



CLEAR LAKE CITY WATER AUTHORITY

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

November 12, 2018

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 15, 2018 for the following purposes:

1. Approve or correct minutes of the October 11, 2018 Public Hearing for CLCWA 2018 Ad Valorem Tax Rate;
2. Approve or correct minutes of the October 11, 2018 Regular Meeting;
3. Approve or correct minutes of the October 9, 2018 Impact Fee Committee Meeting;
4. Comments from the floor (5 minute limitation);
5. Consider and act upon water, sewer and drainage service to Clear Lake AME Church at 202 Cyberonics Blvd;
6. Receive Tax Assessor/Collector Report ending October 31, 2018;
7. Consider and act upon the Operating Disbursement's Report ending October 31, 2018;
8. Review and approve Pay Application No. 3 for the Administration Building Generator Replacement;
9. Review and approve Pay Application No. 1 for the Lift Station 4 Concrete Fence;
10. Review and approve Pay Application No. 3 & Final for WWTP Fine Screens;
11. Authorize the advertising for construction bids for the Reclaimed Water System;
12. Authorize the advertising for construction bids for Exploration Green Detention Facility Phase 3A;
13. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
14. Consider and act upon approval of the Capital Projects Disbursements;
15. Receive and act if necessary upon Attorney's Report;

16. Consider and act upon the Investment Summary ending September 30, 2018;
17. Receive General Manager's Report;
18. 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.

[REDACTED]

Curtis Rodgers
Director of Utilities
Clear Lake City Water Authority

(SEAL)



CLEAR LAKE CITY WATER AUTHORITY

Board of Directors'
Regular Meeting Minutes
November 15, 2018

- 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 November 15, 2018. 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. Director Savely arrived at 7:03 p.m.
- Also present were:
- Ms. Jennifer Morrow, General Manager;
Mr. Curtis Rodgers, Director of Utilities;
Mr. Tim Green, Attorney;
Mr. Bill Rosenbaum, Engineer;
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 10/11/18 Public Hearing Approved Reading of the minutes of the October 11, 2018 Public Hearing 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 October 11, 2018 Public Hearing.
2. Minutes of the 10/11/18 Regular Meeting Approved Reading of the minutes of the October 11, 2018 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 October 11, 2018 Regular Meeting.
3. Minutes of the 10/9/18 Impact Fee Committee Meeting Approved Reading of the minutes of the October 9, 2018 Impact Fee Committee 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 October 9, 2018 Impact Fee Committee Meeting.
4. Comments from the Floor There were no comments.

5. Water, Sewer and Drainage Service to Clear Lake AME Church at 202 Cyberonics Blvd. Approved

A request for water, sewer and drainage service to Clear Lake AME Church at 202 Cyberonics 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 Graf, the Board voted unanimously to approve water, sewer and drainage service to Clear Lake AME Church.
6. Tax Collector's Report

The Tax Collector's Report ending October 31, 2018 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**.)
7. Operating Disbursements Report Approved

The Operating Disbursements Report for the period ending October 31, 2018 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 **D**.)

Thereupon, by motion duly made by Director Graf and seconded by Director Morrow, the Board voted unanimously to approve the Operating Disbursements Report for the period ending October 31, 2018.
8. Pay Application No. 3 for Administration Building Generator Replacement Approved

Pay Application No. 3 for the Administration Building Generator Replacement 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 Pay Application No. 3 for the Administration Building Generator Replacement for Clear Lake City Water Authority for C.F. McDonald Electric, Inc. for \$16,875.00.
9. Pay Application No. 1 for Lift Station 4 Concrete Fence Approved

Pay Application No. 1 for Lift Station 4 Concrete Fence 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 Johnson and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 1 for Lift Station 4 Concrete Fence for Fenccrete America, Inc., for \$25,205.40.
10. Pay Application No. 3 & Final for WWTP Fine Screen Approved

Pay Application No. 3 & Final for WWTP Fine Screen 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 3 & Final for WWTP Fine Screen for R & B Group, Inc., for \$56,233.79.
11. Authorize Advertising for Construction Bids for Reclaimed Water System Approved

A request for approval to authorize the solicitation of construction bids for Reclaimed Water System was presented to the Board for review.

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve advertising for construction bids for Reclaimed Water System.
12. Authorize Advertising for Construction Bids for Exploration Green Detention Facility Phase 3A

A request for approval to authorize the solicitation of construction bids for Exploration Green Detention Facility Phase 3A was presented to the Board for review.

Thereupon, by motion duly made by Director Savely and seconded by Director Morrow, the Board voted unanimously to approve advertising for construction bids for Exploration

Approved

Green Detention Facility Phase 3A.

13. 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 H.)

The Board asked questions regarding a public meeting presentation for Taylor Lake Village. The staff and consultants are working on it. Mayor Keeney requested for the meeting to be held in early January 2019. A letter was sent to Mayor Keeney and copies will be forwarded to the Board.

Work being done on Lift Station 21 control panels and a proposed stand-alone generator is being reviewed. Mr. Rodgers gave the Board a summary of all work being done.

The Board would like to follow up with Harris County Flood Control District regarding submittal from October 11, 2018. This is for flooding issues in the Meadowgreen subdivision.

The Board would like to see options to submit to Harris County Flood Control regarding Bay Forest flooding. Waiting on Drainage Impact Analysis and Topo survey and would like to have at the December meeting.

The Board would like a draft report of the Bay Oaks flooding at the December meeting.

14. 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 I.)

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 \$188,755.97

15. Attorney's Report

Nothing to report.

16. Investment Summary
Approved

The Investment Summary for the period ending September 30, 2018 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 J.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve the Investment Summary for the period ending September 30, 2018.

17. General Manager's
Report

Ms. Morrow reported on Exploration Green updates. A meeting with the contractor for Phase 2 was held and box culverts are scheduled for Thanksgiving week. CenterPoint is installing lines in Phase 1 and Phase 2 and dredging is complete in Phase 1.

Ms. Morrow reported Sanitary Sewer Phase 78 TV Inspection (in-house project) has started.

Ms. Morrow reported receiving a fine from the Railroad Commission from a crew hitting a gas line.

Ms. Morrow and the Board discussed sending out a survey to customers and the costs involved. The Board would like options and pricing for the December meeting.

Discussion regarding the possibility of hiring a lobbyist for the Authority. This item to be on the December agenda for approval.

18. Old and New Business

President Branch declared the meeting adjourned at 8:16 p.m.

19. Meeting Adjourned



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 12-13-18