



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

## CLEAR LAKE CITY WATER AUTHORITY

November 7, 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 November 13, 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/335479997>**

**Phone conference call at: +1 (408) 650-3123 Access Code: 335-479-997**

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 October 9, 2025, Regular Board Meeting;
2. Receive and act, if necessary, on the minutes of October 23, 2025, Impact Fee Advisory Committee meeting;
3. Comments from the floor (5-minute limitation);
4. Review and act, if necessary, upon report from Garver, Engineering Consultant, on any matters pertaining to CLCWA WWTP Expansion;
5. Discuss and act, if necessary, upon contract amendment and annexation with WCID #50;
6. Consider and act upon variance request for 3131 El Dorado, St Clare of Assisi Catholic Church;
7. Consider and act upon variance request for 530 Bay Area Blvd, Kirby Ice House;
8. Consider and act upon variance request for 502 Bay Area Blvd, Commercial Development;
9. Consider and act upon reviewing bids and award sale of \$24,000,000 Clear Lake City Water Authority Waterworks and Sewer System Combination Unlimited Tax and Revenue Bonds, (Series 2025A);
10. Consider approval of the following in connection with the issuance of the Series 2025A Bonds:
  - A. Order Authorizing Issuance of the Bonds;
  - B. Order Adopting Official Statement;
  - C. General Certificate;
  - D. Signature Identification and No-Litigation Certificate;
  - E. Tax Exemption Certificate;
  - F. Closing Certificate of President;
  - G. Bond Registrar, Paying Agency, and Transfer Agency Agreement;

- H. Letters addressed to Attorney General of Texas and Bond Counsel regarding dating of the Signature Identification and No-Litigation Certificate and the General Certificate and Letter to the Comptroller regarding delivery of the Initial Bonds;
- I. Rule 15c2-12 Certificate;
- J. IRS Form 8038-G; and
- K. Such other documents and certificates necessary to obtain approval of the Bonds by the Attorney General of Texas;

- 11. Receive Tax Collector Report ending October 31, 2025;
- 12. Receive Financial Report ending September 30, 2025;
- 13. Consider and act upon the Operating Disbursement's Report ending October 31, 2025;
- 14. Review and approve Pay Application 6 for Sanitary Sewer Phase 101 Rehabilitation;
- 15. Review and approve Pay Application 11 for Lift Station No. 4 Parallel Force Main;
- 16. Review and approve Change Order 3 for Elevated Storage Tank No. 1 Recoating;
- 17. Review and approve Pay Application 6 & Final for Elevated Storage Tank No. 1 Recoating;
- 18. Review bids and Consider Awarding Construction Contract for Sanitary Sewer Phase 103 Manhole Rehabilitation;
- 19. Review bids and Consider Awarding Construction Contract for Sanitary Sewer Phase 104 Rehabilitation;
- 20. Review and act, if necessary, upon the Engineer's Report and any matters pertaining to construction contracts;
- 21. Consider and act upon approval of the Capital Projects Disbursements;
- 22. Receive and act upon, if necessary, the Attorney's Report;
- 23. Receive and act upon the Investment Summary ending September 30, 2025;
- 24. Receive and act upon, if necessary, the Exploration Green Conservancy report;
- 25. Receive and act upon, if necessary, the General Manager's Report;
- 26. Old and New Business;
- 27. 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.

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



# CLEAR LAKE CITY WATER AUTHORITY

## Board of Directors' Regular Meeting Minutes November 13, 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, November 13, 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/335479997>  
Phone conference call at +1(408) 650-3123 Access Code: 335-479-997

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;

Mr. John Graf, Secretary, (by video conference);

Also present were:

Ms. Jennifer Morrow, General Manager;  
Mr. Alex Salgado, Utility Operations Engineer;  
Mr. Samuel Johnson, Attorney, Coats Rose, (by video conference);  
Mr. Eddie Streich, Engineer, LAN;  
Mr. Wade Parks, Engineer, Garver;  
Mr. Larry Dunbar, Hydrologist, Lawrence G. Dunbar, P.E.;  
Mr. David Wood, Financial Advisor, Baird;  
Mr. Caleb Villareal, Bond Attorney, SK Law;  
Mr. Dean McGee, Finance Director;  
Ms. Diana Espinoza, Senior Accountant, (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.)

### Appointment

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

### 1. Minutes of the October 9, 2025, Regular Meeting Approved

Reading of the minutes of the October 9, 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.)

Thereupon, by motion duly made by Director Pyle and seconded by Director Guest, the Board voted unanimously to approve the minutes of the October 9, 2025, Regular Board Meeting.

