



## CLEAR LAKE CITY WATER AUTHORITY

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

March 6, 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 March 9, 2017 for the following purposes:

1. Approve or correct minutes of the February 9, 2017 Regular Meeting;
2. Comments from the floor (5 minute limitation);
3. Consider and act upon the Certificate for Application for Approval by Texas Commission on Environmental Quality of Project and Issuance of Bonds;
4. Consider and act upon the Certificate for Order Authorizing Application for Approval of Bond Issue by the Texas Commission on Environmental Quality;
5. Consider and act upon approving an Easement and Right of Way Agreement with Seabrook Pipeline, LLC;
6. Consider and act upon approving a Water Line Easement for Port Commerce with Admadali M. Virani;
7. Consider and act upon approving a Water Line Easement for Port Commerce with Lenter Investments, LLC;
8. Consider and act upon approving a Water Line Easement for Port Commerce with Deer Park Independent School District;
9. Consider and act upon approving a Utility Easement for Port Commerce with Deer Park Independent School District;
10. Consider and act upon approval of water and sewer service to Action Gypsum located at 4452 Genoa Red Bluff Rd.;
11. Consider and act upon approval of water, sewer and drainage service to Meridian Senior Living located at 19400 Space Center Blvd.;
12. Consider and act upon changing signature cards on CLCWA TexPool bank account;
13. Receive Tax Assessor/Collector Report ending January 31, 2017;

14. Consider and act upon Financial Report ending January 31, 2017;
15. Consider and act upon the Operating Disbursement's Report ending February 28, 2017;
16. Review and approve Pay Application No. 4 for Sanitary Sewer Phase 66 Manhole Rehabilitation;
17. Review and approve Pay Application No. 2 & Final for Lift Station 18 Rehabilitation;
18. Review and approve Pay Application No. 9 for Exploration Green Detention Ponds Phase 1B;
19. Review and approve Pay Application No. 5 for Storm Sewer Phase 32 Manhole Rehabilitation;
20. Review and approve Pay Application No. 4 & Final for Storm Sewer Phase 33 Rehabilitation;
21. Review and approve Pay Application No. 1 for Storm Sewer Phase 35 Emergency Rehabilitation;
22. Review and approve Project Summary for Bond Issue #37;
23. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
24. Consider and act upon approval of the Capital Projects Disbursements;
25. Receive and act if necessary upon Attorney's Report;
26. Consider and act upon the Investment Summary ending January 31, 2017;
27. Receive General Manager's Report;
28. 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 9, 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 7:00 p.m. on March 9, 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. Graf.
- Also present were:
- Ms. Jennifer Morrow, General Manager  
   Mr. Curtis Rodgers, Director of Utilities;  
   Mr. Bill Rosenbaum, Engineer;  
   Mr. Samuel Johnson, Attorney;  
   Mr. B.J. Bergner, SK Law;  
   Mr. Stephen Eustis, RW Baird;  
   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 2/9/2017                    Reading of the minutes of the February 9, 2017 Regular Meeting was waived due to all  
Regular Meeting                    Directors having received copies prior to the meeting.  
Approved                                    Thereupon, by motion duly made by Director Savely and seconded by Director Johnson,  
   the Board voted unanimously to approve the minutes of the February 9, 2017 Regular  
   Meeting.
2. Comments from the                    There were no comments.  
Floor
3. Certificate for                    A Certificate for Application for Approval by the Texas Commission on Environmental  
Application for Approval                    Quality of Project and Issuance of Bonds was presented to the Board for review and  
by Texas Commission                    approval. (A copy of which is on file in the official records of the Authority and identified  
on Environmental                    as Exhibit B).  
Quality of Project and                    Thereupon, by motion duly made by Director Johnson and seconded by Director Savely,  
Issuance of Bonds                    the Board voted unanimously to approve the Certificate for Application for Approval by  
Approved                                    the Texas Commission on Environmental Quality of Project and Issuance of Bonds.
4. Certificate for Order                    A Certificate for Order Authorizing Application for Approval of Bond Issue by the Texas  
Authorizing Application                    Commission on Environmental Quality was presented to the Board for review and  
for Approval of Bond                    approval. (A copy of which is on file in the official records of the Authority and identified  
Issue by the Texas                    as Exhibit C).

