



CLEAR LAKE CITY WATER AUTHORITY

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

August 5, 2024,

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 at 7:00 p.m. on August 8, 2024, for a Public Hearing and then Regular Session to follow, open to the public at 900 Bay Area Boulevard within such Authority, such location being the location where a quorum of the Board will be physically present, and by:

Video conference call at: <https://meet.goto.com/272128061>

Phone conference call at: +1 (408) 650-3123 Access Code:272-128-061

Video conference attendance is authorized by Section 551.127, Texas Government Code. At the meeting the following items will be considered and acted on:

1. Approve or correct minutes of the July 18, 2024, Regular Board Meeting;
2. Comments from the floor (5-minute limitation);
3. Consider and act upon amending Policy R&S-90 Water & Sewer Rates to Revision 19;
4. Consider and act upon amending Policy R&S-100 Water & Sewer Service Connection Charges to Revision 21;
5. Receive Tax Collector Report ending July 31, 2024;
6. Consider and act upon Financial Report ending June 30, 2024;
7. Consider and act upon the Operating Disbursement's Report ending July 31, 2024;
8. Consider Approving Order Authorizing Application For Approval by Texas Commission on Environmental Quality of Project and Issuance of Bonds and Order Approving Bond Application for Series 2024 Bonds
9. Review and approve Pay Application 1 for Sanitary Sewer Phase 96 Rehabilitation;
10. Review and approve Pay Application 4 for Sanitary Sewer Phase 100 Manhole Rehabilitation;

11. Review and approve Pay Application 15 & Final for Exploration Green Detention Pond Phase 3B;
12. Review and approve Pay Application 4 & Final for Exploration Green Detention Pond Phase 3B Amenities;
13. Review and act, if necessary, upon the Engineer's Report and any matters pertaining to construction contracts;
14. Consider and act upon approval of the Capital Projects Disbursements;
15. Receive and act, if necessary, upon Attorney's Report;
16. Consider and act upon the Investment Summary ending June 30, 2024;
17. Consider and act upon, if necessary, Exploration Green Conservancy report;
18. Receive General Manager's Report;
19. Old and New Business;
20. 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

Board of Directors'
Regular Meeting Minutes
August 8, 2024

Regular Meeting

The Board of Directors ("Board") of the Clear Lake City Water Authority ("CLCWA") convened in Regular Session open to the public at 7:00 p.m. (CDT), on Thursday, August 8, 2024, at 900 Bay Area Blvd., such location being the location where a quorum of the Board was physically present and by video conference call at:

Video conference call at: <https://global.gotomeeting.com/join/272128061>
Phone conference call at +1(408)650-3123 Access Code: 272-128-061

Video Conference attendance was authorized by Section 551.127, Texas Government Code.

Roll Call

Roll was called of the members:

Mr. W. Thomas Morrow, President;
Mr. Robert T. Savely, Vice-President;
Ms. Anthea Guest, Director;
Mr. Brady Pyle, Director;

Not in attendance:
Mr. John Graf, Secretary;

Also present were:

Ms. Jennifer Morrow, General Manager;
Mr. Curtis Rodgers, Director of Utilities;
Mr. Samuel Johnson, Attorney, Coats Rose, (by video conference);
Ms. Kelly Shipley, Engineer, LAN, (by video conference);
Mr. Dean McGee, Director of Finance;
Ms. JoJo Finkeldei, HR Manager;
Ms. Andie Tillman, HR Admin Asst., (by video conference);
Ms. Heather Frank, Recording Secretary.

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

Director Guest was appointed as acting Secretary in the absence of Director Graf.

1. Minutes of the July 18, 2024, Regular Meeting Approved

Reading of the minutes of the July 18, 2024, Regular Board Meeting was waived due to all Directors having received copies prior to the meeting. (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 Savely and seconded by Director Pyle, the Board voted unanimously to approve the minutes of the July 18, 2024, Regular Board Meeting.

2. Comments from the Floor

No comments from the floor.

3. Consider and act upon amending Policy R&S-90 Water & Sewer Rates to Revision 19
Approved

The discussion of Agenda items 3 & 4 will be postponed until after an Executive Session to provide attorney-client privileged legal advice, before the close of the current board meeting.

Returned to agenda item - Attorney-client privileged legal advice was provided in the Executive Session, and the matter will now be considered.

A change was proposed for clarity to the title/description of the second Water/Sewer rate table, to modify it to read "COMMERCIAL; MULTI-FAMILY; NON-TAXABLE RELIGIOUS, GOVERNMENTAL, AND SCHOOL – MONTHLY BILLING". (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 Pyle and seconded by Director Savely, the Board voted unanimously to approve amending Policy R&S-90 Water & Sewer Rates to Revision 19 with the proposed change.

