

CLEAR LAKE CITY WATER AUTHORITY

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

January 6, 2020

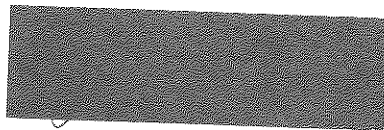
To: All Persons Interested in the Meeting of the Clear Lake City Water Authority Board of Directors:

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 January 9, 2020 for the following purposes:

1. Approve or correct minutes of the December 12, 2019 Regular Meeting;
2. Approve or correct minutes of the December 18, 2019 Special Meeting;
3. Comments from the floor (5 minute limitation);
4. Discuss and act if necessary, on presentation from Dr. Bedient on Rice University Watershed Study;
5. Consider and act upon Temporary Right of Entry, Possession and Use Agreement for the Houston Airport System – Ellington Spaceport;
6. Consider and act upon Revised Policy PLU-20, Plumbing Permits;
7. Consider and act upon Revised Policy ADM-70, Easement Encroachments;
8. Consider and act upon Order Calling Directors Election;
9. Consider and act upon designating agent for Directors Election;
10. Consider and act upon Purchase and Sale Agreement with Thomas and Margaret Farinacci for 2.09 acre tract of land;
11. Receive Tax Assessor/Collector Report ending December 31, 2019;
12. Consider and act upon approval of new bank accounts at Wells Fargo and TexPool for the \$13,750,000 Bond Issue #40;
13. Consider and act upon Financial Report ending October 31, 2019;
14. Consider and act upon the Operating Disbursement's Report ending December 31, 2019;
15. Review and approve Pay Application No. 12 for Elevated Storage Tank No. 6;

16. Review and approve Pay Application No. 1 for Sanitary Sewer Phase 77 Rehabilitation;
17. Review and approve Pay Application No. 3 & Final for Sanitary Sewer Phase 78, Part 1 Television Inspection;
18. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 80 Rehabilitation;
19. Review and approve Pay Application No. 2 for Lift Station No. 4 Flow Meter;
20. Review and approve Pay Application No. 14 for Exploration Green Detention Facility Phase 2;
21. Review and approve Pay Application No. 2 for Exploration Green Facility Phase 3A;
22. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
23. Consider and act upon approval of the Capital Projects Disbursements;
24. Receive and act if necessary upon Attorney's Report;
25. Consider and act upon the Investment Summary ending November 30, 2018;
26. Receive General Manager's Report;
27. Old and New Business;
28. Consider and act upon adjourning the meeting.

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
OF
HARRIS COUNTY, TEXAS**

SUPPLEMENTAL NOTICE OF MEETING

TO: THE BOARD OF DIRECTORS OF CLEAR LAKE CITY WATER AUTHORITY, AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Clear Lake City Water Authority, will hold a regular meeting, open to the public, on THURSDAY, January 9, 2020, at 7:00 p.m. at the 900 Bay Area Boulevard, Harris County, Texas, within the boundaries of the Authority. In addition to other matters, the Board will consider and act upon the following matter:

Consider and act upon approving Order Calling Directors Election; and
Consider and act upon designating agent for Directors Election.

**AUTORIDAD DE AGUA DE CLEAR LAKE CITY
DEL
CONDADO DE HARRIS, TEXAS**

AVISO SUPLEMENTARIO DE ASAMBLEA

PARA: LA JUNTA DIRECTIVA DE LA AUTORIDAD DE AGUA DE CLEAR LAKE CITY Y DEMÁS PERSONAS INTERESADAS:

SE NOTIFICA POR EL PRESENTE que la Junta Directiva de la Autoridad de Agua de Clear Lake City llevará a cabo una asamblea ordinaria el JUEVES 9 de ENERO de 2020 a las 7:00 p.m. en 900 Bay Area Boulevard, Condado de Harris County, Texas, dentro de los límites de la Autoridad. Además de otros asuntos, la Junta considerará y actuará sobre los siguientes asuntos:

Considerar y actuar para aprobar de la Orden para Convocar una Elección de Directores; y
Considerar y actuar para designar al agente para la Elección de Directores.

