



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

CLEAR LAKE CITY WATER AUTHORITY

May 5, 2025,

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 8, 2025, 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/767710005>

Phone conference call at: +1 (408) 650-3123 Access Code:767-710-005

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 the minutes of the March 13, 2025, Regular Board Meeting;
2. Approve or correct the minutes of the April 10, 2025, Regular Board Meeting;
3. Receive and act, if necessary, on the minutes of April 15, 2025, Impact Fee Advisory Committee meeting;
4. Comments from the floor (5-minute limitation);
5. Review and act, if necessary, upon report from Garver, Engineering Consultant, on any matters pertaining to CLCWA WWTP Expansion;
6. Consider and act upon Order Adopting Electronic Submission of Bids;
7. Receive Tax Collector Report ending April 30, 2025;
8. Consider and act upon Financial Report ending March 31, 2025;
9. Consider and act upon the Operating Disbursement's Report ending April 30, 2025;
10. Review and approve Pay Application 5 & Final for Sanitary Sewer Phase 96 Rehabilitation;
11. Review and approve Project Status Report No. 8 for Sanitary Sewer Phase 97 Television Inspection;

12. Review and approve Pay Application 8 for Sanitary Sewer Phase 98 Rehabilitation;
13. Review and approve Pay Application 7 & Final for Sanitary Sewer Phase 100 Manhole Rehabilitation;
14. Review and approve Pay Application 2 for Sanitary Sewer Phase 101 Rehabilitation;
15. Review and approve Change Order 2 for Elevated Storage Tank No. 1 Recoating;
16. Review and approve Pay Application 2 for Elevated Storage Tank No. 1 Recoating;
17. Review and approve Change Order 1 for Reclaimed Water Line Crossing Horsepen Bayou;
18. Review and approve Pay Application 1 for Reclaimed Water Line Crossing Horsepen Bayou;
19. Review bids and Consider Awarding Construction Contract for Lift Station No. 15 Rehabilitation;
20. Authorize preparation of the Engineering Report for Bond Issue No. 44;
21. Review and act, if necessary, upon the Engineer's Report and any matters pertaining to construction contracts;
22. Consider and act upon approval of the Capital Projects Disbursements;
23. Receive and act, if necessary, upon Attorney's Report;
24. Receive and act upon the Investment Summary ending March 31, 2025;
25. Receive and act upon, if necessary, the Exploration Green Conservancy report;
26. Receive and act upon, if necessary, the General Manager's Report;
27. Old and New Business;
28. 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. The Board may, if it deems necessary, designate certain directors as "Acting President" or "Acting Secretary" in the absence of necessary officers.

Jenniter Morrow
General Manager
Clear Lake City Water Authority
(SEAL)



CLEAR LAKE CITY WATER AUTHORITY

Board of Directors' Regular Meeting Minutes May 8, 2025

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 8, 2025, 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/767710005>
Phone conference call at +1(408) 650-3123 Access Code: 767-710-005

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. Samuel Johnson, Attorney, Coats Rose, (by video conference);
Mr. Jake Kocurek, Project Manager, LAN, (by video conference);
Mr. Eddie Streich, Engineer, LAN, (by video conference);
Mr. Wade Parks, Engineer, Garver;
Mr. David Wood, Financial Advisor, RW Baird, (video conference);
Mr. Dean McGee, Director of Finance;
Ms. Marissa Salazar, Customer Service, Utility Billing, & Tax 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 March 13, 2025, Regular Meeting Approved

Reading of the minutes of the March 13, 2025, Regular Board Meeting was waived because all Directors had received copies before the meeting. (A copy of which is on file in the official records of the Authority and identified as Exhibit B.) Update to accommodate request made at the April 10, 2025, Regular Meeting, to modify language to clarify the intent of a statement recorded on page 9, paragraph 3, was included and accepted.

Thereupon, by motion duly made by Director Pyle and seconded by Director Guest, the Board voted unanimously to approve the minutes of the March 13, 2025, Regular Board Meeting.

