



## CLEAR LAKE CITY WATER AUTHORITY

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

May 6, 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 May 9, 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/839066133>**

**Phone conference call at: +1 (408) 650-3123 Access Code: 839066133**

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 April 11, 2024, Regular Board Meeting;
2. Comments from the floor (5-minute limitation);
3. Consider and act upon approving the Houston Public Works acquiring easements needed by the City for the 54-inch water line from HCFCD Channel No. B104-05-00 to CLCWA Water Plant No. 3 along Galveston Road (SETL) Project;
4. Consider and act upon water, sewer, and drainage service to The Learning Experience at 16216 Moonrock Dr;
5. Consider and act upon adopting policy R&S-105 Stake-Out / Mark Infrastructure Locations;
6. Consider and act upon updating policy R&S-70 Outside Customers to Revision 8;
7. Receive Tax Collector Report ending April 30, 2024;
8. Consider and act upon Financial Report ending March 31, 2024;
9. Consider and act upon Capital Projects Report March 31, 2024;
10. Consider and act upon the Operating Disbursement's Report ending April 30, 2024;
11. Review and approve Pay Application 12 & Final for Water Well No. 2 Site Improvements;

12. Review and approve Pay Application 1 for Sanitary Sewer Phase 100 Manhole Rehabilitation;
13. Review and approve Pay Application 17 for Exploration Green Detention Pond Phase 5
14. Consider and act upon the proposed Miscellaneous Easement (Pipelines) from the State of Texas for the Lift Station No. 4 Parallel Force Main project;
15. Review and act, if necessary, upon the Engineer's Report and any matters pertaining to construction contracts;
16. Consider and act upon approval of the Capital Projects Disbursements;
17. Receive and act, if necessary, upon Attorney's Report;
18. Consider and act upon the Investment Summary ending March 31, 2024;
19. Consider and act upon, if necessary, Exploration Green Conservancy report;
20. Review and act upon, if necessary, summer and hurricane plans;
21. Receive General Manager's Report;
22. Old and New Business;
23. 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  
May 9, 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, May 9, 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/839066133>  
Phone conference call at +1(408)650-3123 Access Code: 839-066-133

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

Also present were:

Ms. Jennifer Morrow, General Manager;  
Mr. Curtis Rodgers, Director of Utilities;  
Mr. Samuel Johnson, Attorney, Coats Rose, (by video conference);  
Mr. Eddie Streich, Engineer, LAN, (by video conference);  
Mr. Dean McGee, Director of Finance;  
Ms. JoJo Finkeldei, HR Manager;  
Ms. Marissa Salazar, Customer Service / Utility Billing Manager;  
Ms. Diana Espinoza, Senior Accountant, (by video conference);  
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  
April 11, 2024,  
Regular Meeting  
Approved

Reading of the minutes of the April 11, 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.) The Board was informed of a date correction on Agenda Item 4 and clarified the wording of Agenda Item 5.

Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve the minutes of the April 11, 2024, Regular Meeting with the discussed updates.

2. Comments from  
the Floor

Ms. Morrow introduced an email received from a resident, Mr. Saxena, requesting consideration by the Board to credit his account regarding costs associated with usage on his bills for September to November of 2023. A history of the request was discussed. A review of the usage was

conducted and the pattern of usage over the months prior to and including the months in question showed an increase in a steady flow of usage at regular intervals for a specific duration of time first once every three days, then every other day, then every day to twice-a-day. Mr. Saxena was informed that this pattern of usage is typically found to be sprinklers. Upon adamant request from Mr. Saxena, the CLCWA replaced the meter's register and Mr. Saxena stated that he shut off his sprinkler. The usage reported in the system did reduce. Communication with Mr. Saxena continued to verify the accuracy of the reported usage amounts. When the same pattern of twice a day steady flow of usage was seen it was verified by Mr. Saxena that the sprinkler was turned back on. Mr. Saxena was informed that if this pattern of usage continued another high usage bill would result and a review of the sprinkler programming/setting was recommended. It was noted that residents have previously informed the CLCWA that high usage issues connected with their sprinklers have included faulty hardware/software or resets to factory defaults after incidents like power surges. It was noted that registers if malfunctioning would result in 0s or no data/reads being reported not a specific changing patterned flow of usage being reported. It was recommended to hold to standard CLCWA policy for water usage. No motion was made.

