

CLEAR LAKE CITY WATER AUTHORITY

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

December 8, 2011

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

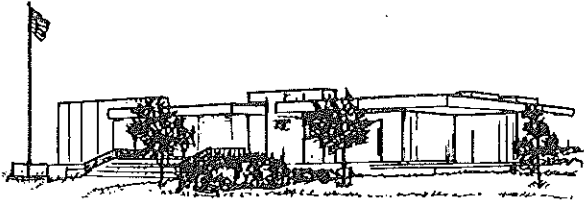
Notice is hereby given that the Board of the Clear Lake City Water Authority will convene in a Public Hearing Special Session open to the public at 900 Bay Area Boulevard within such Authority at 7:00 p.m. on December 8, 2011 for the following purposes:

1. Discuss and comment on the proposed adoption of a resolution to tax tangible personal property in transit which would otherwise be exempt pursuant to Texas Tax Code, Section 11.253.

James Byrd
General Manager

(SEAL)





CLEAR LAKE CITY WATER AUTHORITY

900 Bay Area Boulevard • Houston, Texas 77058 • 281/488-1164
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December 5, 2011

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 will convene in Regular Session open to the public at 900 Bay Area Boulevard within such Authority immediately after the Public Hearing at 7:00 p.m. on December 8, 2011 for the following purposes:

1. Approve or correct minutes of the November 10, 2011 Regular Meeting;
2. Comments from the floor (5 minute limitation);
3. Consider and act upon revising ADM-221, Vacation Pay in lieu of Time Off;
4. Consider and act upon establishing DEV-111 policy for Detention Pond Enforcement;
5. Consider and act upon adopting a resolution to tax tangible personal property in transit which would otherwise be exempt (goods-in-transit);
6. Receive Tax Assessor/Collector Report ending November 30, 2011;
7. Consider and act upon Financial Report ending September 30, 2011;
8. Consider and act upon the Operating Disbursement's Report ending November 30, 2011;
9. Review and approve Pay Application No. 4 for Sanitary Sewer Phase 42 Rehabilitation;
10. Review and approve Change Order No. 1 for Sanitary Sewer Phase 42 Rehabilitation;
11. Review and approve Pay Application No. 3 for Sanitary Sewer Phase 43 TV Inspection;
12. Review and approve Pay Application No. 2 for Sanitary Sewer Phase 44 Manhole Rehabilitation;
13. Review and approve Pay Application No. 1 for Sanitary Sewer Phase 49 TV Inspection;
14. Review and approve Pay Application No. 3 for the Replacement of the Rotary Lobe Aeration Blowers at the Robert T. Savely Water Reclamation Facility;
15. Review and approve Change Order No. 1 for the Replacement of the Rotary Lobe Aeration Blowers at the Robert T. Savely Water Reclamation Facility;

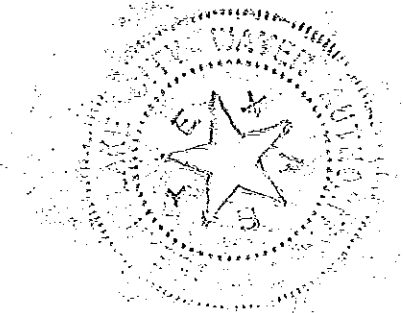
16. Review and approve Pay Application No. 3 for Storm Sewer Phase 19 Rehabilitation;
17. Authorization to advertise for construction bids for Storm Sewer Phase 20 Rehabilitation;
18. Authorization to advertise for construction bids for Storm Sewer Phase 21 TV Inspections;
19. Review and act upon the Engineer's Report and any matters pertaining to construction contracts;
20. Consider and act upon approval of the Capital Projects Disbursements;
21. Receive and act upon Attorney's Report;
22. Consider and act upon the Investment Summary ending October 31, 2011;
23. Receive General Managers Report;
24. 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.



James H. Byrd
General Manager
Clear Lake City Water Authority

(SEAL)



CLEAR LAKE CITY WATER AUTHORITY

Board of Directors'
Regular Meeting Minutes
December 8, 2011

Special Meeting

The Board of Directors of the Clear Lake City Water Authority convened in special session open to the public at the regular meeting place in its office at 7:00 p.m. on the 8th of December 2011 for a Public Hearing. Roll was called of the members:

Quorum Present

Ms. Gayle I. Yoder, President;
Mr. John Branch, Vice President;
Mr. Robert T. Savely, Secretary;
Mr. Vince Johnson, Director;
Mr. John Ferguson, Director;

All were present except Mr. Robert T. Savely and Mr. Vince Johnson.

