



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

## CLEAR LAKE CITY WATER AUTHORITY

August 7, 2026,

To: All Persons Interested in the Meeting of the Clear Lake City Water Authority Board of Directors.

Notice is hereby given that the Board of the Clear Lake City Water Authority (The "Authority") will convene at 7:00 p.m. on August 13, 2026, in Regular Session 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/565587061>**

**Phone conference call at: +1 (408) 650-3123 Access Code: 565587061**

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 July 16, 2026, Regular Board Meeting;
2. Comments from the floor (5-minute limitation);
3. Review and act, if necessary, upon report from Garver, Engineering Consultant, on any matters pertaining to CLCWA WWTP Expansion;
4. Review and approve Pay Application 2 CLCWA WWRF New Headworks Design;
5. Receive Tax Collector Report ending July 31, 2026;
6. Consider and act upon ratifying authorization for Assessments of the Southwest, Inc (ASW) to open and manage a Wells Fargo Account for CLCWA tax collection services;
7. Consider and approve Resolution Declaring Intent to Reimburse Expenditure with Proceeds of Unlimited Tax Bonds/Unlimited Tax and Revenue Bonds;
8. Consider and act upon approving Easement between The National Aeronautics and Space Administration (NASA) Johnson Space Center (JSC) and Clear Lake City Water Authority (CLCWA) for use of NASA Facilities for water utility services, along Saturn Lane;
9. Consider and act upon approving the Texas Water Development Board Grant Application submittal and affidavits;
10. Consider and act upon approval to write-off delinquent uncollectable water/sewer accounts;
11. Receive Financial Report ending June 30, 2026;

12. Consider and act upon the Operating Disbursement's Report ending July 31, 2026;
13. Review and approve Pay Application 5 for Phase 99 Rehabilitation – Running Springs Drive Utility Relocation;
14. Review and approve Pay Application 4 for Phase 103 Manhole Rehabilitation;
15. Review and approve Pay Application 5 for Phase 104 Rehabilitation;
16. Review and approve Project Status Report 3 for Sanitary Sewer Phase 105 Television Inspection;
17. Review and approve Pay Application 9 for Elevated Storage Tank No. 4 Recoating;
18. Review and approve Pay Application 9 & Final for Water Plant No. 2 Ground Storage Tank No. 2 Rehabilitation and Recoating;
19. Review and approve Pay Application 8 for Water Plant No. 3 Rehabilitation Phase 1;
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 June 30, 2026;
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 August 13, 2026

### Regular Meeting

The Board of Directors ("Board") of the Clear Lake City Water Authority ("CLCWA") convened in Regular Session open to the public at 7:00 p.m. (CDT), on Thursday, August 13, 2026, 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/565587061>  
Phone conference call at +1(408) 650-3123 Access Code: 565587061

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, Director, (by video conference);  
Mr. Brady Pyle, Director;

Not in attendance  
Ms. Anthea Guest, Secretary;

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. Jason Kirby, Engineer, Garver;  
Mr. David Patterson, Tax, ASW;  
Mr. Brittney Keeswood, Tax, ASW;  
Mr. Emily Bourgeois, Tax, ASW;  
Mr. Dean McGee, Finance Director;  
Mr. Matt Forster, Land Steward Coordinator;  
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 Pyle as Acting Secretary in the absence of Director Guest.

### 1. Minutes of July 16, 2026, Regular Meeting Approved

Reading of the minutes of the July 16, 2026, 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.) Clarifying language was requested for Agenda Item 12, paragraph 2, "rear property line" will replace "backyards".

Thereupon, by motion duly made by Director Pyle and seconded by Director Savely, the Board voted unanimously to approve the minutes of the July 16, 2026, Regular Board Meeting with the updated language.