**CƠ QUAN QUẢN LÝ NƯỚC THÀNH PHỐ CLEAR LAKE
THUỘC
QUẬN HARRIS, TEXAS**

THÔNG BÁO HỌP BỔ SUNG

GỬI: BAN GIÁM ĐỐC CƠ QUAN QUẢN LÝ NƯỚC THÀNH PHỐ CLEAR LAKE, VÀ TẤT CẢ NHỮNG NGƯỜI KHÁC QUAN TÂM:

Đây là thông báo về việc Ban Giám Đốc Cơ Quan Quản Lý Nước Thành Phố Clear Lake sẽ tổ chức một cuộc họp thường lệ và công khai vào THỨ NĂM, NGÀY 9 THÁNG 9 NĂM 2020, lúc 7 giờ tối, tại 900 Bay Area Boulevard, Quận Harris, Texas, trong phạm vi ranh giới Cơ Quan. Ngoài các vấn đề khác, Ban Giám Đốc sẽ xem xét và thực hiện công việc sau đây:

Xem xét và tiến hành phê chuẩn Lệnh Yêu Cầu Tổ Chức Cuộc Bầu Cử Giám Đốc; và
Xem xét và tiến hành bổ nhiệm đại diện phụ trách Cuộc Bầu Cử Giám Đốc.

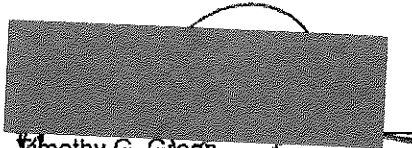
**CLEAR LAKE市水務局
之
HARRIS郡, TEXAS州**

補充會議通知

致： CLEAR LAKE市水務局董事會以及所有其他相關人士：

茲此通知， Clear Lake市水務局董事會將於2020年1月9日（週四）下午7:00，舉行面向公眾開放的例會，地址為900 Bay Area Boulevard, Harris County, 本局界限之內。除其他事項外，理事會將考慮并執行以下事項：

考慮並批准董事選舉的命令；以及
考慮並任命董事選舉的代理。



Timothy G. Green
Coats | Rose, P.C.
Attorney for Clear Lake City Water Authority
Abogado de la Autoridad de Agua de Clear Lake City
Luật Sư cho Cơ Quan Quản Lý Nước Thành Phố
CLEAR LAKE市水務局之

(SEAL)
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CLEAR LAKE CITY WATER AUTHORITY
Board of Directors'
Regular Meeting Minutes
January 9, 2020

Regular Meeting

The Board of Directors of the Clear Lake City Water Authority (the "Authority" or "CLCWA") convened in regular session open to the public at the regular meeting place in its office at 7:00 p.m. on January 9, 2020. 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. Bill Rosenbaum, Engineer, LAN;
Dr. Phillip Bedient, Rice University;
Dr. Andrew Wong, Rice University;
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;
Ms. Gilda Mendoza, Accounts Manager;
Ms. Amy Suttle, Customer Service Supervisor;
Ms. JoJo Finkeldei, HR 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 the 12/12/19
Regular Meeting
Approved

Reading of the minutes of the December 12, 2019 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 Morrow, the Board voted unanimously to approve the minutes of the December 12, 2019 Regular Meeting.

2. Minutes of the 12/18/19
Special Meeting
Approved

Reading of the minutes of the December 18, 2019 Special Meeting was waived due to all Directors having received copies prior to the meeting.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the minutes of the December 18, 2019 Special Meeting.

3. Comments from the
Floor.

Resident Li-Ou Dasler at 14602 Cobre Valley, discussed with the Board about receiving a \$30.00 charge from the Authority for a returned check fee. Ms. Dasler explained that she closed her bank account set up on our ACH draft and then signed up to pay online with a new account. The original bank ACH draft was not cancelled and attempted to draft her closed bank account and was rejected, and a \$30.00 return fee was added. Ms. Dasler thought that by setting up the auto payment online, the old auto-draft was automatically closed. She said there was nothing on our website to inform residents they need to close their bank draft if they are signing up to pay online and feels she should not have to pay the \$30.00 return fee.

Ms. Amy Suttle, Customer Service Supervisor, explained to the Board what happened and why. She answered the Board's questions regarding the ACH account and online pay account that they are two separate systems and there was no way to know she had closed her auto-draft through the bank and signed up for the online pay.

The Board agreed to refund the \$30.00 and Ms. Dalsler chose to have it as a credit on her account. The Board also asked for wording to be added to the CLCWA website to inform people to contact the office to cancel their ACH bank draft authorization before signing up for payment through the website.

