

CLEAR LAKE CITY WATER AUTHORITY

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

March 7, 2016

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 will convene in Regular Session open to the public at 900 Bay Area Boulevard within such Authority at 7:00 p.m. on March 10, 2016 for the following purposes:

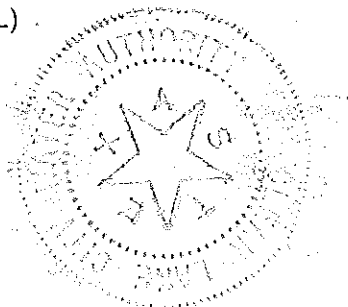
1. Ratify approval of water, sewer and drainage service to the Recreation Center at The Reserve, located at 5837 El Dorado Blvd.;
2. Approve or correct minutes of the February 11, 2016 Regular Meeting;
3. Comments from the floor (5 minute limitation);
4. Consider and act upon annual review of ADM-165, Investment Policy;
5. Consider and act upon giving the General Manager authority to spend a pre-authorized amount without first obtaining Board approval;
6. Consider and act upon removal of James H. Byrd and adding Nikki Weidig and Sarah Danford to Texpool;
7. Consider and act upon Order Cancelling Election and Declaring Unopposed Candidates Elected to Office;
8. Consider and act upon Reconstitution of the Board of Directors;
9. Consider and act upon Amended District Registration Form and authorize filing of same with the Texas Commission on Environmental Quality;
10. Consider and act upon Repudiation, Abandonment, Release and Termination of Utility Easement at 1515 Bay Area Blvd;
11. Consider and act upon adopting Resolution Regarding 2016 Ad Valorem Tax Exemptions;
12. Consider and act upon adopting Resolution Implementing a 20% Penalty on 2015 delinquent taxes;
13. Receive Tax Assessor/Collector Report ending February 29, 2016;
14. Consider and act upon Financial Report ending January 31, 2016;
15. Consider and act upon the Operating Disbursement's Report ending February 29, 2016;

16. Review and Approve Pay Application No. 1 for Water Plant No. 1 Recoating;
17. Authorize the advertising for construction bids for Water System Phase 8 Rehabilitation;
18. Review and approve Pay Application No. 3 & Final for Water System Phases 9 & 11 Rehabilitation;
19. Review and Approve Pay Application No. 3 for Sanitary Sewer Phase 62 Rehabilitation;
20. Authorize the advertising for construction bids for Sanitary Sewer Phase 68 Rehabilitation;
21. Review and approve Pay Application No. 4 & Final for the Memory Lane Sanitary Sewer;
22. Review and approve Pay Application No. 7 for Storm Sewer Phase 29 Rehabilitation;
23. Review and approve Pay Application No. 4 for Exploration Green Detention Pond Phase 1A;
24. Review and approve Revised Change Order No. 1 for Exploration Green Detention Pond Phase 1A;
25. Review bids and award construction contract for Exploration Green Detention Pond Phase 1B;
26. Review bids and award construction contract for Administration Building Roof Replacement;
27. Review and act upon the Engineer's Report and any matters pertaining to construction contracts;
28. Consider and act upon approval of the Capital Projects Disbursements;
29. Discuss and act upon SOAH proceedings;
30. Receive and act upon Attorney's Report;
31. Consider and act upon the Investment Summary ending January 31, 2016;
32. Receive General Manager's Report;
33. 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
March 7th, 2016

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 March 7th, 2016. 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 Board Members were present except John Branch, President. Robert T. Savely acting as Board President.

Also present were:

Ms. Jennifer Morrow, General Manager;
Mr. Curtis Rodgers, Director of Utilities;
Mr. Bill Rosenbaum, Engineer;
Mr. Tim Green, Attorney;
Mr. Samuel Johnson, Attorney;
Ms. Sarah Danford, HR Supervisor;
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;
Ms. Alice Cumming; Tax Assessor/Collector & Recording Secretary;
Mr. Stephen Eustis, Financial Advisor;
Mr. Michael Willis, Bond Attorney;
Ms. Nicholle Weidig, Administrative Assistant.

(A visitor roster copy is on file in the official records of the Authority and identified as Exhibit A.)

1. Ratify Item from 2/11/16 General Manager's report Approved
Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to ratify approval of water, sewer and drainage service to the Recreation Center at the Reserve, located at 5837 El Dorado Blvd.

2. Minutes of 2/11/2016 Regular Meeting Approved
Reading of the minutes of the February 11, 2016 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 Johnson, the Board voted unanimously to approve the minutes of the February 11, 2016 Regular Meeting.

3. Comments from the Floor
No comments.

4. Annual Review of ADM-165 Investment Policy Deferred
This Item was Deferred

5. Authorization for General Manager to spend Pre-Authorized Amount
Deferred
This Item was Deferred

6. TexPool Authorized Signers Update
Approved
Removal of James Byrd and Adding Nikki Weidig and Sarah Danford to Texpool Accounts (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 removing James Byrd and adding Nikki Weidig and Sarah Danford as authorized signers.

7. Order Cancelling Election
Approved
Order Cancelling Election and Declaring Unopposed Candidates Elected to Office (A copy of which is on file in the official records of the Authority and identified as Exhibit C)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the Order Cancelling Election and Declaring Unopposed Candidates Elected to Office.