2. Comments from the Floor  
No comments from the floor.
3. Report from Garver, Engineering Consultant, on any matters pertaining to CLCWA WWTP Expansion  
Mr. Jason Kirby informed the Board that the contractor submitted Pay Application 2 for the CLCWA WWRF New Headworks Design project in the amount of \$276,390.00; it has been reviewed and is recommended for approval during agenda item 4. A substantial number of submittals continue to be received, and response priority is given to technical/intensive inquiries. Work has progressed to excavation, locating utilities, and piling installation. Excavation has exposed obstructions; if any are beyond routine contingent work, resolution considerations will be brought before the Board. Contractor personnel and CLCWA staff have collaborated well on scheduling and problem-solving. The current construction schedule still shows early completion projections, despite delayed excavations due to existing utilities or other obstructions, because the timeline allows flexibility to complete some items concurrently or out of linear sequence. A major factor that would affect the timeline is delayed delivery of critical equipment and materials for items requiring sequential execution. The Board requested clear statistics in the reporting to monitor delays and better track schedule progression. The project is estimated to be approximately 5 to 6% behind schedule. Mr. Kirby noted that he's not heavily concerned about the current timeline; for a project of this size and complexity, the project is well coordinated. It was noted that in the event of a hurricane, the contractor will be responsible for securing equipment and materials left on site.
4. Pay Application 2 CLCWA WWRF New Headworks Design Approved  
Pay Application 2 CLCWA WWRF New Headworks Design was provided 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 C.)  
  
Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve Pay Application 2 CLCWA WWRF New Headworks Design to Ser Vox LLC, for \$276,390.00.
5. Receive Tax Collector Report ending July 31, 2026  
The Tax Collector's Report ending July 31, 2026, 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 D.) It was noted that the 2025 Total Uncollected Value is 47% of the overall total uncollected, which is a normal average in the collection timeline. The 2025 Tax Year Collected amount includes payments received for previous years.
6. Consider and act upon ratifying authorization for Assessments of the Southwest, Inc (ASW) to open and manage a Wells Fargo Account for  
This agenda item is to ratify the authorization for Assessments of the Southwest, Inc (ASW) to open and manage a Wells Fargo Account for CLCWA tax collection services, approved at the July 16, 2026, Regular Board Meeting. It was noted that account creation is projected to be complete in a few weeks, and online payment services will then be set up.  
  
Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve ratifying

CLCWA tax  
collection services  
Approved

authorization for Assessments of the Southwest, Inc (ASW) to open and manage a Wells Fargo Account for CLCWA tax collection services.

7. Resolution  
Declaring Intent to  
Reimburse  
Expenditure with  
Proceeds of  
Unlimited Tax  
Bonds/Unlimited  
Tax and Revenue  
Bonds  
Approved

Ms. Morrow provided an overview of the Resolution Declaring Intent to Reimburse Expenditure with Proceeds of Unlimited Tax Bonds/Unlimited Tax and Revenue Bonds. (A copy of which is on file in the official records of the Authority and identified as Exhibit E.) The Authority purchased meters to make significant progress on replacing commercial meters in the Meter/MIU changeout project. This allowed for the additional replacement of inaccurate or nonfunctioning commercial meters before a reported July 1 price increase.

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted to approve the Resolution Declaring Intent to Reimburse Expenditure with Proceeds of Unlimited Tax Bonds/Unlimited Tax and Revenue Bonds.

President Morrow thanked the staff for being proactive and using available funds in a way that provided a cost-saving benefit to our taxpayers.

8. Easement  
between The  
National  
Aeronautics and  
Space  
Administration  
(NASA) Johnson  
Space Center  
(JSC) and Clear  
Lake City Water  
Authority  
(CLCWA) for use  
of NASA Facilities  
for water utility  
services, along  
Saturn Lane  
Approved

Ms. Morrow explained that the CLCWA requested Texas A&M to upsize the proposed 8" waterline along Saturn Lane to serve the Space Collaboration Facility project to a 12" line to provide the additional capacity needed to serve the Johnson Space Center and other area development. The CLCWA agreed to pay 1/3 of the cost of the required easement. Mr. Johnson, CLCWA's legal counsel, stated that the terms have been reviewed, comments incorporated, and the terms are acceptable. (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 Pyle and seconded by Director Savely, the Board voted unanimously to approve the Easement between The National Aeronautics and Space Administration (NASA) Johnson Space Center (JSC) and Clear Lake City Water Authority (CLCWA) for use of NASA Facilities for water utility services, along Saturn Lane.

