



## CLEAR LAKE CITY WATER AUTHORITY

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

January 8, 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 January 11, 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/898450557>**  
**Phone conference call at: +1 (408) 650-3123 Access Code: 898-450-557**

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 December 14, 2023, Regular Board Meeting;
2. Comments from the floor (5-minute limitation);
3. Discuss and act, if necessary, upon determining responsible party for future maintenance of trail installation connecting Exploration Green Phase 5 trail near the Seafarer Townhomes to Space Center Blvd;
4. Discuss and act, if necessary, on a general overview of CLCWA's IT infrastructure general readiness assessment;
5. Receive Tax Collector Report ending December 31, 2023;
6. Consider and act upon Financial Report ending November 30, 2023;
7. Consider and act upon Capital Projects Report November 30, 2023;
8. Consider and act upon the Operating Disbursement's Report ending December 31, 2023;
9. Review and approve Pay Application 6 for Sanitary Sewer Phase 93 Rehabilitation;
10. Review and act, if necessary, upon the Engineer's Report and any matters pertaining to construction contracts;

11. Consider and act upon approval of the Capital Projects Disbursements;
12. Receive and act, if necessary, upon Attorney's Report;
13. Consider and act upon the Investment Summary ending November 30, 2023;
14. Receive General Manager's Report;
15. Old and New Business;
16. Executive session for attorney client privileged discussion regarding:
  - a. Detailed review of CLCWA's IT security;
17. 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.

[REDACTED]

Curtis Rodgers  
Director of Utilities  
Clear Lake City Water Authority  
(SEAL)



# CLEAR LAKE CITY WATER AUTHORITY

## Board of Directors' Regular Meeting Minutes January 11, 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, January 11, 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/898450557>  
Phone conference call at +1(408)650-3123 Access Code: 898-450-557

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. John Graf, Secretary;  
Ms. Anthea Guest, Director;  
Mr. Brady Pyle, Director;

Not in attendance in official capacity:  
Mr. Robert T. Savely, Vice-President (by phone only);

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. Diana Espinoza, Senior Accountant, (by video conference);  
Mr. Bryan Rodriguez, IT System Manager  
Mr. Arturo Lopez, Tech Support Level 2  
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.)

1. Minutes of the December 14, 2023, Regular Meeting Approved

Reading of the minutes of the December 14, 2023, 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 Graf and seconded by Director Guest, the Board voted unanimously to approve the minutes of the December 14, 2023, Regular Meeting.

2. Comments from the Floor

Mr. Chris Edelen, a resident of the CLCWA, commented on his support of Agenda Item 3 regarding trails connecting Exploration Green to Space Center Blvd. He further commented on the desire and benefit of

connecting EG to additional existing trails behind Clearlake High School, UHCL, multiple neighborhoods and Bay Area Park, to make a continuous recreational path for residents. Director Graf thanked Mr. Edelen for his time, effort, and support for the extension of the trails, as it verified that the planning and discussions that have preceded with Harris County have been valuable and will continue to be a worthwhile endeavor that would benefit the residents of the CLCWA. Mr. Edelen also requested the consideration of the addition of public restrooms to EG.

3. Discuss and act, if necessary, upon determining responsible party for future maintenance of trail installation connecting Exploration Green Phase 5 trail near the Seafarer Townhomes to Space Center Blvd

Mrs. Morrow provided an overview of the proposed trail installation to connect EG Phase 5 to Space Center Blvd near Seafarer Townhomes. Harris County proposed that the CLCWA would take over maintenance of the trail including the mowing of the adjacent area after Harris County completed the construction. The CLCWA has the ability to maintain the trail but does not have the authority to maintain the street crossing. As the CLCWA does not have jurisdiction over the roads or any crosswalks, that portion would need to be referred to the City of Houston to discuss with Harris County. A map indicating the location was provided. (A copy of which is on file in the official records of the Authority and identified as Exhibit C.) The proposal would be acceptable to the CLCWA if the trail construction is of the same quality and durability as the existing EG trails and if the area residents are contacted to consider and address any resident concerns. Further inquiry and deliberation with Harris County were approved.
4. Discuss and act, if necessary, on a general overview of CLCWA's IT infrastructure general readiness assessment

