



CLEAR LAKE CITY WATER AUTHORITY

900 Bay Area Boulevard • Houston, Texas 77058 • 281/488-1164
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September 17, 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 September 20, 2018 for the following purposes:

1. Ratify item from the General Manager's report from the August 9, 2018 regular meeting to approve water, sewer and drainage service to Frost Bank at 1234 Clear Lake City Blvd;
2. Approve or correct minutes of the August 9, 2018 Regular Meeting;
3. Comments from the floor (5 minute limitation);
4. Consider and act upon water, sewer and drainage service to Clear Lake Marketplace Building H at 3361 Clear Lake City Blvd;
5. Consider and act upon water, sewer and drainage service to Clearpoint Crossing Residences Parking Lot Improvements at 11400 Space Center Blvd.;
6. Consider and act upon retaining McCall, Gibson, Swedlund, Barfoot PLLC LLP, as auditors for the 2017-2018 Fiscal Year;
7. Consider and act upon Pay/Timekeeping Policy Revisions;
8. Hear Financial Advisor Report and discuss issuance of Series 2018 Unlimited Tax and Revenue Bonds;
9. Consider approving Order Adopting Official Notice of Sale and Bid Form, Authorizing Distribution Thereof and of Preliminary Official Statement, and Authorizing Publication of Notice of Sale;
10. Consider and act upon adoption of the proposed 2018 Ad Valorem tax rate for CLCWA;
11. Receive Tax Assessor/Collector Report ending August 31, 2018;
12. Consider and act upon approval to write-off delinquent uncollectable water/sewer accounts;
13. Consider and act upon approval of the Budget for Fiscal Year 2018-2019;
14. Consider and act upon Financial Report ending July 31, 2018;

15. Consider and act upon the Operating Disbursement's Report ending August 31, 2018;
16. Authorize the advertising for bids for Sanitary Sewer Phase 72 Rehabilitation;
17. Review and approve Pay Application No. 5 & Final for Sanitary Sewer Phase 74 TV Inspections;
18. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
19. Authorize the advertising for bids for Water Plant #1 Office Building;
20. Consider and act upon approval of the Capital Projects Disbursements;
21. Receive and act if necessary upon Attorney's Report;
22. Discuss and act on Exploration Green Detention Facility Phase 2 City of Houston Airport Hazard Area variance request;
23. Consider and act upon the Investment Summary ending July 31, 2018;
24. Receive General Manager's Report;
25. 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
September 20, 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 7:00 p.m. on September 20, 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.

Also present were:

Ms. Jennifer Morrow, General Manager;
Mr. Samuel Johnson, Attorney;
Mr. Eddie Streich, Engineer;
Mr. Tim Applewhite, Auditor;
Ms. Nikki Andrus, Recording Secretary;
Ms. Rachell Crider, Tax Collector;
Mr. Frank Elliott, Wastewater Superintendent;
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;
Ms. Amy Suttle; Customer Service Supervisor;
Ms. Fatima Uwakwe, Accounting Manager.

(A visitor roster copy is on file in the official records of the Authority and identified as Exhibit A.)

1. Ratify Item from General Manager's Report form 8/9/18 Service to Frost Bank at 1234 Clear Lake City Blvd
Approved

Ratify item from the General Manager's Report from August 9, 2018, to approve water, sewer and drainage service to Frost Bank at 1234 Clear Lake City Blvd. (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 Savely, the Board voted unanimously to approve water, sewer and drainage service to Frost Bank.

2. Minutes of the 8/9/2018 Regular Meeting
Approved

Reading of the minutes of the August 9, 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 Savely, the Board voted unanimously to approve the minutes of the August 9, 2018 Regular Meeting.

3. Comments from the Floor

Resident Fred Swerdlin was present to ask the status of the Board contacting the Harris County Flood Control District and ask them to add a flood and channel gauge at Exploration Green.

Ms. Morrow introduced two new employees to the Board. Ms. Rachel Crider and Mr. Frank Elliott.

4. Water, Sewer and Drainage Service to Clear Lake Marketplace Building H at 3361 Clear Lake City Blvd
Approved

A request for water, sewer and drainage service to Clear Lake Marketplace Building H at 3361 Clear Lake City 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 C.)

Thereupon, by motion duly made by Director Graf and seconded by Director Johnson, the Board voted unanimously to approve water, sewer and drainage service to Clear Lake Marketplace Building H.

5. Water, Sewer and Drainage Service to Clearpoint Crossing Residences Parking Lot Improvements at 11400 Space Center Blvd.
Approved

A request for water, sewer and drainage service to Clearpoint Crossing Residences Parking Lot Improvements at 11400 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 D.)

Thereupon, by motion duly made by Director Johnson and seconded by Director Graf, the Board voted unanimously to approve water, sewer and drainage service to Clearpoint Crossing Residences Parking Lot Improvements.

