



## CLEAR LAKE CITY WATER AUTHORITY

900 Bay Area Boulevard • Houston, Texas 77058 • 281/488-1164  
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September 20, 2019

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

Notice of an agenda is hereby given that the Board of the Clear Lake City Water Authority will convene in Special Session open to the public at 900 Bay Area Boulevard within such Authority at 12:00 p.m. on September 25, 2019 for the following purposes:

1. Consider and act upon approving the CLCWA Budget for Fiscal Year 2019-2020;
2. 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'  
Special Meeting Minutes  
September 25, 2019

### Special Meeting

The Board of Directors of the Clear Lake City Water Authority ("Authority") convened in Special Session open to the public at the regular meeting place at its office inside the Authority at 12:00 p.m. on September 25, 2019. Roll was called of the members:

### Quorum Present

Mr. John Branch, President  
Mr. Robert T. Savely, Vice-President  
Mr. W. Thomas Morrow, Secretary;  
Mr. Gordon Johnson, Director;  
Mr. John Graf, Director.

All were present. Mr. Graf left the meeting at 12:50 pm.

Also present were:

Ms. Jennifer Morrow, General Manager;  
Mr. Curtis Rodgers, Director of Utilities;  
Ms. Mary Ann Schatz, Capital Projects Bookkeeper;  
Ms. Gilda Mendoza, Accounts Manager;  
Ms. Nikki Andrus, Recording Secretary.

(A visitor roster copy is on file in the official records of the District and identified as Exhibit A.)

### 1. CLCWA Budget for Fiscal Year 2019- 2020 Approved

The proposed Budget for the 2019-2020 Fiscal Year was presented to the Board for review, discussion and approval. (A copy of which is on file in the official records of the Authority and identified as Exhibit B.)

Director Graf, who was part of the Budget Committee, gave a brief summary of the proposed budget, and Director Johnson, also on the Budget Committee, commented on the same.

Ms. Morrow handed out an Amended Budget to the Board and discussed the changes and answered questions by the Board.

The Board discussed making some changes in wording in the Budget to clarify specific items.

Director Morrow asked questions regarding billing from the City of Houston and how the payments are affecting the budget. He also asked questions as to our billing with NASA and Nassau Bay for water usage. Ms. Mary Ann Schatz discussed and answered questions.

President Branch asked questions regarding the FEMA reimbursement from Hurricane Harvey. Mary Ann Schatz discussed and explained the process and where it currently stands.

Discussion regarding increase in license pay and how much to increase. Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to increase license pay annually to \$1,200 for a C license, \$2,400 for a B license and \$3,000 for an A license.

The Board had questions regarding various items listed in the Budget. Ms. Morrow and Mr. Rodgers discussed and answered questions.

The Board questioned a possible asset management system to perform condition and risk assessment and establish asset management criteria for the Wastewater Treatment Plant, give analysis and forecasting for rehabilitation, replacement consisting of 5-year CIP needs, and long-term funding projections. Mr. Curtis Rodgers passed out and discussed the information packet from ARCADIS regarding implementing such a system. Additional companies are being researched. The Board would like to continue with the research for this project.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to approve the proposed Amended Budget for Fiscal Year 2019-2020.

2. Meeting Adjourned

President Branch declared the special meeting adjourned at 1:30 p.m.

Thereupon, by motion duly made by Director Morrow and seconded by Director Johnson, the Board voted unanimously to adjourn the Special Meeting.

[Redacted signature]

President, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

[Redacted signature]

Secretary, Board of Directors  
CLEAR LAKE CITY WATER AUTHORITY

(SEAL)



DATE APPROVED: 10-23-19