2. Minutes of the April 10, 2025, Regular Meeting Approved

Reading of the minutes of the April 10, 2025, Regular Board Meeting was waived because all Directors had received copies before the meeting. (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 Savely and seconded by Director Pyle, the Board voted unanimously to approve the minutes of the April 10, 2025, Regular Board Meeting.
3. Minutes of April 15, 2025, Impact Fee Advisory Committee meeting Approved

Reading of the minutes of the April 15, 2025, Impact Fee Advisory Committee meeting was waived because all Directors had received copies before the meeting. (A copy of which is on file in the official records of the Authority and identified as Exhibit D.) The addition of language was requested to clarify that the total impact fee cost defined under section "Discussion:" item "3" is per connection/ESFC (equivalent single family connection).

Thereupon, by motion duly made by Director Savely and seconded by Director Guest, the Board voted unanimously to approve acceptance of the minutes of the April 15, 2025, Impact Fee Advisory Committee meeting, as amended by the addition of "per connection/ESFC" to the end of the last sentence of item 3.
4. Comments from the Floor

No comments from the floor.
5. Report from Garver, Engineering Consultant, on any matters pertaining to CLCWA WWTP Expansion

Mr. Wade Parks informed the Board of specifics regarding the WWTP Expansion design. The final design is on track to be completed ahead of schedule, internal reviews are in process, and preparations are underway for the TCEQ permitting submission. A crane truck will be used instead of constructing a permanent monorail to require less maintenance, ensure ease of replacement/availability, and efficiently utilize space. A belt conveyor will be used instead of a screw conveyor due to concerns of a screw conveyor being more susceptible to jamming or damage from debris. A single force main of HDPE pipe will be used instead of a dual force mains due to access concerns, space limitations, and better cost value. The single force main design would accommodate an emergency bypass; temporary access could be gained from the road; and an access gate may be installed. The geotech report was updated to include calculations of the heavier load that results from the upgraded aeration splitter box. Coordination with LAN regarding the project to replace the 24" pipe at the WWTP continues. As the pipe replacement must proceed to accommodate current requirements for the service to JSC, a possible consolidation of tasks and/or design aspects needed for the WWTP Expansion design may be transitioned, or accommodations may be included in the current pipe replacement project design. Pending decisions include odor control measures and a power source for the aeration splitter box lights. The final proposed design is scheduled to be ready by May 23, 2025, then another workshop can be held for CLCWA staff to review for any modifications or acceptance.

6. Consider and act upon Order Adopting Electronic Submission of Bids Approved

Mr. Johnson provided an overview of the Order Adopting Electronic Submission of Bids. (A copy of which is on file in the official records of the Authority and identified as Exhibit E.) A discussion was held during the April 10, 2023, Regular Board Meeting to potentially utilize Civcast to receive bids electronically. In order to do so, under the Texas Water Code, you have to adopt rules to ensure compliance. The rules outline how the engineer and any electronic bidding systems cooperate for the bidding process and ensure that the bids are kept confidential until the scheduled bid opening. The documentation includes certifications from the engineer (LAN) and Civcast stating they have received the rules and will utilize methods to comply with the listed rules. It was noted that Civcast is currently being used for project documentation and information distribution, so contractors are familiar with the application and the transition to online bidding should be smooth.

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve the Order Adopting Electronic Submission of Bids.

7. Tax Collector's Report Ending 04/30/2025

The Tax Collector's Report ending April 30, 2025, 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.) It was noted that the uncollected amounts from 2018 to 2002, totaling \$52,192, will be taken into consideration for next year's budget projections. This amount reflects residual amounts contested in lawsuits or under appeal after write-offs. It will be discussed more during the Financial Report, but estimations point to coming in below budget projections.

Appointment

President Morrow appointed Director Guest as Acting Secretary in the absence of Director Graf.

8. Financial Report Ending 3/31/2025 Approved

The Financial Report ending March 31, 2025, 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.) It was noted that at this 6-month mark, the balances have remained healthy due to excess revenue driven by utility sales and offset by controlling costs. Balances may be affected as we transition into the summer months and reconcile seasonal spending and projected costs distributed across the 12-month timeframe. Tax M/O is on track to be around 4-6% below the annual budget amount. HCWCID 161's Maintenance Tax payment was delayed due to their postponement of the HCWCID 161 Board Meeting. The contract terms state that payment is to be made one month after collection. The CLCWA will implement procedures to monitor the payment process closer, provide earlier notifications and reminders, and/or assess late payment penalties to help facilitate on-time payments.

