approved

Reading of the minutes of the May 9, 2019 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 May 9, 2019 Regular Meeting.

3. Minutes of the 5/15/19
Special Meeting
Approved

Reading of the minutes of the May 15, 2019 Special 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 May 15, 2019 Special Meeting.

4. Minutes of the 5/23/19
Special Meeting
Approved

Reading of the minutes of the May 23, 2019 Special Meeting was waived due to all Directors having received copies prior to the meeting. Director Johnson pointed out an error in agenda item 2, second paragraph. Director Savely was absent from the meeting

and could not have made the motion. The minutes will be corrected to show that Director Morrow made the motion to approve.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the May 23, 2019 Special Meeting with the correction showing Director Morrow made the motion to approve.

5. Comments from the Floor

Mr. Paul Morris informed the Board there will be a memorial plaque on a bench in Exploration Green in honor and remembrance of David Rodgers.

Residents from Festival Drive in Oakbrook were present to discuss an ongoing problem they are having with sewer backups in their houses during rain events. The resident at 1520 Festival hired a plumber to install a backflow valve and are asking for the Authority to pay for half of the total cost of \$1,600.00. The Directors asked questions regarding the issue and flooding on their street. They only have a problem with sewer backup during rain events. The residents stated they have called to report the issue several times over the past year. This issue will be researched and will be discussed at the next regular Board meeting.

6. Water Line Easement for House of Prayer Lutheran Church at 14045 Space Center Blvd.
Approved

A request for a water line easement for House of Prayer Lutheran Church at 14045 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 water line easement for House of Prayer Lutheran Church.

7. Tax Collector's Report

The Tax Collector's Report ending May 31, 2019 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.)

8. Approve Granting Gilda Mendoza Access to the Wells Fargo Bank Accounts
Approved

A request was made to add Gild Mendoza, accounts manager, access to the Wells Fargo bank accounts.

Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve granting Gilda Mendoza access to the Wells Fargo bank accounts.

9. Financial Report Ending 4/30/19
Approved

The Financial Report ending April 30, 2019 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve the Financial Report ending April 30, 2019.

10. Operating Disbursements Report Ending 5/31/19
Approved

The Operating Disbursements Report for the period ending May 31, 2019 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 Morrow, the Board voted unanimously to approve the Operating Disbursements Report for the period ending May 31, 2019.

11. Pay Application No. 6 for Elevated Storage Tank No. 6 Approved
- Pay Application No. 6 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 F.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 6 for Elevated Storage Tank No. 6 to Landmark Structures I, L.P., for \$149,220.00.
12. Pay Application No. 4 for Sanitary Sewer Phase 72 Rehabilitation Approved
- Pay Application No. 4 for the 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 G.)
- 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 72 Rehabilitation to the Clear Lake City Water Authority for \$36,055.61.
13. Pay Application No. 1 for Sanitary Sewer Phase 79 Television Inspection Approved
- Pay Application No. 1 for Sanitary Sewer Phase 79 Television Inspections 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 Pay Application No. 1 for Sanitary Sewer Phase 79 Television Inspections to TB Environmental, Inc. for \$30,719.43.
14. Review Bids and Award Contract for Sanitary Sewer Phase 80 Rehabilitation
- Mr. Streich presented bids for the Sanitary Sewer Phase 80 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 I.)
- After discussion, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to re-bid Sanitary Sewer Phase 80 Rehabilitation.
15. Pay Application No. 9 for Exploration Green Detention Facility Phase 2 Approved
- Pay Application No. 9 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 J.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 9 for Exploration Green Detention Facility Phase 2 to Triple B Services, LLP for \$578,242.99.
16. Pay Application No. 4 for the Re-Claimed Water Line Extension to El Dorado Blvd. Approved
- Pay Application No. 4 for the Re-Claimed Water Line Extension to El Dorado 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 K.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 4 for the Re-Claimed Water Line Extension to El Dorado Blvd. to RAC Industries, LLC. for \$29,250.00.
17. Review Bids and Award Contract for Robert T. Savely Water Reclamation Facility Belt Press Building Transformer Replacement Approved
- Mr. Streich presented bids for the Robert T. Savely Water Reclamation Facility Belt Press Building Transformer 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 L.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve awarding the contract to C.F. McDonald Electric, Inc. with a bid of \$170,469.00 and 145 calendar days.

