



CLEAR LAKE CITY WATER AUTHORITY

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

May 8, 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 May 11, 2017 for the following purposes:

1. Approve or correct minutes of the April 13, 2017 Regular Meeting;
2. Comments from the floor (5 minute limitation);
3. Consider and act upon water, sewer and drainage service to Clear Lake Marketplace Phase 3 Ross and TJMaxx at 3355 and 3359 Clear Lake City Blvd.;
4. Receive Tax Assessor/Collector Report ending April 30, 2017;
5. Consider and act upon Financial Report ending March 31, 2017;
6. Consider and act upon the Operating Disbursement's Report ending April 30, 2017;
7. Review and approve Pay Application No. 1 for the Elevated Storage Tank 1 Recoating;
8. Review and approve Pay Application No. 6 for Sanitary Sewer Phase 66 Manhole Rehabilitation;
9. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 67 Rehabilitation;
10. Review the construction bids and award the contract for the Sanitary Sewer Phase 70 Rehabilitation;
11. Request authorization to solicit or advertise for construction bids for the Lift Station #4 Concrete Panel Fence;
12. Review and approve Pay Application No. 2 & Final for Storm Sewer Phase 35 Emergency Rehabilitation;
13. Review and approve Pay Application No. 1 for Exploration Green Phase 1C Detention Pond;
14. Authorize the advertising for construction bids for the Robert T. Savely Water Reclamation Facility Headworks Fine Screen Replacement;

15. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
16. Consider and act upon approval of the Capital Projects Disbursements;
17. Receive and act if necessary upon Attorney's Report;
18. Consider and act upon the Investment Summary ending March 31, 2017;
19. Receive General Manager's Report;
20. 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.



Curtis Rodgers
Director of Utilities
Clear Lake City Water Authority

(SEAL)



CLEAR LAKE CITY WATER AUTHORITY

Board of Directors'
Regular Meeting Minutes
May 11, 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 May 11, 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. Morrow and Mr. Johnson. Mr. Graf was appointed as acting Secretary.
- 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. 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 4/13/2017 Reading of the minutes of the April 13, 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 Graf and seconded by Director Savely, the Board voted unanimously to approve the minutes of the April 13, 2017 Regular Meeting.
2. Comments from the There were no comments.
Floor
3. Water, Sewer and A request for water, sewer and drainage service to Clear Lake Marketplace Phase 3,
Drainage Service to TJMaxx and Ross, located at 3355 and 3359 Clear Lake City Blvd. was presented to the
Clear Lake Marketplace Board for review and approval. (A copy of which is on file in the official records of the
Phase 3 Authority and identified as Exhibit **B**).
Approved Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve the request for water, sewer and drainage service to Clear Lake Marketplace Phase 3.
4. Tax Collector's Report The Tax Collector's Report ending April 30, 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 **C**.)

5. Financial Report Ending 3/31/17
Approved

The Financial Report ending March 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 D.)

Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve the Financial Report ending March 31, 2017.
6. Operating Disbursements Report
Approved

The Operating Disbursements Report for the period ending April 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 E.)

Thereupon, by motion duly made by Director Graf and seconded by Director Savely, the Board voted unanimously to approve the Operating Disbursements Report for the period ending April 30, 2017.
7. Pay Application No. 1 for Elevated Storage Tank 1 Recoating
Approved

Pay Application 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 F.)

Thereupon, by motion duly made by Director Graf and seconded by Director Savely, the Board voted unanimously to approve Pay Application No. 1 for Elevated Storage Tank 1 Recoating for CFG Industries, LLC for \$20,700.00.
8. Pay Application No. 6 for Sanitary Sewer Phase 66 Manhole Rehabilitation
Approved

Pay Application No. 6 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 G.)

Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 6 for Sanitary Sewer Phase 66 Manhole Rehabilitation for Standard Cement Materials, Inc. for \$22,572.60.
9. Pay Application No. 2 for Sanitary Sewer Phase 67 Rehabilitation
Approved

Pay Application No. 2 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 H.)

Thereupon, by motion duly made by Director Graf and seconded by Director Savely, the Board voted unanimously to approve Pay Application No. 2 for Sanitary Sewer Phase 67 Rehabilitation for North Houston Pole Line L.P. for \$54,973.71.
10. Review bids for Sanitary Sewer Phase 70 Rehabilitation
Approved

Mr. Rosenbaum presented bids received for Sanitary Sewer Phase 70 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.)

Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve awarding the contract to T Construction, LLC, with a bid of \$615,762.10 and 120 calendar days.
11. Authorize Advertising for Construction Bids for Lift Station #4 Concrete Panel Fence
Approved

A request for approval to authorize the solicitation of construction bids for Lift Station #4 Concrete Panel Fence 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 J.)

Thereupon, by motion duly made by Director Graf and seconded by Director Savely, the Board voted unanimously to approve advertising for construction bids for Lift Station #4 Concrete Panel Fence.

12. Pay Application No. 2 & Final for Storm Sewer Phase 35 Emergency Rehabilitation
Approved
- Pay Application No. 2 & Final for Storm Sewer Phase 35 Emergency 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 **K**.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 2 & Final for Storm Sewer Phase 35 Emergency Rehabilitation for R.L. Utilities, Inc. for \$10,294.95.
13. Pay Application No. 1 for Exploration Green Detention Ponds Phase 1C
Approved
- Pay Application No. 1 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 **L**.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 1 for Exploration Green Detention Ponds Phase 1C for LECON, Inc. for \$120,786.03.
14. Authorize Advertising for Construction Bids for the Robert T. Savely Water Reclamation Facility Headworks Fine Screen Replacement
Approved
- A request for approval to authorize the solicitation of construction bids for the Robert T. Savely Water Reclamation Facility Headworks Fine Screen Replacement 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 Graf and seconded by Director Savely, the Board voted unanimously to approve advertising for construction bids for the Robert T. Savely Water Reclamation Facility Headworks Fine Screen Replacement.
15. 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 **N**.)
16. 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 **O**.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve the Capital Projects Report in the amount of \$359,123.27.
17. Attorney's Report
- Samuel Johnson discussed the Beacon Road repairs. A letter was sent to all co-owners regarding the costs to each for repairs. There was a meeting with all co-owners with two out of four attending not agreeing on the cost and how to proceed with the repairs. Sealed bids are being requested and another meeting will take place to discuss awarding the bid.
18. Investment Summary
Approved
- The Investment Summary for the period ending March 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 **P**.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve the Investment Summary for the period ending March 31, 2017.
19. General Manager's Report
- Ms. Morrow reported that partial replacement of the 24" Space Center water line (14000 block) was discussed since the temporary fix is leaking. An emergency meeting will be called once HCFCD approves the plans and bids are received.
- Ms. Morrow presented a letter of complaint to the Board from resident Mrs. Piazza at 15707 Craighurst, asking to waive the late fee on her water bill. The Board agreed the water bill payment was received after the January 31st due date and is unable to waive the late fee and make an exception to the policy. Ms. Morrow will follow up with Mrs.

Piazza to let her know the outcome.

Mr. Curtis Rodgers reported on our procedures for Emergency Preparedness for hurricane season and what the Authority has done to improve the preparations for an upcoming storm.

Ms. Morrow reported that the FBI has been contacted regarding the issues with check fraud.

Ms. Morrow reported that HCFCD approved the plans and repairs are underway for the Greenwood Pines sinkhole.

20. Old and New Business

Nothing to discuss.

21. Meeting Adjourned

President Branch declared the open meeting adjourned at 08:17 pm.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 6-8-17