Commission on  
Environmental Quality  
Approved

Thereupon, by motion duly made by Director Savely and seconded by Director Morrow, the Board voted unanimously to approve the Certificate for Order Authorizing Application for Approval by the Texas Commission on Environmental Quality of Project and Issuance of Bonds.

5. Seabrook Pipeline, LLC  
Easement and Right of  
Way Agreement  
Approved

An Easement and Right of Way Agreement with Seabrook Pipeline, LLC 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 Savely, the Board voted unanimously to approve the Easement and Right of Way Agreement contingent upon the Engineer's review and approval of the completed design drawings. The agreed amount is \$4,329 per line. As-builts are required upon completion.

6. Water Line Easement  
for Port Commerce with  
Admadali M. Virani  
Approved

A Water Line Easement for Port Commerce with Admadali M. Virani 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 Water Line Easement for Port Commerce contingent upon receipt of a lien subordination.

7. Water Line Easement  
for Port Commerce with  
Lenter Investments, LLC  
Approved

A Water line Easement for Port Commerce with Lenter Investments, LLC 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 the Water Line Easement for Port Commerce contingent upon receiving the 1295 form.

8. Water Line Easement  
for Port Commerce with  
Deer Park ISD  
Approved

A Water Line Easement for Port Commerce with Deer Park ISD 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 the Water Line Easement for Port Commerce.

9. Utility Easement for Port  
Commerce with Deer  
Park ISD  
Approved

A Utility Easement for Port Commerce with Deer Park ISD 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 Johnson and seconded by Director Morrow, the Board voted unanimously to approve the Utility Easement for Port Commerce with Deer Park ISD.

10. Water and Sewer  
Service to Action  
Gypsum at 4452 Genoa  
Red Bluff Rd.  
Approved

A request for water and sewer service to Action Gypsum located at 4452 Genoa Red Bluff Road 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 **I**.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Savely, the Board voted unanimously to approve the request for water and sewer service to Action Gypsum contingent upon receiving easements.

11. Water, Sewer and  
Drainage Service to  
Meridian Senior Living

A request for water, sewer and drainage service to Meridian Senior Living located at 19400 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 **J**.)

- at 19400 Space Center Blvd.  
Approved
- Thereupon, by motion duly made by Director Morrow and seconded by Director Savely, the Board voted unanimously to approve the request for water, sewer and drainage service to Meridian Senior Living contingent upon receiving easements.
12. Change Signature Cards for CLCWA TexPool Accounts  
Approved
- A request to change the name Nikki Weidig to Nikki Andrus on the CLCWA signature cards for TexPool was presented to the Board for approval.
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve changing the name on the CLCWA TexPool accounts.
13. Tax Assessor/Collector's Report
- The Tax Assessor/Collector's Report ending February 28, 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 **K**.)
14. Financial Report Ending 1/31/17  
Approved
- The Financial Report ending January 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 **L**.)
- Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve the Financial Report ending January 31, 2017.
15. Operating Disbursements Report  
Approved
- The Operating Disbursements Report for the period ending February 28, 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 **M**.)
- 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 January 31, 2017 contingent upon adding \$44,211.16 for the Elevated Storage Tank #6 land purchase.
16. Pay Application No. 4 for Sanitary Sewer Phase 66 Manhole Rehabilitation  
Approved
- Mr. Rosenbaum presented Pay Application No. 4 for Sanitary Sewer Phase 66 Manhole Rehabilitation 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 Savely and seconded by Director Morrow, the Board voted unanimously to approve Pay Application No. 4 for Sanitary Sewer Phase 66 Manhole Rehabilitation for Standard Cement Materials, Inc. for \$32,611.00.
17. Pay Application No. 2 & Final for Lift Station No. 18 Rehabilitation  
Approved
- Mr. Rosenbaum presented Pay Application No. 2 & Final for Lift Station No. 18 Rehabilitation 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. 2 & Final for Lift Station No. 18 Rehabilitation for CDC Unlimited, LLC for \$32,620.00.
18. Pay Application No. 9 for Exploration Green Detention Pond Phase 1B  
Approved
- Mr. Rosenbaum presented Pay Application No. 9 for Exploration Green Detention Pond Phase 1B 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 9 for Exploration Green Detention Pond Phase 1B for Lecon, Inc. for \$294,863.11.

