



CLEAR LAKE CITY WATER AUTHORITY

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

November 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 (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 November 10, 2016 for the following purposes:

1. Approve or correct minutes of the October 13, 2016 Public Hearing;
2. Approve or correct minutes of the October 13, 2016 Regular Meeting;
3. Comments from the floor (5 minute limitation);
4. Consider and act upon accepting completion of The Reserve at Clear Lake Lift Station No. 1;
5. Consider and act upon changing signature cards on CLCWA Wells Fargo bank account;
6. Consider and act upon changing signature cards on CLCWA Prosperity bank account;
7. Consider and act upon increasing the Authority's General Liability insurance coverage limit;
8. Receive Tax Assessor/Collector Report ending October 31, 2016;
9. Consider and act upon the Operating Disbursement's Report ending October 31, 2016;
10. Review and approve Pay Application No. 4 & Final for Water Phase 8 Rehabilitation;
11. Review bids and award contract for the recoating of Elevated Storage Tank No. 1;
12. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 66 Manhole Rehabilitation;
13. Review bids and award construction contract for Sanitary Sewer Phase 67 Rehabilitation;
14. Review and approve Pay Application No. 4 for Sanitary Sewer Phase 68 Rehabilitation;
15. Review and approve Pay Application No. 5 for Exploration Green Detention Pond Phase 1B;
16. Authorize the advertising for construction bids for Exploration Green Detention Pond Phase 1C;

17. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
18. Consider and act upon approval of the Capital Projects Disbursements;
19. Receive and act if necessary upon Attorney's Report;
20. Consider and act upon the Investment Summary ending September 30, 2016;
21. Receive General Manager's Report;
22. 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
November 10, 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 November 10, 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 were present.
- Also present were:
- Ms. Jennifer Morrow, General Manager;
 Mr. Bill Rosenbaum, Engineer;
 Mr. Samuel Johnson, Attorney;
 Ms. Nikki Weidig, Recording Secretary.
- (A visitor roster copy is on file in the official records of the Authority and identified as Exhibit A.)
1. Minutes of 10/13/2016 Reading of the minutes of the October 13, 2016 Public Hearing was waived due to all
Public Hearing Directors having received copies prior to the meeting.
Approved
- Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the October 13, 2016 Public Hearing.
2. Minutes of 10/13/2016 Reading of the minutes of the October 13, 2016 Regular Meeting was waived due to
Regular Meeting all Directors having received copies prior to the meeting.
Approved
- Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the October 13, 2016 Regular Meeting.
3. Comments from the There were no comments.
Floor
4. The Reserve at Clear A request to accept the completion of The Reserve at Clear Lake Lift Station No. 1
Lake Lift Station No. 1 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 Johnson, the Board voted unanimously to accept the completion of The Reserve at Clear Lake Lift Station No. 1.

5. Update Signature Cards for Wells Fargo Bank
Approved

A request was made to update the signature cards on the CLCWA Wells Fargo Bank accounts to add Sarah Danford and change the name of Nikki Weidig to Nikki Andrus.

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve updating the Wells Fargo bank signature cards.

6. Update Signature Cards for Prosperity Bank
Approved

A request was made to update the signature cards on the CLCWA Prosperity Bank accounts to add Donna Haynes, Gina Gentile, Curtis Rodgers and Jennifer Morrow as check signers, and to remove Alice Cumming and James Byrd. A new Wire Transfer Authorization and Agreement was signed to remove Laura Mason and add Sarah Danford and change the name Nikki Weidig to Nikki Andrus.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve updating the Prosperity Bank accounts.

7. Increase the Authority's General Liability Insurance Coverage
Approved

A proposal was presented to the Board to increase the Authority's General Liability insurance coverage. (A copy of which is on file in the official records of the Authority and identified as Exhibit C.)

Thereupon, a motion was duly made by Director Morrow to increase the coverage to \$10 Million and seconded by Director Savely, the Board voted unanimously to approve increasing the Authority's General Liability insurance coverage.

8. Tax Assessor/Collector's Report

The Tax Assessor/Collector's Report ending October 31, 2016 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.)

9. Operating Disbursements Report
Approved

The Operating Disbursements Report for the period ending October 31, 2016 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 Johnson, the Board voted unanimously to approve the Operating Disbursements Report for the period ending October 31, 2016.

10. Pay Application No. 4 & Final for Water System Phase 8 Rehabilitation
Approved

Mr. Rosenbaum presented Pay Application No. 4 & Final for Water System Phase 8 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 F.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 4 & Final for Water System Phase 8 Rehabilitation for CES Utilities, Inc. for \$31,770.80.

11. Review Bids for Elevated Storage Tank No.1 Recoating
Approved

Mr. Rosenbaum presented bids received for Elevated Storage Tank No. 1 Recoating 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 G.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, opposed by Director Savely, the Board voted to approve awarding the contract to the low bidder J & A Coating, LLC, with a bid of \$279,000.00 and 90 Calendar days contingent upon legal review of bid form and instruction to bidders.

12. Pay Application No. 2 for Sanitary Sewer Phase 66 Manhole Rehabilitation
Approved
- Mr. Rosenbaum presented Pay Application No. 2 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 H.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Morrow, the Board voted unanimously to approve Pay Application No. 1 for Sanitary Sewer Phase 66 Manhole Rehabilitation for Standard Cement Materials, Inc. for \$1,539.00.
13. Review Bids for Sanitary Sewer Phase 67 Rehabilitation
Approved
- Mr. Rosenbaum presented bids received for Sanitary Sewer Phase 67 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve awarding the contract to the low bidder North Houston Pole Line L.P., with a bid of \$413,306.00 and 150 calendar days.
14. Pay Application No. 4 for Sanitary Sewer Phase 68 Rehabilitation
Approved
- Mr. Rosenbaum presented Pay Application No. 4 for Sanitary Sewer Phase 68 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 J.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 4 for Sanitary Sewer Phase 68 Rehabilitation for PM Construction & Rehab, LLC. for \$78,635.25.
15. Pay Application No. 5 for Exploration Green Detention Pond Phase 1B
Approved
- Mr. Rosenbaum presented bids for Pay Application No. 5 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 K.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 5 for Exploration Green Detention Pond Phase 1B for Lecon, Inc. for \$385,199.19.
16. Authorize Advertising for Construction Bids for Exploration Green Detention Pond Phase 1C
Approved
- Mr. Rosenbaum requested Board approval to authorize the solicitation of construction bids for Exploration Green Detention Pond Phase 1C.
- Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve advertising for construction bids for Exploration Green Detention Pond Phase 1C.
17. 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 L.)
18. 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 M.)
- Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve the Capital Projects Report in the amount of \$612,360.20.
19. Attorney's Report
- No action was taken.

20. Investment Summary
Approved

The Investment Summary for the period ending September 30, 2016 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 Investment Summary for the period ending September 30, 2016.

21. General Manager's
Report
Approved

Ms. Morrow discussed the results of the November 8, 2016 Bond Election. A Special Meeting will be held on November 18, 2016 at 11:00 am to canvass the election results.

Ms. Morrow discussed the request form WCID #161 for the Authority to operate the valve. Mr. Larry Dunbar, district hydrologist consultant, is against this. The Directors requested this to be added to the December 8, 2016 agenda for further discussion.

22. Old and New Business

There was a discussion regarding the CLCWA Policies on known and unknown leaks. It was suggested an item to change the policies be added to the December 8, 2016 agenda.

23. Meeting Adjourned

President Branch declared the regular open meeting adjourned at 9:00 pm.

[Redacted signature]

President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

[Redacted signature]

Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 1-12-17