9. Texas Water  
Development  
Board Grant  
Application  
submittal and  
affidavits  
Approved

Ms. Morrow provided an overview of the Texas Water Development Board Grant Application submittal and affidavits. (A copy of which is on file in the official records of the Authority and identified as Exhibit G.) The commercial meter replacement project submitted for participation in the grant to help prevent water loss and support conservation requires Board approval to process. It was noted that the grant focused more on aiding economically disadvantaged areas, so the CLCWA may not be assigned as a priority.

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve the Texas Water Development Board Grant Application submittal and affidavits for the Meter/MIU changeout project.

10. Write-off  
delinquent  
uncollectable  
water/sewer  
accounts  
Approved

Ms. Morrow provided an overview of the annual write-off report for delinquent, uncollectable water/sewer accounts for 2024-2025. All means available to the Authority have been utilized to obtain payment. Thanks to the extensive work of customer service, thousands of dollars have been recovered over the past year, as seen with the \$0.00 amount owed by commercial properties. The updated \$200.00 deposit amount approved at the July 10, 2025, Regular Board Meeting, and the process that monitors individuals applying for new accounts for any past outstanding balances, have helped reduce write-off amounts. It was noted that contracted agency recovery services typically require higher total delinquent amounts to allow for an acceptable margin of recovery vs cost.

Thereupon, by motion duly made by Director Pyle and seconded by Director Savely, the Board voted unanimously to approve the write-off of delinquent uncollectable water/sewer accounts for 2024-2025.

11. Financial Report  
Ending  
06/30/2026

The Financial Report for the period ending June 30, 2026, 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 H.) It was noted that this 9-month reporting period continues to show a positive variance trend against the monthly average of the conservative annual budget, mainly driven by continued higher-than-projected maintenance tax and water/sewer usage, and lower-than-projected plant and facility maintenance costs. Plant and facility maintenance costs may show more closely aligned percentage comparisons in the following month's report due to the closeout of current budget expenses. A new subcategory has been created to track repair expenditures related to construction for the Johnson Space Center (JSC).

12. Operating  
Disbursements  
Report Ending  
07/31/2026  
Approved

The Operating Disbursements Report for the period ending July 31, 2026, 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.) A section titled "Bond payments made through general funds" was added to help identify, reconcile, track costs, and provide transparency for funds paid from general funds to be reimbursed from bond funds. The expenses currently listed are associated with the Meter/MIU changeout project.

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 July 31, 2026.

13. Pay Application 5  
for Phase 99  
Rehabilitation –  
Running Springs  
Drive Utility  
Relocation  
Approved

Pay Application 5 for Phase 99 Rehabilitation – Running Springs Drive Utility Relocation 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 sewer line is complete. The contractor is focusing on pavement restoration to ensure one side of the street remains safe and accessible for pedestrians as school has resumed. Next, work will focus on abandoning the previous line, sealing decommissioned or rehabilitating existing manholes before proceeding on the water line on the other side of the street.

Thereupon, by motion duly made by Director Pyle and seconded by Director Savely, the Board voted unanimously to approve Pay Application 5 for Phase 99 Rehabilitation – Running Springs Drive Utility Relocation to V&S Construction Co. for \$372,211.20.

14. Pay Application 4  
for Phase 103  
Manhole  
Rehabilitation  
Approved

Pay Application 4 for Phase 103 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.) It was noted that the work is complete and the prefinal inspection will be completed within a couple of weeks.