- 4. Presentation from Dr. Bedient on Rice University Watershed Study

Dr. Phillip Bedient and Dr. Andrew Wong with Rice University gave a presentation on the Rice University Watershed Study. They included maps and tables with results on flooding from Hurricane Harvey and the new Atlas 14 changes. Also included in the presentation were results of flooding from before and after Exploration Green Detention Facility Phase 1, and how Phase 1 has helped relieve flooding in the area.

- 5. Temporary Right of Entry, Possession and Use Agreement for Houston Airport System -Ellington Spaceport Approved

A request for a Temporary Right of Entry, Possession and Use Agreement from the Houston Airport System -Ellington Spaceport, 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 B.) Attorney Samuel Johnson explained to the Board, the Authority needs to maintain a water line and meter on the property for the Spaceport and will need an easement accordingly. An easement document was prepared and approved at a Board meeting in May 2019, then sent to the City of Houston to approve and sign. The City of Houston requested the Authority agree to a Temporary Right-of-Entry Agreement (the "Agreement") for the Authority to operate and maintain the water line and meter and have access while the City works to approve the permanent easement. Mr. Johnson noted that the water line was recently added to the scope of the facilities needed. Per discussion with the Board, Mr. Johnson revised the Agreement by hand to incorporate the water line and will prepare a revised easement for City of Houston for approval.

Thereupon, by motion duly made by Director Morrow and seconded by Director Savely, the Board voted unanimously to approve the amended Temporary Right of Entry, Possession and Use Agreement with the water line wording added.

- 6. Revised Policy PLU-20, Plumbing Permits Approved

A Revised Policy PLU-20, Plumbing Permits 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 Morrow and seconded by Director Graf, the Board voted unanimously to approve the Revised Policy PLU-20 for Plumbing Permits.

- 7. Revised Policy ADM-70, Easement Encroachments Approved

A Revised Policy ADM-70, Easement Encroachments 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 Morrow and seconded by Director Graf, the Board voted unanimously to approve the Revised Policy ADM-70 for Easement Encroachments.

- 8. Order Calling 2020 Directors Election Approved

Mr. Samuel Johnson presented to the Board an Order Calling Directors Election for May 2, 2020 for approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit E.) The Board discussed employing personnel to work early voting and election day, and to pay \$20.00 per hour for election day work. CLCWA staff will work the early voting at the main office at 900 Bay Area Blvd.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the Order Calling May 2, 2020

Directors Election with no change to the number of precincts.

9. Designation Agent for Directors Election
Approved

Mr. Samuel Johnson discussed with the Board the need to designate an agent for the May 2, 2020 Directors Election. In the past, the Board appointed Ms. Jennifer Morrow as the designated agent.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Jennifer Morrow as the designating agent for the May 2, 2020 Directors Election.
10. Purchase and Sale Agreement with Thomas and Margaret Farinacci for 2.09 Acre Tract of Land
Approved

Mr. Samuel Johnson presented a Purchase and Sale Agreement with Thomas and Margaret Farinacci for a 2.09 Acre tract of Land off El Camino Real next to the CLCWA water barn facility. (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 Johnson, the Board voted unanimously to approve the Purchase and Sale Agreement for the 2.09-acre tract of land.
11. Tax Collector's Report

The Tax Collector's Report ending December 31, 2019 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. Authorization for New Bank Accounts for Wells Fargo and TexPool for \$13.750 Bond Issue #40
Approved

A request to open new bank accounts in Wells Fargo and TexPool for the \$13.750 Bond Issue #40 was presented to the Board for approval.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve a new Wells Fargo and TexPool bank account for the \$13.750 Bond Issue #40.
13. Financial Report Ending 10/31/19
Approved

The Financial Report ending October 31, 2019 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 Financial Report ending October 31, 2019.
14. Operating Disbursements Report Ending 12/31/19
Approved

The Operating Disbursements Report for the period ending December 31, 2019 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 Savely and seconded by Director Graf, the Board voted unanimously to approve the Operating Disbursements Report for the period ending December 31, 2019.
15. Pay Application No. 12 for Elevated Storage Tank No. 6
Approved

Pay Application No. 12 for Elevated Storage Tank No. 6 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 Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 12 for Elevated Storage Tank No. 6 to Landmark Structures I, L.P. for \$65,430.00.
16. Pay Application No. 1 for Sanitary Sewer Phase 77 Rehabilitation

Pay Application No. 1 for Sanitary Sewer Phase 77 Rehabilitation 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 K.)

Approved

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 1 for Sanitary Sewer Phase 77 Rehabilitation to CDC Unlimited, LLC for \$8,190.00.