As a statement to address the public, President Morrow stated money has a time value. If the CLCWA is not paid on time, it is equivalent to a free loan at 0% interest for the period of time any amount is past due. The CLCWA is not a good steward of the taxpayers' money if it is done on a regular basis. A late penalty will cover the extra cost associated with such a delay and add urgency to any payment timeline. The CLCWA loves our friends and partners and values these relationships, but should be treated appropriately and uniformly.

Thereupon, by motion duly made by Director Savely and seconded by Director Guest, the Board voted unanimously to approve the Financial Report ending March 31, 2025.

9. Operating Disbursements Report Ending 04/30/2025 Approved

The Operating Disbursements Report ending April 30, 2025, 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.)

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve the Operating Disbursements Report for the period ending April 30, 2025.

10. Pay Application 5 & Final for Sanitary Sewer Phase 96 Rehabilitation

Pay Application 5 & Final 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 1-year warranty period has started, and an inspection will be carried out in 10 months.

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve Pay Application 5 & Final for Sanitary Sewer Phase 96 Rehabilitation to Insituform Technologies, LLC for \$158,705.00.

11. Project Status Report No. 8 for Sanitary Sewer Phase 97 Television Inspection Approved

Project Status Report No. 8 for Sanitary Sewer Phase 97 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 J.) It was noted that the difference between the Calendar Days vs the Percent Time Used is due to the crew being pulled to work on other CLCWA priority projects and is currently waiting on a part to repair the TV truck.

Thereupon, by motion duly made by Director Guest and seconded by Director Pyle, the Board voted unanimously to approve Project Status Report No. 8 for Sanitary Sewer Phase 97 Television Inspection by CLCWA staff, valued at \$16,336.70.

12. Pay Application 8 for Sanitary Sewer Phase 98 Rehabilitation Approved

Pay Application 8 for Sanitary Sewer Phase 98 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 Guest, the Board voted unanimously to approve Pay Application 8 for Sanitary Sewer Phase 98 Rehabilitation to King Solutions Services, LLC for \$41,848.20.

13. Pay Application 7 & Final for Sanitary Sewer Phase 100 Manhole Rehabilitation Approved

Pay Application 7 & Final 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 L.) It was noted that the 1-year warranty period has started, and an inspection will be carried out in 10 months.

Thereupon, by motion duly made by Director Savely and seconded by Director Guest, the Board voted unanimously to approve Pay Application 7 & Final for Sanitary Sewer Phase 100 Manhole Rehabilitation to CDC Unlimited, LLC for \$59,576.20.

14. Pay Application 2
for Sanitary Sewer
Phase 101
Rehabilitation
Approved

Pay Application 2 for Sanitary Sewer Phase 101 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 M.) It was noted that the Percent Complete is closer to 45% of actual work completed vs the 22% indicated on the payment application, which reflects the work that post-TV inspections have been received for. A few obstructions in the lines along University Green may alter the rehabilitation plan.

Thereupon, by motion duly made by Director Savely and seconded by Director Guest, the Board voted unanimously to approve Pay Application 2 for Sanitary Sewer Phase 101 Rehabilitation to Ram Rod Utilities, LLC for \$60,075.45.

15. Change Order 2
for Elevated
Storage Tank No.
1 Recoating
Approved

Change Order 2 for Elevated Storage Tank No. 1 Recoating 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 N.) The original contract excluded replacing a 3 ft portion of the piping directly connected to the bowl, so as not to interfere with structural components and protect against potential complications when cutting and welding at the bowl. The Inspector noted significant corrosion of the 3ft portion of the 12in and 8in pipe that warranted replacement.

