



**Board of Directors Meeting
February 24, 2022**



AGENDA

**SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, FEBRUARY 24, 2022 - 8:00 A.M.
GENERAL AND ADMINISTRATION BUILDING - BOARDROOM
1577 DAM SITE ROAD, CONROE, TEXAS 77304**

- 1. CALL TO ORDER**
- 2. PLEDGES OF ALLEGIANCE**
- 3. PUBLIC COMMENTS** (3 minutes per speaker)
- 4. DIVISION UPDATES** - Receive updates from Operational Divisions and General & Administration Division related to ongoing projects, staff reports, or items on the consent agenda.
 - a. G & A:** Jace Houston, General Manager
 - b. G & A:** Heather Ramsey Cook, Director of Communications and Public Affairs
 - c. G & A:** Tom Michel, Director of Finance and Administration
 - d. Utility Enterprise:** Chris Meeks, Utility Enterprise Manager
 - e. Lake Conroe:** Bret Raley, Lake Conroe Division Manager
 - f. Highlands:** Jay Smith, Highlands Division Manager
 - g. Flood Management:** Matt Barrett, Flood Management Division Manager
- 5. CONSENT AGENDA** - This agenda consists of ministerial or "housekeeping" items required by law, such as routine bids, contracts, purchases, resolutions, and orders; items previously approved by Board action, such as adoption of items that are part of an approved budget or capital improvement projects, interlocal agreements, or action which is required by law or delegated to the General Manager; and items of a non-controversial nature. These items will be considered by a single motion unless removed and placed on the Regular Agenda for individual consideration at the request of any Director.

G&A

- a. Approval of Minutes** - Regular Meeting of January 27, 2022.

- b. Unaudited Financials**

Consider approval of the unaudited financials for the month of January, 2022.

- c. Interlocal Agreement with Montgomery County**

Consider authorizing the General Manager to execute an Interlocal Agreement with Montgomery County for the purpose of utilizing their competitively bid contracts.

- d. Resolution - List of Qualified Brokers**

Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority adopting list of qualified brokers authorized to engage in investment transactions with the Authority.

- 6. REGULAR AGENDA** - This agenda consists of items requiring individual consideration by the board of Directors.

G&A

a. Resolution - Amending the San Jacinto River Authority Employee Handbook

Consider adoption of a resolution amending the San Jacinto River Authority Employee Handbook and authorizing the General Manager to incorporate said amendments.

WOODLANDS

b. Master Professional Services Agreement and Work Order No. 1 - Digital Water System

Consider authorizing the General Manager to execute a Master Professional Services Agreement and Work Order No. 1 for a Digital Water System for the Woodlands Division.

RAW WATER ENTERPRISE

c. Construction Contract - South Canal Improvements Phase 2

Consider authorizing the General Manager to execute a construction contract for South Canal Improvements Program Phase 2 in Highlands.

d. Work Order No. 5 - South Canal Improvements Phase 2

Consider authorizing the General Manager to execute Work Order No. 5 for construction phase services for South Canal Improvements Program Phase 2 in Highlands.

e. Work Order No. 5 - South Canal Improvements Phase 2

Consider authorizing the General Manager to execute Work Order No. 5 for construction materials testing for South Canal Improvements Program Phase 2 in Highlands.

7. BRIEFINGS AND PRESENTATIONS

- a.** Presentation of Annual Energy Report for period September 1, 2020, through August 31, 2021.
- b.** Presentation by the Public Communications Department regarding the San Jacinto River Authority website and web videos.
- c.** Presentation by the Utility Enterprise regarding the Asset Management Program.

- 8. EXECUTIVE SESSION** - If necessary, the Board of Directors will adjourn to Closed Session at this point in the meeting to consider the following items; however, the Board of Directors reserves the right to adjourn to Closed Session at any time during the course of this meeting as allowed by law.

- a.** Discussion regarding items identified elsewhere on the agenda pursuant to Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Real Property), 551.073 (Prospective Gifts), 551.074 (Personnel Matters), or 551.076 (Security Devices), as applicable.

- b. Consultations with attorney, pursuant to Texas Government Code, Section 551.071 regarding:
 - 1. Litigation related to Hurricane Harvey, including additional legal services to be provided by Hunton Andrews Kurth, LLP; and
 - 2. Expedited Declaratory Judgement Act litigation and other litigation related to GRP; and
 - 3. Pending litigation styled *Lake Conroe Assn., et. al. v. City of Houston and San Jacinto River Authority*, Cause No. 21-03-04382, in the 284th District Court, Montgomery County, Texas.

- 9. **RECONVENE IN OPEN SESSION** - The Board of Directors will reconvene in Open Session at this point in the meeting and, if necessary, take action on any agenda item discussed in Closed Session and/or identified below.

10. ANNOUNCEMENTS / FUTURE AGENDA

Next San Jacinto River Authority Regular Board Meeting - March 24, 2022.