6. Retain McCall, Gibson, Swedlund, Barfoot PLLC LLP as Financial Auditors for 2017-2018 Fiscal Year
Approved

Mr. Tim Applewhite from McCall, Gibson, Swedlund, Barfoot PLLC LLP presented an engagement letter for the 2017-2018 Fiscal Year audit. (A copy of which is on file in the official records of the Authority and identified as Exhibit E.) Director Johnson questioned if the Authority should go out for bids regarding the audit. After discussion, the Board agreed there is a good balance between the staff and current auditors. The Board will revisit the possibility of going out for other bids for the next fiscal year audit.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve McCall, Gibson, Swedlund, Barfoot PLLC LLP as the District's Financial Auditors for the 2017-2018 Fiscal Year.

7. Revisions to the Pay/Timekeeping Policy
Deferred

This item is deferred.

8. Hear Financial Advisor Report and discuss issuance of Series 2018 Unlimited Tax and Revenue Bonds
Deferred

This item was deferred.

9. Consider Approving Order Adopting Official Notice of Sale and Bid Form, Authorizing Distribution Thereof and Preliminary Official Statement, and Authorizing Publication of Notice of Sale
Deferred

This item was deferred.

10. Adopt Proposed 2018 Ad Valorem Tax Rate for CLCWA
Approved

The proposed 2018 Ad Valorem Tax Rate for CLCWA 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 Savely and seconded by Director Johnson, the Board voted unanimously to approve the proposed 2018 Ad Valorem Tax Rate.

11. Tax Collector's Report
The Tax Collector's Report ending August 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 G.)
12. Write-Off of Delinquent Uncollectable Water/Sewer Accounts Approved
A report of delinquent uncollectable water/sewer accounts 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 Graf, the Board voted unanimously to approve the write-off of delinquent uncollectable water/sewer accounts in the amount of \$3,804.11.
13. Budget for Fiscal Year 2018-2019 Approved
The Budget for Fiscal Year 2018-2019 was given 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 Graf and seconded by Director Johnson, the Board voted unanimously to approve the Budget for Fiscal Year 2018-2019.
14. Financial Report Ending 7/31/18 Approved
The Financial Report ending July 31, 2018 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 July 31, 2018.
15. Operating Disbursements Report Approved
The Operating Disbursements Report for the period ending August 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 K.)
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 August 31, 2018.
16. Authorize Advertising for Construction Bids for Sanitary Sewer Phase 712 Rehabilitation Approved
A request for approval to authorize the solicitation of construction bids for Sanitary Sewer Phase 72 Rehabilitation 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 L.)
Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve advertising for construction bids for Sanitary Sewer Phase 72 Rehabilitation.
17. Pay Application No. 5 & Final for Sanitary Sewer Phase 74 Television Inspections Approved
Pay Application No. 5 & Final for Sanitary Sewer Phase 74 Television 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 M.)
Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 5 & Final for Sanitary Sewer Phase 74 Television Inspections for Clear Lake City Water Authority for \$1290.22.
18. 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.)

19. Authorize Advertising for Construction Bids for Water Plant #1 Office Building
Approved
- A request for approval to authorize the solicitation of construction bids for Water Plant #1 Office Building, was presented to the Board.
- Thereupon, by motion duly made by Director Graf and seconded by Director Morrow, the Board voted unanimously to approve advertising for construction bids for Water Plant #1 Office Building.
20. 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 Graf and seconded by Director Morrow, the Board voted unanimously to approve the Capital Projects Report in the amount of \$201,303.54.
21. Attorney's Report
- Mr. Samuel Johnson discussed item #21 and #22 together.
22. Exploration Green Detention Facility Phase 2 City of Houston Airport Hazard Area Variance Request
Approved
- Mr. Samuel Johnson discussed meeting with the City of Houston and the Houston Airport system regarding the request for a variance for Exploration Green Detention Facility Phase 2. A consultant has been hired, who is a qualified airport biologist, to consult with the Authority regarding the issues with the variance request.
- A motion was made to authorize the staff, engineer and legal to make a variance request to the Houston Airport System for Exploration Green Phase 2. Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve authorizing the staff, engineer and legal to make a variance request to the Houston Airport System.
23. Investment Summary
Approved
- The Investment Summary for the period ending July 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 P.)
- 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 July 31, 2018.
24. General Manager's Report
- Ms. Morrow reported on two emergency repairs to be made. The emergency sanitary sewer repair at Bay Area Blvd and Space Center Blvd is estimated at \$65,000. A Resolution will be presented at the October meeting.
- There was a storm sewer collapse at a park in Taylor Lake Village. Upon inspection, the pipe had been washed out. We are currently getting quotes to replace the pipe.
- Ms. Morrow reported the City of Houston inspection went well. Only a few minor repairs to be made by the Authority staff.
- Ms. Morrow reported receiving a mowing violation from the City of Houston for Exploration Green Phase 1. The grass was long due to excessive rain and has been taken care of.
- Ms. Morrow informed the Board of a new payroll service that will go live on October 1, 2018.
- Ms. Morrow requested Executive Session to discuss personnel and legal issues.

25. Old and New Business None.

26. Meeting Adjourned President Branch declared a recess of the open meeting at 9:22 pm.

After a brief recess, an Executive Session was held from 9:25 pm to 9:40 pm to consult with the Attorney regarding legal matters.

After Executive Session the open meeting was reconvened at 9:40 pm.

President Branch declared the open meeting adjourned at 9:41 pm.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 10-11-18