



CLEAR LAKE CITY WATER AUTHORITY

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

October 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 7:10 p.m. on October 12, 2017 for the following purposes:

1. Approve or correct minutes of the September 14, 2017 Regular Meeting;
2. Approve or correct minutes of the September 25, 2017 Special Meeting;
3. Comments from the floor (5 minute limitation);
4. Consider and act upon water, sewer and drainage service to Houston Dementia Center at 12410 Space Center Blvd;
5. Consider and act upon adoption of proposed 2017 Ad Valorem tax rate for CLCWA at \$0.22 per \$100 for debt service rate and \$0.05 per \$100 for maintenance and operation tax rate;
6. Consider and act upon Amended Notice to Sellers and Purchasers;
7. Consider and act upon the Financial Advisor's Report and take any action thereon, including:
 - (a) Discuss issuance of District's Unlimited Tax Bonds, Series 2017A (the "Bonds") and approve Order Adopting Official Sale and Bid Form, Authorizing Distribution Thereof and of Preliminary Official Statement, and Authorizing Publication of Notice of Sale;
8. Consider and act upon a Resolution Authorizing Submission of a Grant Application for Texas Parks and Wildlife, appoint Jennifer Morrow as the authorized representative, and take any further action related if necessary;
9. Consider and act upon revised policy ADM-220 Vacation Time;
10. Consider and act upon approval of professional services agreement with DD Diamond Development & Construction Group, LLC for design of maintenance facility;
11. Receive Tax Assessor/Collector Report ending September 30, 2017;
12. Consider and act upon Financial Report ending August 31, 2017;
13. Consider and act upon the Operating Disbursement's Report ending September 30, 2017;

14. Review and approve Pay Application No. 6 & Final for the Elevated Storage Tank 1 Recoating;
15. Review and approve Pay Application No. 2 for the 24-inch Water Line Replacement at Space Center Boulevard and Horsepen Bayou;
16. Review and approve Pay Application No. 1 & Final for Sanitary Sewer Phase 66A Manhole Rehabilitation;
17. Review and approve Pay Application No. 7 & Final for Sanitary Sewer Phase 67 Rehabilitation;
18. Review and approve the Project Status Report for Sanitary Sewer Phase 69 TV Inspections;
19. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 70 Rehabilitation;
20. Review and approve Change Order No. 2 for Sanitary Sewer Phase 70 Rehabilitation;
21. Approve Sanitary Sewer Phase 74 TV Inspections;
22. Review and approve Pay Application No. 10 for Exploration Green Detention Pond Phase 1B;
23. Review and approve Pay Application No. 6 for Exploration Green Detention Pond Phase 1C;
24. Review and approve Pay Application No. 2 & Final for Storm Sewer Phase 40 Rehabilitation;
25. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
26. Consider and act upon approval of the Capital Projects Disbursements;
27. Receive and act if necessary upon Attorney's Report;
28. Consider and act upon the Investment Summary ending August 31, 2017;
29. Receive General Manager's Report;
30. 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
October 12, 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 7:10 p.m. on October 12, 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.
- Also present were:
- Ms. Jennifer Morrow, General Manager;
Mr. Samuel Johnson, Attorney;
Mr. Tim Green, Attorney;
Mr. Eddie Streich, Engineer;
Mr. Stephen Eustis, Financial Advisor, R.W. Baird;
Mr. Joshua Kahn, SK Law;
Ms. Amy Suttle, Customer Service Supervisor;
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;
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 9/14/2017 Regular Meeting Approved
Reading of the minutes of the September 14, 2017 Regular Meeting was waived due to all Directors having received copies prior to the meeting.

Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the September 14, 2017 Regular Meeting.
 2. Minutes of the 9/25/2017 Special Meeting Approved
Reading of the minutes of the September 25, 2017 Special 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 Morrow, the Board voted unanimously to approve the minutes of the September 25, 2017 Special Meeting.
 3. Comments from the Floor
Resident Fred Swerdlin informed the Board about flooding in his house and neighborhood. Flooding occurred with Tropical Storm Allison, heavy rains on May 12, 2015 and Hurricane Harvey. He discussed his research and why he believes flooding occurs in this area. He sent information from his research to the engineer at LAN who has reviewed it. A meeting is being planned with Harris County Flood Control District (HCFCD) to discuss the flooding issue.

4. Water, Sewer and Drainage Service to Houston Dementia Center at 12410 Space Center Blvd.
Approved

A request for water, sewer and drainage service to Houston Dementia Center, located at 12410 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 **B**.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve water, sewer and drainage service to Houston Dementia Center.

5. Adoption of 2017 Ad Valorem Tax Rate for CLCWA
Approved

The 2017 Ad Valorem Tax Rates for CLCWA were 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 **C**.)

Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to adopt a proposed debt service rate of \$0.22 per \$100 of the assessed valuation and a maintenance tax rate of \$0.05 per \$100 of the assessed valuation, for the CLCWA.

6. Amended Notice to Sellers and Purchasers
Approved

An Amended Notice to Sellers and Purchasers 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve the Amended Notice to Sellers and Purchasers.

7. Financial Advisors Report Including; District's Unlimited Tax Bonds, Series 2017A; Order Adopting Official Sale and Bid Form; Authorize Distribution of Preliminary Official Statement, and Authorize Publication of Notice of Sale
Approved

The Financial Advisor discussed the issuance of District's Unlimited Tax Bonds, Series 2017A (the "Bonds") and approve Order Adopting Official Sale and Bid Form, Authorizing Distribution Thereof and of Preliminary Official Statement, and Authorizing Publication of Notice of Sale. (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 Savely and seconded by Director Johnson, the Board voted unanimously to approve the Order Adopting Official Sale and Bid Form, Authorizing Distribution Thereof and of Preliminary Official Statement and Authorizing Publication of Notice of Sale.

8. Resolution Authorizing Submission of a Grant Application for Texas Parks and Wildlife and Appoint Jennifer Morrow as the Authorized Representative
Approved

A Resolution Authorizing Submission of a Grant Application for Texas Parks and Wildlife was submitted 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**.) The Board was asked to appoint Jennifer Morrow as the authorized representative.

Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve Resolution Authorizing Submission of a Grant Application for Texas Parks and Wildlife and appoint Jennifer Morrow as the authorized representative.

9. Revised Policy ADM-220 Vacation Time
Approved

A Revised Policy ADM-220 Vacation Time 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 Revised Policy ADM-220 Vacation Time.

10. Service Agreement with DD Diamond Development & Construction Group, LLC
Approved

An agreement with DD Diamond Development & Construction Group, 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 H.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the agreement with DD Diamond Development & Construction Group, LLC.
11. Tax Collector's Report

The Tax Collector's Report ending September 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 I.)
12. Financial Report Ending 8/31/17
Approved

The Financial Report ending August 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 J.)

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

The Operating Disbursements Report for the period ending September 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 K.)

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 September 30, 2017.
14. Pay Application No. 6 & Final for Elevated Storage Tank 1 Recoating
Approved

Pay Application No. 6 & Final 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 L.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 6 & Final for Elevated Storage Tank 1 Recoating for CFG Industries, LLC for \$34,633.00.
15. Pay Application No. 2 for the 24-inch Water Line Replacement at Space Center Blvd. and Horsepen Bayou
Approved

Pay Application No. 2 for the 24-inch Water Line Replacement at Space Center Blvd. and Horsepen Bayou 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 2 for the 24-inch Water Line Replacement at Space Center Blvd. and Horsepen Bayou for Huff & Mitchell, Inc. for \$52,020.00.
16. Pay Application No. 1 & Final for Sanitary Sewer Phase 66A Manhole Rehabilitation
Approved

Pay Application No. 1 & Final for Sanitary Sewer Phase 66A 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 N.)

Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 1 & Final for Sanitary Sewer Phase 66A Manhole Rehabilitation for Standard Cement Materials, Inc. for \$6,450.00.

17. Pay Application No. 7 & Final for Sanitary Sewer Phase 67 Rehabilitation Approved
Pay Application No. 7 & Final 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 **O**.)
Thereupon, by motion duly made by Director Savely and seconded by Director Morrow, the Board voted unanimously to approve Pay Application No. 7 & Final for Sanitary Sewer Phase 67 Rehabilitation for North Houston Pole Line L.P. for \$39,037.26.
18. Project Status Report for Sanitary Sewer Phase 69 TV Inspections Approved
Project Status Report No. 7 & Final for Sanitary Sewer Phase 69 TV Inspections 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 Johnson, the Board voted unanimously to approve the Project Status Report No. 7 & Final for Sanitary Sewer Phase 69 TV Inspections for the CLCWA for \$62,939.83.
19. Pay Application No. 2 for Sanitary Sewer Phase 70 Rehabilitation Approved
Pay Application No. 2 for Sanitary Sewer Phase 70 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 **Q**.)
Thereupon, by motion duly made by Director Savely and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 2 for Sanitary Sewer Phase 70 Rehabilitation for T Construction, LLC for \$43,393.68.
20. Change Order No. 2 for Sanitary Sewer Phase 70 Rehabilitation Approved
Change Order No. 2 for Sanitary Sewer Phase 70 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 **R**.)
Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve Change Order No. 2 for Sanitary Sewer Phase 70 Rehabilitation for T Construction, LLC for \$7,560.00.
21. Approve Sanitary Sewer Phase 74 TV Inspections Approved
Approval for Sanitary Sewer Phase 74 TV Inspections. (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 Morrow and seconded by Director Savely, the Board voted unanimously to approve Sanitary Sewer Phase 74 TV Inspections to the CLCWA.
22. Pay Application No. 10 for Exploration Green Detention Pond Phase 1B Approved
Pay Application No. 10 for Exploration Green Detention Ponds Phase 1B 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 **T**.)
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 Ponds Phase 1B for LECON, Inc. for \$13,945.36.
23. Pay Application No. 6 for Exploration Green Detention Ponds Phase 1C Approved
Pay Application No. 6 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 **U**.)
Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 6 for Exploration Green Detention Ponds Phase 1C for LECON, Inc. for \$136,342.62.

24. Pay Application No. 2 & Final for Storm Sewer Phase 40 Rehabilitation Approved
- Pay Application No. 2 & Final for Storm Sewer Phase 40 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 **V.**)
- Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 2 & Final for Storm Sewer Phase 40 Rehabilitation for CDC Unlimited LLC for \$5,365.00.
25. 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 **W.**)
26. 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 **X.**)
- 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 \$513,230.65.
27. Attorney's Report
- Attorney Samuel Johnson reported that all government contracts in the State of Texas with companies for goods or services must contain a new provision stating that such company does not boycott the State of Israel.
28. Investment Summary Approved
- The Investment Summary for the period ending August 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 **Y.**)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Savely, the Board voted unanimously to approve the Investment Summary for the period ending August 31, 2017.
29. General Manager's Report
- Ms. Morrow reported on three printed media interviews for Exploration Green regarding flood control.
- Ms. Morrow reported that damage repairs are still being done. The UV filtration system needs to be replaced. Research is being done on the best options to use and costs.
- Ms. Morrow reported that the 24" water line will be complete in the next week.
- Ms. Morrow reported on Feathercraft by the bridge and ditch a sinkhole occurred during Harvey. Repairs are scheduled for next week.
30. Old and New Business
- None.
31. Meeting Adjourned
- President Branch declared the open meeting adjourned at 9:10 pm.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 11-9-17