2. Minutes of  
October 23, 2025,  
Impact Fee  
Advisory  
Committee  
meeting  
Approved

Reading of the minutes of the October 23, 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 C.)

It was noted that an impact fee is calculated based on the actual costs associated with systemwide capital improvements attributable to new development. The impact fees cover 50% of such applicable costs.

Thereupon, by motion duly made by Director Guest and seconded by Director Pyle, the Board voted unanimously to approve acceptance of the minutes of the October 23, 2025, Impact Fee Advisory Committee meeting.
3. Comments from  
the Floor

No comments from the floor
4. 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. advertising began, and the prebid meeting was held on November 13, 2025. The bid opening is scheduled for December 2, 2025, to facilitate reporting results to the Board by the December 11, 2025, Regular Board Meeting. It was noted that, as all work is being done exclusively in the plant, the permitting process is simplified.

Regarding the Domestic Wastewater Permit, the renewal application has been submitted to the TCEQ and will be advertised accordingly. The TCEQ approved removing the copper and zinc limits. To avoid delaying the current application/permit renewal, this modification will be included in the next permit renewal.
5. Discuss and act, if  
necessary, upon  
contract  
amendment and  
annexation with  
WCID #50  
Approved

Ms. Morrow provided an overview of the possible contract amendment and annexation with WCID #50, to address the area's (Kirby Blvd and E NASA Pkwy) capacity needs discussed during the October 9, 2025, Regular Board Meeting. CLCWA engineers have preliminarily vetted the proposed solution, in which the CLCWA provides the WCID#50 with additional capacity estimated to be equivalent to 80 additional connections, indicating that the existing infrastructure and capacity are sufficient. Representatives from WCID #50, the City of Pasadena, and the City of Taylor Lake Village have indicated their support to proceed with the approval process for WCID #50's proposed annexation. If completed, the CLCWA could have a secondary tie-in to the City of Pasadena, allowing an additional connection for water supply. Before any further time and resources are expended by all parties involved, it is being inquired of the Board if the proposed solution is acceptable for continued consideration.

Concerns were discussed, including infiltration, available capacity, infrastructure needs/changes, procedures for area maintenance, and emergency/repair response measures. It was noted that the CLCWA does not provide wastewater services to WCID#50, and the additional capacity would be provided through the existing meter. The WCID#50 would make modifications to its own infrastructure to supply the annexed area.



The Board expressed no objection to continued research regarding the proposed amendment and annexation and requested an analysis detailing the additional usage required and how it affects the area's current capacity.

6. Variance request for 3131 El Dorado, St Clare of Assisi Catholic Church  
Deferred

Deferred.

7. Variance request for 530 Bay Area Blvd, Kirby Ice House  
Approved

Mr. Larry Dunbar provided an overview of the variance request for 530 Bay Area Blvd, Kirby Ice House. The project manager, Matt LeBlanc of WGA, provided documentation requesting a variance. Mr. Dunbar verified the validity of the information and provided a "No Objection" letter for the terms of the requested variance, indicating the proposed design of the development would not cause any additional flooding.

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve the variance request for 530 Bay Area Blvd, Kirby Ice House.

8. Variance request for 502 Bay Area Blvd, Commercial Development  
Approved

Mr. Larry Dunbar provided an overview of the variance request for 502 Bay Area Blvd, Commercial Development. The project managers, Seth L. Samuelson and Ryan K. Grube of Odyssey Engineering Group, provided documentation requesting a variance. Mr. Dunbar verified the validity of the information and provided a "No Objection" letter for the terms of the requested variance, indicating the design of the proposed redevelopment would not cause any additional flooding.

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve the variance request for 502 Bay Area Blvd, Commercial Development.

9. Consider and act upon reviewing bids and award sale of \$24,000,000 Clear Lake City Water Authority Waterworks and Sewer System Combination Unlimited Tax and Revenue Bonds, (Series 2025A)  
Approved

Mr. Wood provided an overview of the three bids received and a market update. (A copy of which is on file in the official records of the Authority and identified as Exhibit D.) The Bond Buyer General Obligation Bond Index – 30 Years current rate is 4.75%, and the average market rate is 4.30%. The Bond Buyer General Obligation Bond Index – 5 Years current rate is 4.75%, and the average market rate is 3.48% as of November 6, 2025, when the information was compiled for this report. The CLCWA maintains the stellar rate of AA3. The lowest bidder was SAMCO Capital Markets, Inc., at 4.330194%, who elected to purchase municipal bond insurance. Terms included a closing date of December 16, 2025, The Bank of New York Mellon Trust as the contracted paying agent, a bond discount of 3.00%, and a call date of March 1, 2031. Regulations require acceptance of the lowest bidder or rejection of all bids when all bids are in compliance and current market factors are not expected to affect interest rates in the near future.