Thereupon, by motion duly made by Director Pyle and seconded by Director Savely, the Board voted unanimously to approve Pay Application 4 for Phase 103 Manhole Rehabilitation to CDC Unlimited, LLC for \$35,875.80.

15. Pay Application 5  
for Phase 104  
Rehabilitation  
Approved

Pay Application 5 for Phase 104 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 final punch list items were completed earlier in the week, and the final inspection will be completed within a couple of weeks.

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve Pay Application 5 for Phase 104 Rehabilitation to Lopez Utilities, LLC for \$89,130.60.

16. Project Status  
Report 3 for  
Sanitary Sewer  
Phase 105  
Television  
Inspection  
Approved

Project Status Report No. 3 for Sanitary Sewer Phase 105 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 M.) It was noted that the percent of work complete is impacted by CLCWA crew personnel being pulled to other needs within the CLCWA system, as well as weather delays.

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve Project Status Report No. 3 for Sanitary Sewer Phase 105 Television Inspection by CLCWA staff, valued at \$7,656.32.

17. Pay Application 9  
for Elevated  
Storage Tank No.  
4 Recoating  
Approved

Pay Application 9 for Elevated Storage Tank No. 4 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.) It was noted that the tank is back in service, with punch list items projected to be complete by September 2026.

To address capacity concerns in the event of an extreme weather event, it was noted that all elevated and ground storage tanks are now in service.

Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve Pay Application 9 for Elevated Storage Tank No. 4 Recoating to D&M Tank, LLC, for \$38,160.00.

18. Pay Application 9  
& Final for Water  
Plant No. 2  
Ground Storage

Pay Application 9 & Final for Water Plant No. 2 Ground Storage Tank No. 2 Rehabilitation and 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.) It was noted that the 1-year warranty period

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|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tank No. 2<br>Rehabilitation and<br>Recoating<br>Approved                                  | has started, and an inspection, typically carried out in 10 months, will be planned earlier in preparation for the 2027 Hurricane season.<br><br>Thereupon, by motion duly made by Director Pyle and seconded by Director Savely, the Board voted unanimously to approve Pay Application 9 & Final for Water Plant No. 2 Ground Storage Tank No. 2 Rehabilitation and Recoating to D&M Tank, LLC, for \$65,321.00.                                                                                                                                                              |
| 19. Pay Application 8<br>for Water Plant<br>No. 3<br>Rehabilitation<br>Phase 1<br>Approved | Pay Application 8 for Water Plant No. 3 Rehabilitation Phase 1 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.) It was noted that the tank is back in service, and punch list items are projected to be complete by September 2026.<br><br>Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to approve Pay Application 8 for Water Plant No. 3 Rehabilitation Phase 1 to M.K. Painting, Inc, for \$61,800.00. |
| 20. Engineer's Report                                                                      | Lift Station No. 5 Flood Mitigation Improvements: The City of Houston permit has been received, and the contractor is scheduling with CenterPoint to finalize the meter can and gas meter installation. CenterPoint has approved the design and installation.<br><br>Bidding is in process for Water Plant No. 3 Rehabilitation and Water Plant No. 1 Recoating.<br><br>Crescent Landing Water Line Rehabilitation: The wet connection was completed on August 12, 2026, and the line is projected to be in service the week of August 17, 2026.                                |
| 21. Capital Projects<br>Disbursement<br>Report<br>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 Q.)<br><br>Thereupon, by motion duly made by Director Pyle and seconded by Director Savely, the Board voted unanimously to accept and approve the Capital Project Report in the amount of \$1,455,857.77.                                                                                                                                                                           |
| 22. Attorney's Report                                                                      | Mr. Johnson had nothing to review with the Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 23. Investment<br>Summary Ending<br>June 30, 2026<br>Approved                              | The Investment Summary for the period ending June 30, 2026, 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 R.)<br><br>Thereupon, by motion duly made by Director Savely and seconded by Director Pyle, the Board voted unanimously to accept and approve the Investment Summary Ending June 30, 2026.                                                                                                                                                                                    |
| 24. Exploration Green                                                                      | President Morrow informed the Board that the Exploration Green Conservancy (EGC) is progressing in implementing its new strategic plan,                                                                                                                                                                                                                                                                                                                                                                                                                                         |