President Morrow explained that the following discussion would be limited to non-specific information so as to provide appropriate security to processes utilized by the CLCWA to protect our residents' water, sewer, and drainage services, private information, and the CLCWA IT infrastructure. Mr. Rodriguez explained that the CLCWA utilizes firewalls at data entry, transport system, and end-user points. End Point and email protection, backups, SOC II compliant software, and ongoing cybersecurity training for all employees. This overview of the basic structure utilized to operate and prevent incursions into our system was to allow our residents to be informed and assured that appropriate actions are utilized to the best of the ability of the CLCWA.
5. Tax Collector's Report Ending 12/31/2023

The Tax Collector's Report ending December 31, 2023, 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 D.) It was noted that the reduction in litigation value is typically the result of residents disputing their property value. If a reduction is approved by the county, the applicable tax amount is recalculated accordingly.
6. Financial Report Ending 11/30/2023 Approved

The Financial Report ending November 30, 2023, 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.) It was noted that water and sewer usage differ due to sewer usage being based on calculated percentages of water usage and sprinkler systems not connected to the sewer system. As the budget is calculated annually but broken down to the monthly average to monitor closely, the value of the actual monthly expenditures reported will occasionally show as over or under the average. Director Pyle had a question about the payroll expense and Ms. Morrow

responded that the future payroll expense will be affected by 4 new employees starting Monday, 3 additional employee hires in process, and the retirement of 2 employees.

Thereupon, by motion duly made by Director Pyle and seconded by Director Graf, the Board voted unanimously to approve the Financial Report ending November 30, 2023.

- 7. Capital Projects Report Ending 11/30/2023 Approved

The Capital Projects Report ending November 30, 2023, 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 F.)

Thereupon, by motion duly made by Director Graf and seconded by Director Guest, the Board voted unanimously to approve the Capital Projects Report for the period ending November 30, 2023.

- 8. Operating Disbursements Report Ending 12/31/2023 Approved

The Operating Disbursements Report ending December 31, 2023, 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.) It was noted that moving forward the report will be broken down by costs per department. A question was asked about customer refund checks, and it was explained that they typically are for individuals who have moved and have a remaining credit on the account after the original deposit is refunded or due to an overpayment credit.

Thereupon, by motion duly made by Director Graf and seconded by Director Guest, the Board voted unanimously to approve the Operating Disbursements Report for the period ending December 31, 2023.

- 9. Pay Application No. 6 for Sanitary Sewer Phase 93 Rehabilitation Approved

Pay Application No. 6 for Sanitary Sewer Phase 93 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 H.) It was noted that the work is substantially complete, a few punch-list items remain. A project is identified as substantially complete when the contracted fieldwork is complete.

Thereupon, by motion duly made by Director Guest and seconded by Director Graf, the Board voted unanimously to approve Pay Application No. 6 for Sanitary Sewer Phase 93 Rehabilitation to Texas Pride Utilities, LLC for \$105,483.60.

- 10. Engineers Report

The Water Well No.2 Site Improvements project is substantially complete, the contractor is addressing punch-list items and is projected to be closed out in February 2024.

The design for the Lift Station No. 4 Parallel Force Main project to install a new line parallel to the existing 16-inch main and to replace a portion of the existing 16-inch main is still under first-round review by reviewing agencies and waiting on approval.

The Horsepen Bayou Channel Conveyance Improvements project has been shelved. Harris County Flood Control will consider other projects and solutions for area flooding. President Morrow thanked the engineers, consultants, and staff for all their hard work in providing research, reports,

and data on the beneficial impact of Exploration Green to mitigate area flooding, to assist Harris County Flood Control District in their analysis of the benefit vs impact of the proposed improvements project. The CLCWA is grateful that the concerns brought by our residents were heard, considered, supported, and addressed.

President Morrow inquired on the status of the repair of the leak at El Dorado and Space Center Blvd. Mr. Rodgers informed the Board that an appropriate repair plan is still being researched and evaluated. If the matter cannot be addressed in a short timeline, the installation of a temporary sidewalk will be considered.

11. 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 I.)

Thereupon, by motion duly made by Director Pyle and seconded by Director Graf the Board voted unanimously to approve the Capital Project Report in the amount of \$272,795.38.