As it is the CLCWA's responsibility to ensure the most efficient use of taxpayers' funds, research into the cost of requiring all future projects to include a complete pipe replacement versus the cost of potential change orders on projects with partial replacements will be reviewed. Determining factors for the additional cost of a complete pipe replacement typically do not include additional engineering but rather estimations based on potential risk.

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve Change Order 2 for Elevated Storage Tank No. 1 Recoating to BRZ Coating, Inc. for \$6,000.00.

16. Pay Application 2
for Elevated
Storage Tank No.
1 Recoating
Approved

Pay Application 2 for Elevated Storage Tank No. 1 Recoating 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 O.) The tank should be back in service within two weeks, pending disinfection.

Thereupon, by motion duly made by Director Guest and seconded by Director Pyle, the Board voted unanimously to approve Pay Application 2 for Elevated Storage Tank No. 1 Recoating to BRZ Coating, Inc. for \$184,950.00.

17. Change Order 1
for Reclaimed
Water Line
Crossing
Horsepen Bayou
Deferred

Deferred for discussion in Executive Session

18. Pay Application 1
for Reclaimed
Water Line
Crossing
Horsepen Bayou
Deferred
- Deferred for discussion in Executive Session
19. Awarding
Construction
Contract for Lift
Station No. 15
Rehabilitation
Approved
- Four bids for Lift Station No. 15 Rehabilitation construction contract were presented to the Board for review and discussion to consider options and accept or reject any or all bids. (A copy of which is on file in the official records of the Authority and identified as Exhibit **P**.) Pioneer Construction Services LLC was recommended based on a review of their work history, experience, financial standing, and references.
- Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to accept Pioneer Construction Services LLC's bid of \$258,000.00.
20. Authorize
preparation of the
Engineering
Report for Bond
Issue No. 44
Approved
- Mr. Jake Kocurek provided an overview of the request to authorize preparation of the Engineering Report for Bond Issue No. 44 (A copy of which is on file in the official records of the Authority and identified as Exhibit **Q**.) Various projects according to the CLCWA's Capital Improvement Plan (CIP) and updates based on current infrastructure needs are recommended to be included in Bond Issue No. 44 for \$23,150,000. The addition of \$850,000 is requested to replace commercial meters that are at the end of their efficient life or out of service.
- Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to authorize the preparation of the Engineering Report for Bond Issue No. 44 in the amount of \$24,000,000.00.
21. Engineer's Report
- Items 9 and 10 on page 2 need to be corrected, with the statement "The review and approval of a pay application is presented as a separate agenda item" to be removed at the end of each paragraph, as this statement does not apply to the current Board meeting.
- Lift Station No.5 Flood Mitigation Improvements, the pre-construction meeting has been held, and the Notice to Proceed was issued for June 9, 2025. The project is estimated to start in October or November due to the lead time for electric parts delivery and to avoid having a lift station on bypass during hurricane season.
- Water Well No. 2 Site Improvements: One item identified during the warranty inspection has been addressed, and the warranty will expire on May 9, 2025.
22. 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 **R**.)

Thereupon, by motion duly made by Director Savely and seconded by Director Guest, the Board voted unanimously to approve the Capital Project Report in the amount of \$1,217,542.56.

23. Attorney's Report

Mr. Johnson did not have anything to review publicly with the Board.

24. Investment
Summary Ending
March 31, 2025
Approved

The Investment Summary for the period ending March 31, 2025, 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 S.)

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve the Investment Summary for the period ending March 31, 2025.

25. Exploration Green
Conservancy Report

Director Guest informed the Board of the topics discussed at the Exploration Green Conservancy (EGC) Meeting. The Native Plant Society funded a pollinator garden at Phase 3, Scout Day was a success with 21 scouts receiving badges, the Wetland Walkabout and Big Sit had good resident participation, collaborations with Texas Children and Nature Network to get volunteers, submittals for grants from Texas Birding Classic and the Port of Houston, refurbishing benches on P1, adding tables to P1 and P5 (may add trash cans), meeting with a potential consultant to assist with strategic planning on May 9, 2025, tree planting is complete until fall, Christy Taylor and a professor at Texas A&M are working on an Urban Restoration Class using Exploration Green as one of the models (even complimenting the Conservancy's website), Galveston Bay requested that Christy Taylor, Jennifer Morrow and Matt Forster partake in a panel at a Symposium on February 26, 2025, and Carol White with the Flood Control District will be onsite to interview and film at Exploration Green on Saturday (5/10/2025) about the history of turning a golf course into detention with community access. The Exploration Green Conservancy also wanted to take part in showing appreciation to Adrian Garcia and Harris County Precinct 2 (HCP2) for the sidewalk connections from Exploration Green Phase 5 to Space Center Blvd and voice their hope to continue the relationship and process to add more connections for the safety and recreation of our area residents.