Conservancy  
Report

with one of the first steps being rewriting the By-Laws. Updates include providing details of the EGC's relationship with, and responsibilities to, the CLCWA. The Conservancy has received 12 resumes for the new Executive Director position and continues working to secure funds to support staffing and operational costs. As the conservancy continues with the strategic plan, it is evaluating other procedures and processes to ensure the organization aligns with the established By-Laws, responsibilities, and all required compliance and governance requirements. The conservancy will continue to facilitate the care and replacement of Exploration Green's trees.

25. General  
Manager's  
Report

Ms. Morrow highlighted the following matters with the Board:

WWTP Gravity Filters (GF) NOS. 3 and 4 Emergency Repair: One filtration vessel has been purchased, and a second will be available in September 2026. These filtration vessel purchases will save on long-term rental costs in the interim until the repair is complete. It was noted that using the currently rented filtration vessels has resulted in higher, more consistent water quality, which allows for a higher Type 1 reuse qualification.

Cybersecurity is a growing concern, and residents have inquired about plans or processes; direct details of implemented measures will not be provided, but a public statement acknowledging the concern will be provided.

Exploration Green: Trail usage recorders were installed and have provided statistical data on usage, peak times of day and sections, and temperatures. After inspection, the bridge between Sunflower and Cottontail Ponds was found to be structurally sound; for added protection and preventative care, it was recommended to replace the decking and shore up one support pile.

A partial payment toward the outstanding balance for the reimbursement of capital expenses under the contract terms for the First Amendment to the Water Service Agreement with Harris County Water Control and Improvement District No. 50 was received; an additional partial payment is projected for September 2026. With these payments, the payment schedule is back in line with contract terms.

To allow sufficient time to finalize the budget overview and align with staff schedules, it was requested to schedule the September 2026 Regular Board Meeting for September 17, 2026. The Board approved.

Questions from Board members included the following.

4 open positions remain across various departments for IT, (2) Utility Technicians, and Project Management.

A court date is scheduled for May 2027 for Harris County's litigation against one of the contractors of the El Dorado Boulevard Expansion project, relating to the unacceptable condition of the storm sewer joints, pipes, seals, and the inadequate installation of stabilizing sand. The CLCWA supplied inspection documentation and staff may be subpoenaed for testimony.

30 Inflow protectors, a "plastic shield" installed under a manhole lid to protect against stormwater inflow into the sanitary system and the release of odors, were installed in an additional 30 manholes since mid-July.

600 block of Shorewood flooding issue: An underwater diver has been contracted to place a temporary plug on the lake side of the inundated storm sewer section to allow draining and televising to inspect the condition.

Meter/MIU changeout project: For residential properties, approximately 1000 still need the MIU component of the meter replaced. For commercial properties, most require replacing the entire meter; this may require replacing meter boxes, which can extend timelines at each location. Scheduling includes night and weekend work to minimize business disruption.

A question was addressed about CenterPoint power outages during Tropical Storm Bertha causing Lift Stations 16, 17, and 18 to lose power; no overflows resulted. These locations do not currently have generators, as installations at critical and high-priority lift stations were prioritized. Crews constantly monitor levels and standardly deploy bypass pumps at any lift station without a generator when levels rise to alarm levels, established to allow for an appropriate response time to prevent critical levels.

26. Old and New  
Business

Board members had nothing additional to review.

27. Meeting  
Adjourned

President Morrow declared the open meeting adjourned at 8:27 p.m.

  
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President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

  
\_\_\_\_\_  
Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

DATE APPROVED: 9-17-2026

(SEAL)