12. Attorney's Report

Mr. Johnson informed the Board that a notice was received from the Harris County Clerk's Office stating election services contracts with local governmental entities for the Saturday, May 4, 2024, Election will not be entered into, due to new legislation that would require equipment not on hand. The CLCWA may be required to organize and hold their own election and provide appropriate polling locations. The CLCWA valued contracting with Harris County for election services because it provided a more cost-effective election process, single ballot, and convenient polling locations. Inquiries will be made into possible solutions, collaborations, or processes to assure appropriate procedures and transparency.

13. Investment  
Summary Ending  
November 30,  
2023  
Approved

The Investment Summary for the period ending November 30, 2023, 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 J.)

Thereupon, by motion duly made by Director Graf and seconded by Director Guest, the Board voted unanimously to approve the Investment Summary for the period ending November 30, 2023.

14. General  
Manager's  
Report

Mrs. Morrow informed the Board of the following matters.

1000 meters have been received from Neptune and an additional 1000 meters are on order.

Water line repairs totaled 351 in 2023 and 232 in 2022.

The weather is being monitored and procedures for the winterization of facilities have been completed and verified.

The CLCWA had two retirements in January of 2024, one was an employee of CLCWA for 38 years the other 45 years. They left us in a good place with plenty of notice to train and staff-up personnel.

A couple of complaints have been received regarding mud on the Phase 5 trails. Until the grass is established to prevent erosion this will require ongoing cleanup and prevention measures.

Director Graf inquired about the amount due for the September 2024 SETL project payment. The payment totals \$4.6 million of the total partnership agreement of 7.2 million, calculated to be 54.9% of the total cost. JSC and Nassau Bay are partnered under CLCWA and will reimburse the CLCWA for their contracted portion.

Director Graf inquired about the damage at Lift Station #4 referring to a sheared pump shaft. Debris, sometimes including items as large as 2x4 studs, that gets into the system can cause damage including blockages from small items to impacts from large items.

15. Old and New  
Business

Director Guest informed the Board of matters discussed at the Exploration Green Conservancy Meeting. The planting of approximately 1000 trees at Phase 5 will proceed when the grass is established. Irrigation is being installed at Phase 3B. Educational and recreational events are planned, including Wetland Walk-About, Scout Merit Badges, 4H projects, obtaining a Moon Tree, and others. The EGC is fiscally sound and working on Grants to further educational projects.

Director Guest thanked the Exploration Green Ribbon Cutting and Volunteer Appreciation event planning team for their dedication and creativity in making the event a success.

Director Savely inquired about the training for the updated AVR software. Updates have been made to the program on the service side utilized by customer service and the field technicians allowing for real-time electronic work orders, record keeping, pictures, and direct in-house communication. This will accommodate quicker and more informed responses in the field for service to our residents.

Director Graf inquired about the design for water flow at Phase 2 of EG. The flow is maintained by 2 3x5 box culverts under the water level surface. Standard predetermined maintenance is not required, the structure is televised to check the joint structures and for buildup to determine if any maintenance is needed and coordinated accordingly.

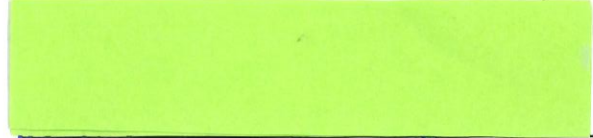
President Morrow shared information on technology reviewed at a recent conference that could be of benefit and detriment to the CLCWA and area. One technology that was discussed was the availability of Binoculars that take pictures and identify birds that could possibly be utilized at EG for Education. Director Graf added that the potential of utilizing a Cornell University Application that identifies individual bird songs could be used in conjunction with the binoculars to add to the education and enjoyment of the students. The EGC could further look into holding a Great Texas Birding Event. Another technology that was discussed was Artificial Intelligence (AI), which could be utilized to protect and improve or to infiltrate and attack processes and systems. The CLCWA will continue monitoring AI applications to consider ones that could be used appropriately and to protect against others that could be of possible harm.

16. Executive Session

Clarification to discussion, the Executive Session is being utilized to discuss security devices and security audits. An Executive Session was held from 7:59 p.m. to 8:31 p.m. The recording of the video conference was paused for the duration of the session and reactivated prior to the closing of the Board Meeting.

17. Meeting  
Adjourned

President Morrow declared the open meeting adjourned at 8:32 p.m.



President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: February 8, 2024