



## CLEAR LAKE CITY WATER AUTHORITY

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

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July 8, 2019

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 July 11, 2019 for the following purposes:

1. Approve or correct minutes of the June 20, 2019 Regular Meeting;
2. Approve or correct minutes of the June 27, 2019 Special Meeting;
3. Comments from the floor (5 minute limitation);
4. Consider and act upon approving the Southeast Transmission Line (SETL) contract;
5. Presentation from Frank Elliott, WWTP Superintendent, about the Omnisite program;
6. Consider and act upon Resolution Regarding Fences on Private Property abutting Exploration Green;
7. Receive Tax Assessor/Collector Report ending June 30, 2019;
8. Consider and act upon the Operating Disbursement's Report ending June 30, 2019;
9. Review and approve Pay Application No. 5 for Sanitary Sewer Phase 72 Rehabilitation;
10. Review and approve Pay Application No. 1 for Sanitary Sewer Phase 76 Manhole Rehabilitation;
11. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 79 Television Inspection;
12. Review and approve Pay Application No. 10 for Exploration Green Detention Facility Phase 2;
13. Review construction bids and award contract on Shorewood Drive Sanitary Sewer Line;
14. Review and act if necessary upon the Engineer's Report and any matters pertaining to construction contracts;
15. Consider and act upon approval of the Capital Projects Disbursements;
16. Receive and act if necessary upon Attorney's Report;

17. Consider and act upon the Investment Summary ending May 31, 2018;
18. Receive General Manager's Report;
19. 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  
July 11, 2019

- 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 July 11, 2019. 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 except Mr. John Branch and Mr. John Graf. Mr. Robert Savely was acting President.
- Also present were:
- Ms. Jennifer Morrow, General Manager;  
Mr. Curtis Rodgers, Director of Utilities;  
Mr. Samuel Johnson, Attorney;  
Mr. Bill Rosenbum, Engineer;  
Mr. Eddie Streich, Engineer;  
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;  
Ms. Amy Suttle, Customer Service Supervisor;  
Ms. Gilda Mendoza, Accounts Manager;  
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 6/20/19  
Regular Meeting  
Approved                   Reading of the minutes of the June 20, 2019 Regular Meeting was waived due to all Directors having received copies prior to the meeting.  
  
Thereupon, by motion duly made by Director Johnson and seconded by Director Morrow, the Board voted unanimously to approve the minutes of the June 20, 2019 Regular Meeting.
  2. Minutes of the 6/27/19  
Special Meeting  
Deferred                   This item was deferred.
  3. Comments from the  
Floor                   Residents from Festival Drive in Oakbrook were present to discuss a problem they are having with sewer backups in their houses during rain events. After discussion at the June 20, 2019 Board meeting, crews were sent to TV sewer lines on Festival Dr. and Neptune. A letter was sent to each of the residents and included specific information found when televising their lines. The residents at 1520 Festival and 1503 Neptune were present to discuss the information in the letters they received and ask the Board for solutions to the issues. The Board agreed to have staff continue to try and locate the source of the issues and give any information found to the residents. The resident at 1520 Festival has asked for partial reimbursement of a backflow preventor installed to mitigate the problem. The Board decided to put the decision to reimburse on hold to research the issues and find the source of the problems.

Resident Fred Swerdlin informed the Board that Harris County Flood Control has been delayed for a few months regarding the widening of Ditch K along Exploration Green section 3A.

Ms. Morrow discussed with the Board a letter received from the Clear Lake United Methodist Church regarding a payment from February. The payment was not received, and a penalty was charged to the account according to policy. The Church paid the late bill but did not pay the penalty amount. The Church is asking the Board to waive the penalty on the account. The Board asked the staff to inform the Church of our policy and denied waiving the penalty.