18. 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 M.)

Mr. Streich discussed plans and specs are signed and sealed for Lift Stations 5 & 22. FEMA gave a lost cost estimate and they are working with FEMA to bring the estimate up to help cover more of the cost.

Mr. Streich discussed information is being gathered for a report regarding the Wastewater Treatment Plant Capital Improvement Plan and should be ready for discussion at the September 2019 Board meeting.

Mr. Streich discussed the information gathered regarding Meadowgreen flooding and a meeting to be held with two residents to discuss adding a 12-foot swale in an existing easement between their houses. Harris County Flood Control has reviewed the proposal and has no objection, contingent upon Exploration Green Phase 3A being completed.

Mr. Streich discussed the proposed design of the detention basin for Exploration Green Phase 3B has been approved by the Harris County Flood Control District (HCFCD), contingent upon Exploration Green Phase 3A being completed. The complete design should be ready for the December 2019 Board meeting.

Mr. Streich discussed information gathered and reviewed for Bay Forest Section 3 flooding issues. The propose to install 2 swales similar to the one for Meadowgreen. The Board asked that LAN communicate with the Community Association, so they understand what the issues are and proposals to resolve them.

19. 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 N.)

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 \$1,024,186.84.

20. Attorney's Report

Mr. Samuel Johnson discussed the potential development of the South Taylor Lake Village area. A memorandum of understanding was sent to the developer, City of Taylor Lake Village, South Taylor Lake Village Water Supply Corporation, and Harris County WCID 50. Mr. Johnson will keep the Board updated.

Mr. Samuel Johnson discussed sending a resolution to the attorney for the Clear Lake City Community Association regarding the restrictive covenants related to fences for property along Exploration Green. The proposal is to allow for no restrictions on the type of fencing allowed on the property bordering Exploration Green. He believes it will be ready for approval at the July 2019 Board meeting.

21. Investment Summary
Approved

The Investment Summary for the period ending April 30, 2019 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 the Investment Summary for the period ending April 30, 2019.

22. General Manager's
Report

Ms. Morrow informed the Board of hiring three new employees who are being trained to run the TV truck.

Ms. Morrow reported there have been complaints in Camino South regarding flooding

during heavy rains. Surveys have been given to the residents to fill out and return for review. Staff is working with the Clear Lake City Community Association to help find a solution to the flooding issue.

Ms. Morrow reported the Harris County Flood Control District (HCFCD) contacted her to set up a meeting to discuss projects in our area.

Ms. Morrow informed the Board the Authority bought a drone to monitor phase progress and to use for inspections.

Ms. Morrow discussed the rehabilitation of the sand gravity filter at the Wastewater Treatment Plant.

Ms. Morrow informed the Board of hiring a project manager and the general duties he is responsible for.

Ms. Morrow discussed attending the AWBD Conference and topics discussed. It was recommended the Directors have separate email addresses specifically for Authority business. The emails will be set up for all Directors. Also discussed was that the adjournment of Board meetings should be an agenda item with a vote to adjourn the meeting. This new item will be added to all meetings moving forward.

23. Old and New Business

Director Morrow discussed speaking with Jeremy Phillips with Harris County Precinct 2 regarding Exploration Green and future funding options.

24. Meeting Adjourned

President Branch declared a recess of the open meeting at 8:43 p.m.

After a brief recess, an Executive Session was held from 8:50 p.m. to 9:07 p.m. to consult with the Attorney regarding potential litigation.

After Executive Session the open meeting was reconvened at 9:07 p.m.

President Branch declared the open meeting adjourned at 9:08 p.m.

[Redacted signature]

Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

[Redacted signature]
President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 7-11-19