Thereupon, by motion duly made by Director Pyle and seconded by Director Guest, the Board voted unanimously to award the bid to SAMCO Capital Markets, Inc., the lowest bidder.

10. Consider approval of the documents in connection with the issuance of the Series 2025A Bonds  
Approved

Mr. Caleb Villareal provided a brief overview of the bond closing documents: the Order Authorizing Issuance of the Bonds; Order Adopting Official Statement; General Certificate; Signature Identification and No-Litigation Certificate; Tax Exemption Certificate; Closing Certificate of President; Bond Registrar, Paying Agency, and Transfer Agency Agreement; Letters addressed to Attorney General of Texas and Sanford Kuhl Hagan Kugle Parker Kahn LLP regarding dating of the Signature Identification and No-Litigation Certificate and the General Certificate and Letter to the Comptroller regarding delivery of the Initial Bonds; Rule 15c2-12 Certificate; IRS Form 8038-G; and any such other documents and certificates necessary to obtain approval of the Bonds by the Attorney General of Texas. (A copy of which is on file in the official records of the Authority and identified as Exhibit E.) These documents are required to certify the bond sale terms and describes such matters as the district's authority to issue bonds, that the CLCWA will hold tax-exempt status, outlines the rates and amounts of each Bond, verify that the Board approves of the sale, complies with all applicable laws and regulations, is not withholding any material information in connection with the sale, defines the process moving forward, and provides all required notifications. Concerns about interest rates were addressed by noting that the CLCWA maintained conservative assumptions in the bond review analysis, including calculations that assume higher interest rates and the use of current, established property values rather than assuming potential increases. Measures such as these ensure the ability to repay the Bonds, maintain the area's infrastructure, and protect the community's residents. Upon execution, the documentation will be submitted to the Attorney General for review and approval, and then the sale scheduled for December 16, 2025, can proceed.

Thereupon, by motion duly made by Director Pyle and seconded by Director Guest, the Board voted unanimously to approve the execution of the bond documents in connection with the issuance of the Bonds.

11. Tax Collector's Report Ending 10/31/2025

The Tax Collector's Report ending October 31, 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 difference in Percent Collected to date of 0.22% vs the same period the previous year of 2.38% may have been affected by the government shutdown that could have deferred residents from paying early.

12. Financial Report Ending 09/30/2025

The Financial Report for the period ending September 30, 2025, was presented to the Board for review. (A copy of which is on file in the official records of the Authority and identified as Exhibit G.) It was noted that the reconciliation of the 2024-2025 Fiscal year shows a final excess operating revenue of \$1,521,794.00.

13. Operating Disbursements Report Ending 10/31/2025  
Approved

The Operating Disbursements Report, covering the period ending October 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 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 October 31, 2025.

14. Pay Application 6  
for Sanitary Sewer  
Phase 101  
Rehabilitation  
Approved

Pay Application 6 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 I.) It was noted that the TCEQ final inspection is scheduled for December 19, 2025.

Thereupon, by motion duly made by Director Guest and seconded by Director Pyle, the Board voted unanimously to approve Pay Application 6 for Sanitary Sewer Phase 101 Rehabilitation by Ram Rod Utilities, LLC, for \$160,996.68.

15. Pay Application 11  
for Lift Station No.  
4 Parallel Force  
Main  
Approved

Pay Application 11 for Lift Station No. 4 Parallel Force Main 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 last month that the wet connection was completed on the Armand Bayou Nature Center property. The lift station has been in service for 2 weeks running with the new piping and pumps. The construction contract days have been paused, and the bypass equipment will be removed from the site until the hatch and replacement guide rails are available, projected for January or February 2026.

Thereupon, by motion duly made by Director Guest and seconded by Director Savely, the Board voted unanimously to approve Pay Application 11 for Lift Station No. 4 Parallel Force Main to Alcott, Inc., dba TCH, for \$155,448.90.

16. Change Order 3  
for Elevated  
Storage Tank No.  
1 Recoating  
Approved

Change Order 3 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 K.) It was noted that the costs resulted from delays in Verizon's removal of equipment and will be covered by the settlement paid by Verizon.

Thereupon, by motion duly made by Director Pyle and seconded by Director Guest, the Board voted unanimously to approve Change Order 3 for Elevated Storage Tank No. 1 Recoating to BRZ Coatings, Inc. for \$14,207.00.