Ms. Morrow brought up a complaint received from a resident, Mr. Britt regarding the return payment fee, which covers the costs/fees applied to and paid by the CLCWA, that resulted when the resident's bank denied the entered payment information and did not process the payment. The online payment system attempts to assist users in verifying the accuracy of input information by requiring it to be entered twice and matching the entries, but the CLCWA does not have access to or control over what is entered into the payment system or if a resident's bank accepts or denies a payment based upon the information entered and is charged fees when these instances occur. No motion was made.

3. Houston Public Works acquiring easements needed by the City for the 54-inch water line from HCFCD Channel No. B104-05-00 to CLCWA Water Plant No. 3 along Galveston Road (SETL) Project  
Approved

Ms. Morrow explained that the City of Houston has requested CLCWA convey a temporary construction easement over parcel TCY22-038 (the "Easement"), required by Houston Public Works for a 54-inch water line from HCFCD Channel No. B104-05-00 to CLCWA Water Plant No. 3 along Galveston Road for the Southeast Transmission Line (SETL) project. (A copy of which is on file in the official records of the Authority and identified as Exhibit C.) Mr. Samuel Johnson informed the Board that the Easement is approved by legal counsel subject to incorporation of proposed revisions, including that the Easement is nonexclusive, City of Houston is responsible for proper cleanup and site restorations, and the CLCWA will retain the right to use the property for any purpose that does not conflict with the rights granted to Houston.

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve the Easement and Houston's offer to purchase, subject to incorporation of the revisions recommended by Mr. Samuel Johnson.

4. Water, sewer, and drainage service to The Learning Experience at 16216 Moonrock

Ms. Morrow presented to the Board that a water, sewer, and drainage service request from The Learning Experience located at 16216 Moonrock Dr has been received and that the required staff and consultant reviews have been acceptably completed. Provided documentation is included in

Dr  
Approved

the packet (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 Savely and seconded by Director Guest, the Board voted unanimously to approve water, sewer, and drainage service to The Learning Experience located at 16216 Moonrock Dr.

- 5. Adopting policy R&S-105 Stake-Out / Mark Infrastructure Locations  
Deferred

This agenda item was deferred.

- 6. Updating policy R&S-70 Outside Customers to Revision 8  
Approved

Ms. Morrow provided an overview of the need to amend policy R&S-70 Outside Customers to Revision 8. (A copy of which is on file in the official records of the Authority and identified as Exhibit E.) The policy needed to be updated to clarify that any outside customer, including non-taxable governmental entity customers or customers located on property owned by a non-taxable governmental entity, requesting services are still responsible for standard CLCWA policy adherence and will need to meet detention and cover costs to the CLCWA associated with any requests.

Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve amending policy R&S-70 Outside Customers to Revision 8.

- 7. Tax Collector's Report Ending 04/30/2024

The Tax Collector's Report ending April 30, 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 F.)

- 8. Financial Report Ending 03/31/2024  
Approved

The Financial Report ending March 31, 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 G.)

Thereupon, by motion duly made by Director Guest and seconded by Director Graf, the Board voted unanimously to approve the Financial Report ending March 31, 2024.

- 9. Capital Projects Report Ending 03/31/2024  
Approved

The Capital Projects Report ending March 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 H.) It was noted that a possible internal audit of cashflow best practices, standards, and laws by the Board may be a valuable addition to the yearly formal audit to ensure proper procedures and understanding are maintained at all times.