4. Consider and act upon amending Policy R&S-100 Water & Sewer Service Connection Charges to Revision 21
Approved

Changes proposed to Section 1 and 2 subsection "D. Other non-taxable:", to include "plus 200%". (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 Pyle and seconded by Director Savely, the Board voted unanimously to approve Policy R&S-100 Water & Sewer Service Connection Charges to Revision 21 with the proposed change.

Return to Agenda Item #20

5. Tax Collector's Report Ending 7/31/2024

The Tax Collector's Report ending July 31, 2024, 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 E.)

6. Financial Report Ending 06/30/2024
Approved

The Financial Report ending June 30, 2024, 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.) It was noted that the variances are due to the year-to-date financials received versus the projected calculated totals indicated for the full fiscal year. The differences in budgeted vs received Maintenance Tax amounts over the past two fiscal years are mainly due to conservative projected calculations of property value evaluations.

Thereupon, by motion duly made by Director Guest and seconded by Director Pyle, the Board voted unanimously to approve the Financial Report ending June 30, 2024.

7. Operating Disbursements Report Ending 07/31/2024
Approved

The Operating Disbursements Report ending July 31, 2024, 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 G.) Thereupon, by motion duly made by Director Guest and seconded by Director Pyle, the Board voted unanimously to approve the Operating Disbursements Report for the period ending July 31, 2024.

8. Consider Approving Order Authorizing Application For Approval by Texas Commission on Environmental Quality of Project and Issuance of Bonds and Order Approving Bond Application for Series 2024 Bonds Approved

In the absence of SK Law Bond Council, Mr. Johnson provided an overview of the Order Authorizing Application For Approval by Texas Commission on Environmental Quality of Project and Issuance of Bonds and Order Approving Bond Application for Series 2024 Bonds. (A copy of which is on file in the official records of the Authority and identified as Exhibit H.) The orders are provided and considered for Board approval, according to TCEQ requirements to proceed with a Bond Application. The proposed amount of \$36,730,000.00 has been reviewed by the CLCWA bond counsel, financial advisor, engineer, and staff to be the necessary amount to proceed with needed upcoming improvements/projects.

Thereupon, by motion duly made by Director Pyle and seconded by Director Guest, the Board voted unanimously to approve the Order Authorizing Application For Approval by Texas Commission on Environmental Quality of Project and Issuance of Bonds and Order Approving Bond Application for Series 2024 Bonds for \$36,730,000.00

9. Review and approve Pay Application 1 for Sanitary Sewer Phase 96 Rehabilitation Approved

Pay Application 1 for Sanitary Sewer Phase 96 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 I.) It was noted that the difference in Percent Time Used vs Complete was due to the need to build an access road along Horsepen Bayou, cleaning to allow for the line to be televised, and the extended timeline for delivery of materials due to the diameter of the pipe. It is estimated that the pipe will be pulled in September and the contract will be completed by the established contract end date.

Thereupon, by motion duly made by Director Pyle and seconded by Director Guest, the Board voted unanimously to approve Pay Application 1 for Sanitary Sewer Phase 96 Rehabilitation to Insituform Technologies, LLC for \$38,063.70.

10. Review and approve Pay Application 4 for Sanitary Sewer Phase 100 Manhole Rehabilitation Approved

Pay Application 4 for Sanitary Sewer Phase 100 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 J.)

Thereupon, by motion duly made by Director Guest and seconded by Director Pyle, the Board voted unanimously to approve Pay Application 4 for Sanitary Sewer Phase 100 Manhole Rehabilitation to CDC Unlimited, LLC for \$35,078.40.

11. Review and approve Pay Application 15 & Final for Exploration Green Detention Pond Phase 3B Approved

Pay Application 15 & Final for Exploration Green Detention Pond Phase 3B 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.) It was noted that the 1-year warranty period has started, and an inspection will be performed in 10 months.

Thereupon, by motion duly made by Director Savely and seconded by Director Guest, the Board voted unanimously to approve Pay Application 15 & Final for Exploration Green Detention Pond Phase 3B to Serco Construction Group, Ltd. for \$53,253.65.