4. Southeast Transmission Line (SETL) Contract Approved

An Amended and Restated Cost Sharing Agreement for the Southeast Transmission Line Project 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 Johnson, the Board voted unanimously to approve the Amended and Restated Cost Sharing Agreement for the Southeast Transmission Line Project.
5. Presentation from Frank Elliott, WWTP Superintendent on Omnisite Program Deferred

This item was deferred to the August 8, 2019 meeting for absent Directors John Branch and John Graf to be included.
6. Resolution Regarding Fences on Private Property Abutting Exploration Green Approved

A Resolution Regarding Fences on Private Residential Property Abutting Exploration Green 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 Johnson, the Board voted unanimously to approve the Resolution Regarding Fences on Private Residential Property Abutting Exploration Green.
7. Tax Collector's Report

The Tax Collector's Report ending June 30, 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 C.)
8. Operating Disbursements Report Ending 5/31/19 Approved

The Operating Disbursements Report for the period ending June 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 D.)

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 June 30, 2019.
9. Pay Application No. 5 for Sanitary Sewer Phase 72 Rehabilitation Approved

Pay Application No. 5 for the Sanitary Sewer Phase 72 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 E.)

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 5 for Sanitary Sewer Phase 72 Rehabilitation to the Clear Lake City Water Authority for \$48,227.41.
10. Pay Application No. 1 for Sanitary Sewer Phase 76 Manhole Rehabilitation

Pay Application No. 1 for Sanitary Sewer Phase 76 Manhole 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 F.)

- Approved
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 1 for Sanitary Sewer Phase 76 Manhole Rehabilitation to CDC Unlimited, LLC. for \$30,096.00.
11. Pay Application No. 2 for Sanitary Sewer Phase 79 Television Inspection  
Approved
- Pay Application No. 2 for the Sanitary Sewer Phase 79 Television Inspection 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 Johnson and seconded by Director Morrow, the Board voted unanimously to approve Pay Application No. 2 for Sanitary Sewer Phase 79 Television Inspection to TB Environmental, Inc. for \$22,115.25.
12. Pay Application No. 10 for Exploration Green Detention Facility Phase 2  
Approved
- Pay Application No. 10 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 H.)
- Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve Pay Application No. 10 for Exploration Green Detention Facility Phase 2 to Triple B Services, LLP for \$677263.68.
13. Review Bids and Award Contract for Shorewood Drive Sanitary Sewer Rehabilitation  
Approved
- Mr. Rosenbaum presented bids for Shorewood Drive Sanitary Sewer Line 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 CDC Unlimited, LLC with a bid of \$65,025.00 and 90 calendar days.
14. 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 J.)
- Mr. Streich gave a summary of the Lift Station #4 Analysis Report, answered questions from the Board and gave suggestions on moving forward with improvements. The Board asked to give an update to the South Taylor Lake Village mayor, State Representative and State Senators office.
15. 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 K.)
- 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 \$999,970.03.
16. Attorney's Report
- Mr. Samuel Johnson had nothing to discuss.
17. Investment Summary  
Approved
- The Investment Summary for the period ending May 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 L.)
- 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 May 31, 2019.

18. General Manager's Report

Ms. Morrow discussed with the Board a Legislative project schedule. The Board suggested that this schedule should be sent out to our legislative contacts.

Ms. Morrow discussed the bid-opening for the new Water Barn was earlier today. The bids received were higher than anticipated. A meeting will be scheduled with the architect, engineers, Board and staff to discuss all options before moving forward.

Ms. Morrow informed the Board that the HR Director, Sarah Danford, has received another job offer and will be leaving at the end of the week. A new HR Director, JoJo Finkeldei, has been working with Sarah this week to take over the position.

19. Old and New Business

Director Johnson discussed attending an Exploration Green meeting. At the meeting there was concern about the three aerators in the pond in Phase 1. They believe the spray from the current aerators makes it difficult for birds to see fish in the pond and would like to replace them with underwater aerators. Director Johnson also discussed an Exploration Green meeting in September, and they would like staff from the Authority to attend.

20. Meeting Adjourned

Acting President Savely declared the open meeting adjourned at 9:31 p.m.

[Redacted Signature]  
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President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

[Redacted Signature]  
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Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 8-8-19