



CLEAR LAKE CITY WATER AUTHORITY

900 Bay Area Boulevard • Houston, Texas 77058 • 281/488-1164
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November 10, 2022

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 16, 2022, in Special 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/928627861>

Phone conference call at: +1 (408) 650-3123 Access Code: 928-627-861

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. Comments from the floor (5-minute limitation);
2. Review and discuss documentation, recommendations, objectives, and comments regarding Long-Term Planning for the Authority's needs over the next 20 years;
3. Old and New Business;
4. 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
November 16, 2022

Special Meeting

The Board of Directors ("Board") of the Clear Lake City Water Authority ("CLCWA") convened in Special Session open to the public at 7:00 p.m. (CDT), on Wednesday, November 16, 2022 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/928627861>
Phone conference call at +1(646)749-3122 Access Code: 928-627-861

Video Conference attendance was authorized by Section 551.127, Texas Government Code.

Roll Call

Roll was called of the members:

Mr. John Branch, President;
Mr. Robert T. Savely, Vice-President; (by video conference)
Ms. Anthea Guest, Director;
Mr. W. Thomas Morrow, Secretary;
Mr. John Graf, Director.
All Directors were present.

Also present were:

Ms. Jennifer Morrow, General Manager;
Mr. Curtis Rodgers, Director of Utilities;
Mr. Dean McGee, Director of Finance;
Mr. Frank Elliott, Wastewater Superintendent;
Mr. Bryan Rodriguez, IT Systems Manager;
Ms. Yazmin Garay, Tax Collector;
Ms. JoJo Finkeldei, Human Resources Manager;
Ms. Marissa Salazar, Customer Service Manager;
Mr. Matt Forster, EG Land Stewart;
Ms. Andi Tillman, HR Admin Assistant;
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. Comments from
the Floor

No comments from the floor.

2. Water Rate Study
Workshop

The format of the meeting consisted of Ms. Morrow providing a brief overview of each section of the Strategic Future Planning 2022-2042 document (A copy of which is on file in the official records of the Authority and identified as Exhibit **B**.) and an introduction of present employees. (Positions detailed above in the Roll Call section). Each department head discussed known issues, concerns, and possible future needs. In-process plans already implemented, established future plans pending implementation, and possible future plans to considered and researched, were discussed at length.

Topics of discussion:

- Cyber Security;
- Cost/time saving measures;
- Providing online services for residents and employees;
- Ensuring the privacy of our residents when requesting information and making payments ;
- Providing accurate and timely information to our residents and field personnel ;
- Employee safety, retention, and job satisfaction;
- Employee cross-training, knowledge retention, and growth;
- Attracting the most knowledgeable and beneficial employees;
- Update policies and procedures;
- Ensure a clean and appropriate supply of water through supply contracts, storage systems, and maintained well sources;
- Ensure the water and wastewater infrastructure through, maintenance, repair, rehabilitation, replacement of equipment as it becomes nonfunctional or obsolete, and upgrading as needed with population and usage changes;
- Protect water and wastewater infrastructures and services in the event of extreme weather events;
- Implementing in-house solutions and services to offset the cost of contracted services and expenses;
- Mitigate flooding through the maintenance, repair, rehabilitation, replacement and upgrade of infrastructure, ensuring appropriate processes and measures for detention in conjunction with construction in our area, and implementing the best design, planning, construction, and maintenance of the Exploration Green Detention Ponds;
- Researching new technologies and remaining up to date on available assistance, Including alternative fuel sources.

3. Old and New Business

It was noted that strategic future planning should include a measurable structure for all long-term planning goals including what is the goal, why is this a goal, when will the goal be achieved, how will success be measured, and when is reassignment needed. All goals should be thoroughly pondered over, discussed, ideas shared, and solutions researched and developed. Any possible future large projects envisioned to address the discussed goals should be implemented on a small scale for testing prior to full scale implementation.

4. Meeting Adjourned

President Branch declared the open meeting adjourned at 09:02 p.m.

[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: 12/08/22