12. Review and approve Pay Application 4 & Final for Exploration Green Detention Pond Phase 3B Amenities Approved
- Pay Application 4 & Final for Exploration Green Detention Pond Phase 3B Amenities 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.) It was noted that the 1-year warranty period has started, and an inspection will be performed in 10 months.
- Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve Pay Application 4 & Final for Exploration Green Detention Pond Phase 3B Amenities to Serco Construction Group, Ltd. for \$3,478.55.
13. Engineers Report
- The Notice to Proceed was issued for the Lift Station No. 4 Parallel Force Main project on Monday, July 29, 2024. Due to concerns raised after Hurricane Beryl, the CLCWA requested that the contractor modify the process to do the work at the lift station site before the work across the ditch. Field personnel, superintendents, and engineers are working with the contractor to finalize the lift station bypass plans to ensure that the lift station is offline minimally.
- Regarding the El Dorado Boulevard Expansion project's unacceptable condition of the storm sewer joints, pipe, seals, and inadequate installation of stabilizing sand, Harris County is still reviewing the supplied documentation showing the condition of the line and researching options for a solution. Pending rectification of issues and CLCWA's approval after inspection, the CLCWA will not take over ownership and maintenance of the storm sewer pipe.
- Replacing the Reclaimed Water Line Crossing at Horsepen Bayou is now in process.
14. 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 M.)
- Thereupon, by motion duly made by Director Pyle and seconded by Director Guest the Board voted unanimously to approve the Capital Project Report in the amount of \$289,246.09.
15. Attorney's Report
- Mr. Johnson did not have anything to publicly review with the Board but will provide attorney-client privileged legal advice for Agenda Items 3 and 4 in Executive Session.
16. Investment Summary Ending June 30, 2024 Approved
- The Investment Summary for the period ending June 30, 2024, 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 Guest, the Board voted unanimously to approve the Investment Summary for the period ending June 30, 2024.

17. Exploration Green Conservancy Report

Director Guest informed the Board of matters discussed at the Exploration Green Conservancy Meeting. The Conservancy is working on the website, membership, and community outreach. President Morrow was asked to speak at the U of H Clearlake on the CLCWA's part in EG. Various species of fireflies have been spotted at EG and a Moth Night event was coordinated to view and document the new EG inhabitants. The EGC continues to focus on obtaining grants to improve EG. The grants received from HEB and the Port of Houston for education are being utilized and a possible grant from Harris County Precinct 2 to fund an Education Building at EG is being discussed. Updates are expected to start in January 2025 when the next Harris County Precinct 2 grant/bond process starts. The Conservancy will coordinate with the CLCWA throughout the process. The new scout coordinator, Jay Barton, has reached out to the EGC and is planning environmental projects to benefit EG.

18. General Manager's Report

Ms. Morrow informed the Board of the following matters.

A link to a presentation provided at a SEWPP Coparticipant meeting on Friday, July 26, 2024, on the topic of Building Houston Water for Our Next Generation was emailed to the board for consideration.

Due to delays in receiving the required R900 replacement meters and the amount needed accumulating over time, a large number of meters have been ordered in the current fiscal year budget, exceeding the budgeted amount. As the replacement process progresses the CLCWA proposes to utilize bond funds to accommodate future mass orders. The ordering of additional stock will be placed on hold until the request can be considered for Board approval.

Director Savely inquired about possible public educational materials for the cleaning of debris along gutters/grates and keeping FOG (Fats, Oils, and Grease) out of the drains. Previous educational materials have been provided during the months where the issues have had the highest impact. The website will be updated to include additional instruction (possibly with a suggestion to our residents to make it a standard part of their Hurricane preparedness) and materials for FOG will soon be available at the main office provided by the Galveston Bay Foundation.

Director Savely requested maps/information on facility elevations to reference with surge maps/predictions. Information will be provided to all Board members.

Director Savely discussed that a major contributor to the recent power outages caused by Hurricane Beryl, estimated at 40% of the outages, was damage from trees growing surrounding and above the main lines. The treatment plant continues to receive insufficient power to the facility causing the generators to automatically engage and disengage at various times. The CLCWA is coordinating with CenterPoint, the CLCWA electricity broker, and contractors (generator maintenance and electrical) to resolve the matter.

19. Old and New Business

Director Guest inquired if the Clear Lake High School's old soccer/practice field could be utilized for flood detention, to help with flood mitigation for the surrounding area during storm events and remain usable for recreation outside such events. Prior to moving forward on the inquiry, CLCWA

engineers will determine if the location is a viable option to be utilized as an outfall to Phase 5.

President Morrow informed the Board that the local Rotary Club is attempting to coordinate a future emergency distribution location in the Clear Lake area, with the City of Houston Emergency Management, for public assistance such as the ice and MREs distribution locations set up after Hurricane Beryl. A proposed location for consideration is the parking lot at Phase 1 of Exploration Green. The CLCWA is open to working with all parties involved to facilitate this matter.

Open Session Suspended at 7:52 p.m.

Executive Session

An Executive Session was held from 7:55 p.m. to 8:14 p.m. for an attorney-client privileged discussion regarding Agenda items 3 & 4. The recording of the video conference was paused for the duration of the session and reactivated prior to the closing of the Board Meeting.

Open Session resumes 8:14 p.m.

Returned to Agenda Item #3 & 4.

20. Meeting Adjourned

President Morrow declared the open meeting adjourned at 8:18 p.m.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors *John Groat*
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)

DATE APPROVED: September 17, 2024