17. Pay Application No. 3 & Final for Sanitary Sewer Phase 78 Television Inspection – Part 1
Approved

Pay Application No. 3 & Final for Sanitary Sewer Phase 78 Television Inspection – Part 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 L.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 3 & Final for Sanitary Sewer Phase 78 Television Inspection – Phase 1 to Clear Lake City Water Authority for \$28,840.94.

18. Pay Application No. 2 for Sanitary Sewer Phase 80 Rehabilitation
Approved

Pay Application No. 2 for Sanitary Sewer Phase 80 Rehabilitation 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 M.)

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 80 Rehabilitation to To-Mex Construction, LLC for \$135,992.25.

19. Pay Application No. 2 for Lift Station No. 4 Flow Meter
Approved

Pay Application No. 2 for Lift Station No. 4 Flow Meter 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 N.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 2 for Lift Station No. 4 Flow Meter to CDC Unlimited, LLC for \$47,976.07.

20. Pay Application No. 14 for Exploration Green Detention Facility Phase 2
Approved

Pay Application No. 14 for Exploration Green Detention Facility Phase 2 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 O.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 14 for Exploration Green Detention Facility Phase 2 to Triple B. Services, LLP for \$434,318.36.

21. Pay Application No. 2 for Exploration Green Detention Facility Phase 3A
Approved

Pay Application No. 2 for Exploration Green Detention Facility Phase 3A 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 P.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 2 for Exploration Green Detention Facility Phase 3A to Serco Construction Group, Ltd. for \$288,500.04.

22. 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 Q.)

Mr. Rosenbaum informed the Board that LAN received the Gold Medal for Engineering Excellence Award for Exploration Green from the American Council of Engineering Companies for the State of Texas. Because they received the Gold Medal award, they have also been entered into the National Competition.

Mr. Rosenbaum gave an update on the Meadowgreen and Bay Forest drainage issues. They are waiting for the final design before meeting with the public to discuss the revised design.

Mr. Rosenbaum discussed bonds and projects in the Capital Improvements Plan. The Board would like to add future plans to extend the CLCWA water line to Red Bluff.

Mr. Savely asked about the status of the proposed swale for Bay Forest. Mr. Rosenbaum stated that Eddie Streich is working on different options to present to the public.

Mr. Savely asked for the status of a storm sewer collapse in Camino Park. Mr. Rosenbaum stated they had to get approval from the Harris County Flood Control District and are now ready for the contractor to repair.

Mr. Savely asked about the lift station improvements in Taylor Lake Village. Mr. Rosenbaum stated the project had to be re-bid and new bids will be accepted on January 28, 2020.

Mr. Branch asked about the problem with infiltration in Clear Lake Forest. Mr. Rosenbaum stated they will televise to find out the condition of the lines.

23. 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 R.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Graf, the Board voted unanimously to approve the Capital Projects Report in the amount of \$1,227,220.30.

24. Attorney's Report

Mr. Johnson discussed working with LAN on an addendum to future contract documents to cover projects that are "design build" in nature.

25. Investment Summary
Approved

The Investment Summary for the period ending November 30, 2019 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 S.)

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 November 30, 2019.

26. General Manager's
Report

Ms. Morrow discussed the ADA accessibility inspection for Exploration Green Phase 2. Some sidewalk panels did not meet the slope requirements and will be replaced by the contractor.

Ms. Morrow discussed that Curtis Rodgers and Eddie Streich will be attending a meeting at Taylor Lake Village City Council meeting on January 15, 2020 to discuss current and upcoming projects.

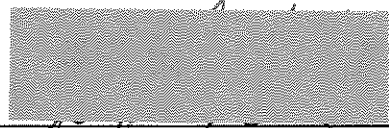
Ms. Morrow reported that the Water Barn Rebuild Pre-Construction meeting was held on Monday. They will be starting on January 27, 2020 and are currently moving employees and equipment to other facilities.

27. Old and New Business

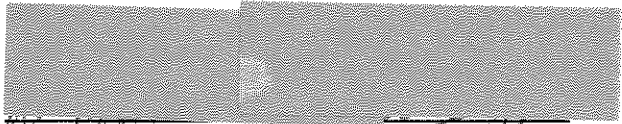
Nothing to discuss.

28. Meeting Adjourned

President Branch declared the open meeting adjourned at 9:20 p.m.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 2-13-2020