Thereupon, by motion duly made by Director Savely and seconded by Director Graf, the Board voted unanimously to approve the Capital Projects Report for the period ending March 31, 2024.

10. Operating Disbursements Report Ending 04/30/2024 Approved

The Operating Disbursements Report ending April 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 I.)

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 April 30, 2024.
  
11. Review and approve Pay Application 12 & Final for Water Well No. 2 Site Improvements Approved

Pay Application 12 & Final for Water Well No. 2 Site Improvements 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.) The final inspection included a review of the electrical box to verify with operations that all required functions were exercised and operational. 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 Graf and seconded by Director Guest, the Board voted unanimously to approve Pay Application 12 & Final for Water Well No. 2 Site Improvements to C.F. McDonald Electric, Inc. for \$131,708.90.
  
12. Review and approve Pay Application 1 for Sanitary Sewer Phase 100 Manhole Rehabilitation Approved

Pay Application 1 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 K.)

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve Pay Application 1 for Sanitary Sewer Phase 100 Manhole Rehabilitation to CDC Unlimited, LLC for \$34,425.00.
  
13. Review and approve Pay Application 17 for Exploration Green Detention Pond Phase 5 Approved

Pay Application 17 for Exploration Green Detention Pond Phase 5 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 terms and work of Change Order 2 approved at the March 14, 2024, Regular Board Meeting are incorporated into Pay Application 17 and reported accordingly. The modifications implemented by Change Order 2 do not seem to be an issue with design or construction, but specifics not previously indicated by other phases due to the size of the area and the external factors of unpredictable natural weather and flow in the surrounding environment. The final closeout is pending the removal of dead trees and reseedling.

Thereupon, by motion duly made by Director Pyle and seconded by Director Guest, the Board voted unanimously to approve Pay Application 17 for Exploration Green Detention Pond Phase 5 to Serco Construction Group, Ltd. for \$65,032.20.
  
14. Consider and act upon the proposed Miscellaneous Easement (Pipelines) from the State of Texas

The proposed Miscellaneous Easement (Pipelines) from the State of Texas for the Lift Station No. 4 Parallel Force Main project, a project to install a new line parallel to the existing 16-inch main and to replace a portion of the existing 16-inch. (A copy of which is on file in the official records of the Authority and identified as Exhibit M.) The General Land Office is requiring a new easement for the 18-inch force main, due to the



for the Lift Station  
No. 4 Parallel  
Force Main project  
Approved

stipulation that each line requires a separate easement even if the additional line is in the same footprint as an existing easement. A request to make it a permanent easement was not accepted, and the easement will need to be renewed every 10 years.

Thereupon, by motion duly made by Director Savely and seconded by Director Guest, the Board voted unanimously to approve the proposed Miscellaneous Easement (Pipelines) from the State of Texas for the Lift Station No. 4 Parallel Force Main project.

15. Engineers Report

The bid opening for the Lift Station No. 4 Parallel Force Main project was postponed until May 7, 2024, to allow for bidders to finalize bid packets. Three bids were received, the information is being tabulated and qualifications verified. The results will be available for review at the June 13, 2024, Regular Board Meeting.

The Water Conservation Plan reviewed and approved at the April 11 Regular Board Meeting, pending modifications/clarifications to be verified and approved by the CLCWA General Manager, was finalized and submitted by the May 1, 2024, deadline. (A copy of which is on file in the official records of the Authority and identified as Exhibit N.) The discrepancies discussed regarding the Texas Water Development Board auto-populated fields and CLCWA records in the Historic 5-Year Average chart were determined to be due to a clarification in 2021 of the definition of permanent resident not including commercial or retail accounts changing the water usage calculations used and an error in an auto-populated row heading name. The 2023 water total and water loss values were finalized and added to the report, results were higher than the previous average due to drought conditions, extreme weather temperatures and the amount of water line breaks in 2023. Based on those results the new 5-year goal and 10-year goal were set. It was noted that reuse water used for irrigation at Exploration Green is listed under discharge to surface water, to adhere to the defined definition of each category. A request was made to obtain a copy of the Water Conservation Plan or Water Conservation Measures of any wholesale water customers of the CLCWA that maintain separate plans/measures.