8. Reconstitution of the Board Members
Deferred
This Item was Deferred

9. Amended District Registration form
Deferred
This Item was Deferred

10. Abandonment of Utility Easement at 1515 Bay Area
Approved
Repudiation, Abandonment, Release and Termination of Utility Easement at 1515 Bay Area Blvd (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 Repudiation, Abandonment, Release and Termination of Easement at 1515 Bay Area Blvd

11. 2016 Ad Valorem Tax Exemptions
Approved
Resolution Regarding 2016 Ad Valorem Tax Exemptions; (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 Graf, the Board voted unanimously to adopt the Resolution Regarding 2016 Ad Valorem Tax Exemptions

12. Resolution Implementing Penalty on 2015 Delinquent Taxes
Approved
Resolution Implementing a 20% Penalty on 2015 delinquent taxes; (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 adopt the Resolution Implementing a 20% Penalty on 2015 delinquent taxes

13. Tax Collector Report
A report of taxes collected and taxes outstanding as of February 29, 2016 was given for the Board's review. (A copy of which is on file in the official records of the

Authority and identified as Exhibit G.)

14. Financial Report
Approved

The Financial Report ending January 31, 2015 was presented for the Board's 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve the Financial Report ending January 31, 2016

15. Operating
Disbursements Report,
Approved

The Operating Disbursements Report ending February 29, 2016 was presented for the Board's 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 the Operating Disbursements Report ending February 29, 2016.

16. Pay Application No. 1
for Water Plant No 1
Recoating
Approved

Mr. Rosenbaum presented Pay Application No. 1 for Water Plant 1 Recoating 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 Water Plant 1 Recoating for CFG Industries, LLC, for \$102,312.00.

17. Authorize Advertising
for Water System
Phase 8 Rehabilitation
Approved

Mr. Rosenbaum requested Board approval to authorize the solicitation of bids for the Water System Phase 8 Rehabilitation.

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve awarding the contract to the Low Bidder, Water System Phase 8 Rehabilitation

18. Pay Application No. 3
& Final for Water
System Phases 9 & 11
Rehabilitation
Approved

Mr. Rosenbaum presented Pay Application No. 3 & Final for Water Systems Phases 9 & 11 Rehabilitation was presented for the Board's 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. 3 & Final for Water Systems Phases 9 & 11 Rehabilitation for Alcott, Inc. dba TCH for \$79,084.36

19. Pay Application No. 3
for Sanitary Sewer
Phase 62 Rehabilitation
Approved

Mr. Rosenbaum presented Pay Application No. 3 for Sanitary Sewer Phase 62 Rehabilitation was presented for the Board's 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 Morrow, the Board voted unanimously to approve Review and Approve Pay Application No. 3 for Sanitary Sewer Phase 62 Rehabilitation for T Construction, Inc. for \$104,377.50.

20. Authorize Advertising
for Construction Bids
for Sanitary Sewer
Phase 68 Rehabilitation
Approved

Mr. Rosenbaum requested Board approval to authorize the advertising for construction bids for Sanitary Sewer Phase 68 Rehabilitation.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the advertising for bids for Water

System Phase 8 Rehabilitation.

21. Pay Application No. 4 & Final for the Memory Lane Sanitary Sewer Approved
Mr. Rosenbaum presented Pay Application No. 4 & Final for the Memory Lane Sanitary Sewer was presented for the Board's 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. 4 & Final for the Memory Lane Sanitary Sewer for MMG Contractors, LLC for \$25,643.70
22. Pay Application No. 7 for Storm Sewer Phase 29 Rehabilitation Approved
Mr. Rosenbaum presented Pay Application No. 7 for Storm Sewer Phase 29 Rehabilitation was presented for the Board's 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 Pay Application No. 7 for Storm Sewer Phase 29 Rehabilitation for R.L. Utilities, Inc. for \$40,203.00.
23. Pay Application No. 4 for Exploration Green Detention Pond Phase 1A Approved
Mr. Rosenbaum presented Pay Application No. 4 for Exploration Green Detention Pond Phase 1A was presented for the Board's 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 Pay Application No. 4 for Exploration Green Detention Pond Phase 1A for Paskey Incorporated for \$74,055.06.
24. Change Order No. 1 for Exploration Green Detention Pond Phase 1A, Deferred
This Item was Deferred
25. Review Bids for Exploration Green Detention Pond Phase 1B Approved
Mr. Rosenbaum presented bids for Exploration Green Detention Pond Phase 1B 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 O.)
Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve awarding the contract to the low bidder, Lecon, Inc. with a bid of \$1,636,276.00 and 150 calendar days.
26. Review Bids for Replacement of Main Office Roof Approved
Mr. Rosenbaum presented bids received for the replacement of the Administration Building Roof 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 P.)
Thereupon, by motion duly made by Director Morrow and seconded by Director Graff, the Board voted unanimously to approve awarding the contract to the low bidder, Trumble Construction, with a bid of \$130,005.71 and 0 calendar days.
27. Engineer's Report
Mr. Rosenbaum presented a written status of projects 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.)
28. Capital Projects Disbursements, Approved
The Capital Projects Disbursements Report was presented for the Board's 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 Graf and seconded by Director Morrow, the Board voted unanimously to approve the Capital Projects Report in the amount of \$591,006.29

- 29. Status of SOAH Proceedings
Written closing arguments are due by March 31, 2016. Parties have until April 22, 2016 to file a rebuttal. The SOAH Judge's ruling is due by June 24, 2016.
- 30. Attorney's Report
No report.
- 31. Investment Summary Approved
The Investment Summary ending January 31, 2016 was presented for the Board's 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve the Investment Summary ending January 31, 2016
- 32. General Manager's Report
Ms. Morrow attended the meditation for SEWPP and will meet again at the end of March 2016 for one final attempt at resolving the issues.

Ms. Morrow discussed Phase 3 of the valve maintenance program, 674 valves were located and of that 557 have GPS, and 405 valves have been exercised.
- 33. Old and New Business
None
- 34. Meeting Adjourned
Director Savely declared the meeting adjourned at 8:45pm

~~President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY~~

Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 4/14/2016