Also present were:

James Byrd, General Manager;
Bill Rosenbaum, Engineer;
William Schweinle Jr., Attorney;

(See visitor roster attached hereto as part of these minutes and identified as Exhibit A.)

1. Public Hearing

The purpose of this Public Hearing is to comment and discuss the proposed Ad Valorem Tax Rate for CLCWA and WCID #75. There were no public comments.

2. Adjourned

There being no further business to come before the Public Hearing, Board President Yoder declared the meeting adjourned at 7:02 p.m.

Regular Meeting

The Board of Directors of the Clear Lake City Water Authority convened in regular session open to the public at the regular meeting place in its office at 7:03 p.m. on the 8th of December 2011. Roll was called of the members:

Quorum Present

Ms. Gayle I. Yoder, President;
Mr. John Branch, Vice President;
Mr. Robert T. Savely, Secretary;
Mr. Vince Johnson, Director;
Mr. John Ferguson, Director;

All were present except Mr. Vince Johnson.

Also present were:

James H. Byrd, General Manager;
Bill Rosenbaum, Engineer;
Bill Schweinle, Attorney;

(See visitor roster attached hereto as part of these minutes and identified as Exhibit A.)

3. Minutes of 11/10/11 Regular Meeting Approved

Reading of the minutes of the November 10, 2011 meeting was waived due to all Directors having received copies prior to the meeting.

Thereupon, by motion duly made by Director Branch and seconded by Director Ferguson the Board voted unanimously to approve the minutes of the November 10, 2011 meeting.
4. Comments from the Floor

None.
5. Revise Policy ADM-221, Vacation Pay In Lieu of Time Off Approved

An agenda item to approve revising policy ADM-221 for Vacation Pay in Lieu of Time Off was presented to the Board for approval. This policy was revised to cap the amount of vacation time that can be sold at one time.

By motion duly made by Director Ferguson and seconded by Director Branch the Board voted unanimously to approve a revision to policy ADM-221. (Copy attached hereto as part of these minutes and identified as Exhibit B.)
6. Establish Policy DEV-111 Deferred

Deferred.
7. Adoption of a Resolution to Tax Goods-In-Transit Approved

Ms. Alice Cumming presented a resolution to tax tangible personal property in transit which would otherwise be exempt (goods-in-transit) to the Board for approval.

By motion duly made by Director Branch and seconded by Director Ferguson the Board voted unanimously to approve and adopt the Resolution to Tax Goods-In-Transit. (Copy attached hereto as part of these minutes and identified as Exhibit C.)
8. Tax Collector Report

Ms. Cumming presented a report of taxes collected and taxes outstanding as of November 30, 2011 for the Board's review. (Copy attached hereto as part of these minutes and identified as Exhibit D.)
9. Financial Report Approved

The Financial Report ending September 30, 2011 was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit E.)

Thereupon, by motion duly made by Director Branch and seconded by Director Ferguson the Board voted unanimously to approve the Financial Report ending September 30, 2011.
10. Operating Disbursements Report Approved

The Operating Disbursements Report ending November 30, 2011 was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit F.)

Thereupon, by motion duly made by Director Savely and seconded by Director Ferguson the Board voted unanimously to approve the Operating Disbursements Report ending November 30, 2011.
11. Pay Application No. 4 for Sanitary Sewer Phase 42 Rehabilitation Approved

Mr. Rosenbaum presented Pay Application No. 4 for Sanitary Sewer Phase 42 Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit G.)

Thereupon, by motion duly made by Director Branch and seconded by Director Ferguson the Board voted unanimously to approve Pay Application No. 4 for Huff & Mitchell, Inc. for \$89,514.90.

12. Change Order No. 1 for Sanitary Sewer Phase 42 Rehabilitation
Approved

Mr. Rosenbaum presented Change Order No.1 for Sanitary Sewer Phase 42 Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit H.)

Thereupon, by motion duly made by Director Branch and seconded by Director Ferguson the Board voted unanimously to approve Change Order No. 1 for Huff & Mitchell, Inc. for \$24,998.72, and to approve an additional 60 calendar days for job completion as requested.

13. Pay Application No. 3 for Sanitary Sewer Phase 43 TV Inspection
Approved

Mr. Rosenbaum presented Pay Application No. 3 for Sanitary Sewer Phase 43 TV Inspection for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit I.)

Thereupon, by motion duly made by Director Branch and seconded by Director Ferguson the Board voted unanimously to approve Pay Application No. 3 for Quality Pipe Services for \$5,223.39. Liquidated damages were assessed for 38 days at \$200 per day for a total payment reduction of \$7,600.00.