16. 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 O.)

Thereupon, by motion duly made by Director Savely and seconded by Director Graf the Board voted unanimously to approve the Capital Project Report in the amount of \$542,936.05.

17. Attorney's Report

Mr. Johnson explained that all re-elected directors must complete the State of Texas Oath of Office and the Statement of Officer. Additionally, within 90 days of executing the Oath of Office, Open Government training will need to be completed by each director.

18. Investment  
Summary Ending  
March 31, 2024

The Investment Summary for the period ending March 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 P.)

Approved

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 March 31, 2024.

19. Exploration Green Conservancy Report

Director Guest informed the Board of matters discussed at the Exploration Green Conservancy Meeting. Topics included the focus on education and fundraising; working with St. John the Divine, Seabrook Naturalist Club, CLC Elementary Student Counsel, Armand Bayou Nature Center, Space Center Houston, and Galveston Bay Foundation for possible collaborations/events; and the possibility of Exploration Green becoming a home to the endangered Eastern Black Rail due to the favorable habitat that Exploration Green provides.

It was noted that the restricted mowing of CLCWA property, which results in erosion and damage to the native grasses essential for the natural habitat of Exploration Green, continues to be an issue and signs will be placed in the affected areas to remind offenders that it is illegal.

20. Summer and Hurricane Plans Review

Ms. Morrow provided an overview of the plans to prepare for issues that may arise during the summer. Implementation of in-house reorganization, additional personnel, updates to tracking statistics, and equipment utilization changes are in process and favorable feedback has been received from the staff. These changes will allow for flexibility in crew disbursement and configuration to provide essential manpower to varying circumstances as issues arise. Open positions are being filled and supply/inventory/equipment needs are being assessed. Mr. Rodgers provided an overview of the plans for hurricane season. Every year key employees meet to review/complete established plans and procedures, the projected severity of the upcoming hurricane season, equipment readiness, the purchase of supplies, yearly checklists, crew assignments based on projected storm severity, and plans to coordinate with Harris and Galveston counties in the event of an emergency.

21. General Manager's Report

Ms. Morrow informed the Board of the following matters.

Regarding the repair of the leak at El Dorado and Space Center Blvd. The site was dug out to access the leak, but it was debated whether the available clamp would appropriately secure the repair. The tee replacement was rescheduled to the week following this Board Meeting, to ensure all appropriate equipment and backup equipment is available to limit the timeline for repair and duration of any service interruptions.

A supervisor training was held regarding emergency and evacuation procedures.

The Information Technology (IT) audit is complete and security penetration testing is scheduled for the week following this Board Meeting.

Public Works Week will be the week of May 20-24, 2024, and will include an employee appreciation lunch, treats, and social media posts.

Possible public education materials are under review. Due to the varying layouts of each individual's property, easements, home plumbing, and area



CLCWA infrastructure, the materials will have information added to provide guidance that does not reference specific plans or layouts.

Director Savely requested a focus on educating the public regarding the dangers and costs of ragging that result in damage and congestion to CLCWA infrastructure.

Director Savely inquired if the high wet well levels reported after the last heavy rain event were a major concern. The warning levels are set at a measure below that of proximity to result in an overflow and give an appropriate timeline to monitor and proceed with preventative measures as needed. The levels reported reached a warning measure but did not reach a measure that would result in overflow and the systems/equipment in place maintained an appropriate flow throughout the heavy rain event. A review of lift stations or wet wells that may benefit from larger pumps or other measures will be considered.

22. Old and New Business

The Board members did not have anything additional to review.

23. Meeting Adjourned

President Morrow declared the open meeting adjourned at 8:33 p.m.



President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: June 13, 2024