26. General
Manager's
Report

Questions from Board members included the following discussions.

Utility Operation Engineer Alex Salgado is returning to Texas from Florida to start on May 19, 2025. He has a background in Electrical Engineering and has been working for a company that services smaller wastewater treatment plants (WWTP) as the Operations Supervisor for 5 locations spanning from Florida to Georgia.

Several alligators over 3 feet have been relocated by CLCWA's contracted wildlife relocation expert due to them becoming increasingly comfortable with human presence from individuals fishing near them, leaving remains that they feed on or directly feeding them, thus associating people with a food supply. Signs noting the danger and fines are posted, and CLCWA staff continue to give verbal warnings, but these are being ignored, and in some cases, people are provoking the alligators by throwing objects at them. Additional public education options will be researched to help visitors

understand the danger involved in this type of activity around these protected wild animals.

Various questions about Exploration Green were asked and included the following items. The relocation of the motor-operated valve and box from Phase 3 to Phase 2 for the reuse water operation has resulted in less downtime and troubleshooting. Property line encroachments ranging from 1 to 10ft and illegal dumping will be addressed directly with the residents. The safety of residents at street crossings, especially one at El Dorado and one at Space Center, remains a concern due to traffic speed and issues with visibility of pedestrians. The CLCWA will follow up with any available options considered by the City of Houston, in connection with a request for a traffic survey/study to determine if painted indicators, blinking lights, or automatic signals could be implemented.

Space Port/Ellington currently has adequate detention for the existing approved buildings and proposed taxiway but will potentially need more for any future development.

The majority of heavy ragging is seen around apartment buildings; public education mailers with utility bill campaigns are limited in these areas, as apartment management/contracted services receive the actual bills containing the educational information, not the individuals residing in the apartments. Requests to apartment management to post educational notices where the residents have access and possibly assessing fines will be considered.

The emergency deluge system at the WWTP is in place for possible chlorine aerial releases. When activated according to the standard parts per million requirements, it sprays with water to contain any airborne releases. Monitoring has been tied into the SCADA system to allow for remote monitoring/responses.

The Hydro Tank was removed because it was worn out, and it was no longer needed after a change in process.

The website will be updated to reflect the appreciation and importance of the CLCWA's relationship with the Galveston Bay Foundation in adding recreational and environmental beauty with amenities to the Exploration Green Detention Facility.

The power quality at the WWTP continues to be monitored for any issues moving forward as the new annual maintenance services process progresses.

Ms. Morrow informed the Board of the following matters.

This month, the annual Cyber Security Training is required; notices and instructions have been sent.

For the second month in a row, no hydrants in the District are reported to be out of service.

Water Plant # 3 (which provides access to the Hwy 3 line) developed a leak on the 24' distribution line. The line has been isolated, and the area dug out to provide access. Due to the specialized pipe design, the repair requires

welding and will need to be contracted out as an urgent repair. Currently, WP#4 is supplying water to the affected area.

27. Old and New
Business

The Board members did not have anything additional to review in Open Session.

Open Session Recessed at 8:53 p.m.

Executive Session

An Executive Session was held from 8:53 p.m. to 10:15 p.m. for an attorney-client privileged consultation regarding legal matters. The video conference recording was paused for the duration of the session and reactivated prior to the closing of the Board Meeting.

Open Session Resumed at 10:15 p.m.

28. Meeting
Adjourned

President Morrow declared the open meeting adjourned at 10:16 p.m.



President, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY



Secretary, Board of Directors
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: June 12, 2025