17. Pay Application 6  
& Final for  
Elevated Storage  
Tank No. 1  
Recoating  
Approved

Pay Application 6 & Final 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 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 Guest and seconded by Director Savely, the Board voted unanimously to approve Pay Application 6 & Final for Elevated Storage Tank No. 1 Recoating to BRZ Coatings, Inc. for \$19,257.00.

18. Awarding Construction Contract for Sanitary Sewer Phase 103 Manhole Rehabilitation Approved
- Three bids for the Sanitary Sewer Phase 103 Manhole Rehabilitation construction contract were presented to the Board for review and discussion to consider options and accept or reject any or all of the bids. (A copy of which is on file in the official records of the Authority and identified as Exhibit **M**.) CDC Unlimited, 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 CDC Unlimited, LLC's bid of \$233,458.00.
19. Awarding Construction Contract for Sanitary Sewer Phase 104 Rehabilitation Approved
- Four bids for the Sanitary Sewer Phase 104 Rehabilitation construction contract were presented to the Board for review and discussion to consider options and accept or reject any or all of the bids. (A copy of which is on file in the official records of the Authority and identified as Exhibit **N**.) Due to the insufficient past performance of personnel used by the lowest bidder, Lopez Utilities Contractor LLC was recommended based on a review of their work history, experience, financial standing, and references.
- Thereupon, by motion duly made by Director Pyle and seconded by Director Savely, the Board voted unanimously to accept Lopez Utilities Contractor, LLC's bid of \$727,555.00.
20. Engineer's Report
- For the Elevated Storage Tank No. 4 Recoating, the Notice to Proceed was issued on November 10, 2025. The contractor has mobilized and is setting up the shroud.
- For the Water Plant No. 2 Ground Storage Tank No. 2 Rehabilitation and Recoating, the Notice to Proceed was issued on November 10, 2025. The contractor has mobilized and is cutting off the roof.
- For the Sanitary Sewer Phase 99 Rehabilitation, the rebidding is underway, and bids should be presented at the December 11, 2025, Regular Board Meeting. It was noted that the project will require excavation work that will disrupt the traffic flow on Running Spring and impact the surrounding community. Resident notifications will be of significant importance.
21. 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 Pyle, the Board voted unanimously to accept and approve the updated Capital Project Report in the amount of \$952,450.50.
22. Attorney's Report
- Mr. Johnson did not have anything to review with the Board.
23. Investment Summary Ending September 30, 2025
- The Investment Summary for the period ending September 30, 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 **P**.)



Approved

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 September 30, 2025.

24. Exploration Green  
Conservancy Report

Director Guest informed the Board of the topics discussed at the Exploration Green Conservancy (EGC) Meeting. The Strategic Plan has been completed and will be sent to the Board in December 2025; it defines tasks by date through 2029. Positive feedback was received on the proposed updates to the By-Laws, defined goals, and mission statement. The EGC is working on its budget and fundraising to continue focusing on community outreach and public relations, and to become a resource for education on area flooding, nature, and science. One highlighted goal is to increase the number of people who recognize and utilize the benefits of Exploration Green.

25. General  
Manager's  
Report

Ms. Morrow highlighted the following matters with the Board:

An annexation request letter was received from Noma Engineering and Construction for 12525 Red Bluff Rd to support the development of a 30,000 sqft warehouse for a vehicle export company. To protect the requesting party from incurring unnecessary costs, it is being inquired up front whether the Board has any interest in the possibility of annexation. Concerns about the existing capacity closest to the area, the cost of additional infrastructure, and legal requirements were discussed. The Board indicated no interest in the proposed annexation.

Harris County has already completed the resurfacing of Beacon Rd, initially projected to include patching starting in November and resurfacing in early 2026.

44 leaks were repaired in October, equaling the total number of repairs previously completed from June through August 2025.

Discussions on recovering costs related to issues with AVR's software update are in process.

The former thickener building, located behind the sludge press, previously housed equipment no longer needed, was repurposed for parts and inventory storage and, due to its elevation, is an emergency shelter in the event of flooding.

26. Old and New  
Business

Director Savely highlighted factors to consider when assessing the impact of flooding on the area; recent simulation studies warn that dirt dykes can erode rapidly, and surge projections do not include rainfall calculations. Also noting that accurate simulations, rainfall statistics, and area-specific information are of great importance, an updated GIS/elevation map was requested. Due to factors such as these, when considering variance requests, set terms such as "grandfathering" detention should not be part of the consideration. The CLCWA will continue to review data and adhere to the guiding principle of not causing increased flooding to our neighbors.

President Morrow declared the open meeting adjourned at 9:11 p.m.

27. Meeting  
Adjourned

President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: December 11, 2025