14. Pay Application No. 2 for Sanitary Sewer Phase 44 Manhole Rehabilitation
Approved

Mr. Rosenbaum presented Pay Application No. 2 for Sanitary Sewer Phase 44 Manhole Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit J.)

Thereupon, by motion duly made by Director Branch and seconded by Director Savely the Board voted unanimously to approve Pay Application No. 2 for Standard Cement Materials for \$69,461.10.

15. Pay Application No. 1 for Sanitary Sewer Phase 49 TV Inspection
Approved

Mr. Rosenbaum presented Pay Application No. 1 for Sanitary Sewer Phase 49 TV Inspections for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit K.)

Thereupon, by motion duly made by Director Branch and seconded by Director Savely the Board voted unanimously to approve Pay Application No. 1 for CleanServe, Inc. for \$37,017.90.

16. Pay Application No. 3 for Replacement of the Rotary Lobe Aeration Blowers at the Robert T. Savely Water Reclamation Facility
Approved

Mr. Rosenbaum presented Pay Application No.3 for the Replacement of the Rotary Lobe Aeration Blowers at the Robert T. Savely Water Reclamation Facility for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit L.)

Thereupon, by motion duly made by Director Savely and seconded by Director Branch the Board voted unanimously to approve Pay Application No. 3 for R&B Group, Inc. for \$66,008.49.

17. Change Order No. 1 for Replacement of the Rotary Lobe Aeration Blowers at the Robert T. Savely Water Reclamation Facility
Approved

Mr. Rosenbaum presented Change Order No.1 for Replacement of the Rotary Lobe Aeration Blowers at the Robert T. Savely Water Reclamation Facility for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit M.)

Thereupon, by motion duly made by Director Branch and seconded by Director Savely the Board voted unanimously to approve Change Order No. 1 for R&B Group, Inc. for \$4,643.10, and no additional calendar days requested.

18. Pay Application No. 3 for Storm Sewer Phase 19 Rehabilitation
Approved

Mr. Rosenbaum presented Pay Application No. 3 for Storm Sewer Phase 19 Rehabilitation for the Board's review and approval. (Copy attached hereto as part of these minutes and identified as Exhibit O.)

Thereupon, by motion duly made by Director Savely and seconded by Director Ferguson the Board voted unanimously to approve Pay Application No. 3 for R. L. Utilities for \$33,979.50.
19. Authorize Advertising For Bids For Storm Sewer Phase 20 Rehabilitation
Approved

Mr. Rosenbaum requested Board approval to authorize advertising bids for Storm Sewer Phase 20 Rehabilitation, to be funded through Bond Issue #31.

Thereupon, by motion duly made by Director Savely and seconded by Director Ferguson, the Board voted unanimously to approve the advertising for bids for Storm Sewer Phase 20 Rehabilitation.
20. Authorize Advertising For Bids For Storm Sewer Phase 21 TV Inspections
Approved

Mr. Rosenbaum requested Board approval to authorize advertising bids for Storm Sewer Phase 21 TV Inspection Bids, to be funded through Bond Issue #31.

Thereupon, by motion duly made by Director Ferguson and seconded by Director Branch, the Board voted unanimously to approve the advertising for bids for Storm Sewer Phase 21 TV Inspections.
21. Engineer's Report

Mr. Rosenbaum presented a written status of projects for the Board's review and discussion. (Copy attached hereto as part of these minutes and identified as Exhibit O.)
22. Capital Projects Disbursements
Approved

The Capital Projects Disbursements Report was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit P.)

Thereupon, by motion duly made by Director Savely and seconded by Director Ferguson, the Board voted unanimously to approve the Capital Projects Report in the amount of \$837,449.86.
23. Attorney's Report

Mr. Schweinle reported he has not received any information back from the Supreme Court on the Kirby Lake case.

Mr. Schweinle requested executive session to report on potential and existing litigation and for attorney consultation.
24. Investment Summary
Approved

The Investment Summary ending October 31, 2011 was presented for the Board's approval. (Copy attached hereto as part of these minutes and identified as Exhibit Q.)

Thereupon, by motion duly made by Director Savely and seconded by Director Ferguson the Board voted unanimously to approve the Investment Summary ending October 31, 2011.
25. General Manager's Report


Mr. Byrd reported the El Camino Real road project is underway. While sections of the road are torn out, manholes, meters and fire hydrants will be moved.

Mr. Byrd reminded the Board we were still in our mandatory drought contingency state, but usage has continued to be under our target limits.
26. Old and New Business


None.

27. Meeting Adjourned

President Yoder declared the meeting adjourned at 8:11 p.m.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)