19. Pay Application No. 5 for Storm Sewer Phase 32 Manhole Rehabilitation  
Approved
- Mr. Rosenbaum presented Pay Application No. 5 for Storm Sewer Phase 32 Manhole Rehabilitation 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 **Q**.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 5 for Storm Sewer Phase 32 Manhole Rehabilitation for Standard Cement Materials, Inc. for \$20,848.50.
20. Pay Application No. 4 & Final for Storm Sewer Phase 33 Rehabilitation  
Approved
- Mr. Rosenbaum presented Pay Application No. 4 & Final for Storm Sewer Phase 33 Rehabilitation 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 **R**.)
- 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 Storm Sewer Phase 33 Rehabilitation for National Power Rodding Corp. for \$87,369.30.
21. Pay Application No. 1 for Storm Sewer Phase 35 Emergency Rehabilitation  
Approved
- Mr. Rosenbaum presented Pay Application No. 1 for Storm Sewer Phase 35 Emergency Rehabilitation 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 **S**.)
- Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve Pay Application No. 1 for Storm Sewer Phase 35 Emergency Rehabilitation for R.L. Utilities, Inc. for \$68,354.55.
22. Project Summary for Bond Issue #37  
Approved
- Mr. Rosenbaum presented a Summary of Costs for Bond Issue #37. (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 Savely and seconded by Director Morrow, the Board voted unanimously to approve the Summary of Costs for Bond Issue #37.
23. Engineers 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 **U**.)
- Mr. Rosenbaum reported that Exploration Green Phase 2 detention ponds will have a slight change to the pond design. Plans are being developed and will go through the Harris County Flood Control District.
- Mr. Rosenbaum presented handout of the potential storm sewer system improvements along streets adjacent to Exploration Green Phase 2 Detention Pond and discussed the table showing drainage design options and costs. (A copy of which is on file in the official records of the Authority and identified as Exhibit **V**.)
- Discussion regarding the elevated storage tank (EST) at the wastewater treatment plant (WWTP). Questions were raised about if the EST needs to remain in service and if there was some land nearby where it could be moved in the event of a WWTP expansion. Mr. Morrow requested a hydraulic study for the next Board meeting.
24. 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 **W**.)
- 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 \$707,784.09.
25. Attorney's Report
- Nothing to report.

26. Investment Summary  
Approved

The Investment Summary for the period ending January 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 X.)

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 January 31, 2017.

27. General Manager's  
Report

Ms. Morrow reported that the repairs to the Greenwood Pines sinkhole will be starting next week.

Ms. Morrow reported that the purchase of the land for Elevated Storage Tank #6 has closed.

Ms. Morrow reported that they are working on the plans for the replacement of the water barn. Possible design options would make it a three story building with records storage on the top floor. It was suggested that a freight elevator should be installed.

Ms. Morrow announced the company picnic will be April 22, 2017 at Countryside Park in League City.

28. Old and New Business

Nothing to discuss.

29. Meeting Adjourned

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

After a brief recess an Executive Session was held from 08:18 pm to 08:26 pm to consult with the Attorney regarding legal matters.

After Executive Session the open meeting was reconvened at 08:27 pm.

President Branch declared the open meeting adjourned at 08:30 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: 4-13-17