11. ADJOURN

Board meetings after September 1, 2021, will be held in person, to include the public comment portion of the agenda. The meeting may be viewed via live stream through the San Jacinto River Authority's Board of Directors webpage:

<https://www.sjra.net/about/board/>

Persons with disabilities who plan to participate in the meeting and would like to request auxiliary aids or services are requested to contact Cynthia Bowman at (936) 588-3111 at least three business days prior to the meeting so that appropriate arrangements can be made.

Item No.	Agenda Item	Date
5a	Consider approval of minutes from the Board of Directors meeting of January 27, 2022.	02/24/2022

BACKGROUND INFORMATION

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the January 27, 2022, Board of Directors meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the month of January, 2022.	02/24/2022

BACKGROUND INFORMATION

The monthly unaudited financial statements are intended to keep the Board of Directors apprised of the ongoing financial condition of the Authority.

The monthly statements include Financial Highlights, Schedules of Revenues and Expenses (Actual and Budget), Unaudited Balance Sheet, Unaudited Statement of Revenues and Expenses (Summary), and Schedule of Investments.

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Unaudited Financials

RECOMMENDED ACTION

Approve the unaudited financial statements for the month of January, 2022.

Item No.	Agenda Item	Date
5c	Consider authorizing the General Manager to execute an Interlocal Agreement with Montgomery County for the purpose of utilizing their competitively bid contracts.	02/24/2022

BACKGROUND INFORMATION

The Interlocal Agreement will allow the Authority to utilize contracts that have already been competitively bid and awarded, in accordance with all state and federal competitive bidding requirements. Procuring goods and services from Montgomery County will streamline purchasing processes and save time and financial resources necessary to fulfill bid requirements. Additionally, the Authority may benefit in aggregate purchasing power, resulting in discounts on products and services, which exceeds the Authority's individual purchasing power. The Authority is not obligated to use Montgomery County's Purchasing Cooperative contracts and will only do so when in the Authority's best interest. The use of the contracts complies with the Interlocal Cooperation Act, Chapter 791.025 of the Texas Government Code and Chapter 271, Subchapter F, of the Texas Local Government Code.

STRATEGIC GOAL: Goal 6: High Performance Administration

FUNDING SOURCE: N/A

ATTACHMENTS: Interlocal Agreement between Montgomery County and the San Jacinto River Authority

RECOMMENDED ACTION

Authorize the General Manager to execute an Interlocal Agreement with Montgomery County to utilize their competitively bid contracts.

Item No.	Agenda Item	Date
5d	Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority adopting list of qualified brokers authorized to engage in investment transactions with the Authority.	02/24/2022

BACKGROUND INFORMATION

The Public Funds Investment Act requires that the Board of Directors of the Authority adopt a specific list of qualified brokers with whom the Authority is authorized to engage in investment transactions. The list of qualified brokers must be reviewed no less than annually.

The Board of Directors last adopted a list of qualified brokers on February 25, 2021. Authority staff, management, and consultants have reviewed the current list and proposed revisions for adoption by the Board of Directors.

It is recommended that the Board adopt the proposed list of qualified brokers by and through adoption of the proposed resolution.

STRATEGIC GOAL: Goal 6: High Performance Administration

FUNDING SOURCE: N/A

ATTACHMENTS: Proposed Resolution and List of Qualified Brokers

RECOMMENDED ACTION

Adopt a resolution adopting list of qualified brokers authorized to engage in investment transactions with the Authority.

Item No.	Agenda Item	Date
6a	Consider adoption of a resolution amending the San Jacinto River Authority Employee Handbook and authorizing the General Manager to incorporate said amendments.	02/24/2022
BACKGROUND INFORMATION		
<p>Summary of Amendments and Additions to the Employee Handbook:</p> <p>Amendments to Section 8.4, “Holidays”. The proposed change clarifies official holidays are considered eight-hour days even for employees who work longer than eight-hour shifts.</p> <p>Amendments to Section 8.5, “Vacation”. The proposed changes modify the accrual of vacation hours. Currently, new employees start with two weeks of vacation, accrue their third week at 10 years of employment, and accrue a fourth week at 20 years. This is lagging behind most of our industry peers and sometimes creates difficulty in recruiting and retaining staff.</p> <p>New Section 11.9, “Alternative Work Arrangements”. The proposed new section defines various alternative work arrangements intended to provide flexibility while improving recruiting and retention.</p> <p>The Personnel Committee met on January 27, 2022, reviewed the proposed changes, and recommended approval. A copy of the current policy and proposed change are attached hereto.</p>		
STRATEGIC GOAL: Goal 6: High Performance Administration		
FUNDING SOURCE: N/A		
ATTACHMENTS: Proposed Resolution and Section 11.9, “Alternative Work Arrangements” Request Form		
RECOMMENDED ACTION		
Adopt a resolution amending the San Jacinto River Authority Employee Handbook and authorize the General Manager to incorporate said amendments.		

Item No.	Agenda Item	Date
6b	Consider authorizing the General Manager to execute a Master Professional Services Agreement and Work Order No. 1 for a Digital Water System (DWS) for the Woodlands Division.	02/24/2022

BACKGROUND INFORMATION

Firm Name: Carollo Engineers, Inc.

Project: Woodlands Division Digital Water System (DWS) Phase 1

Type of Services: Professional Engineering Services

Type of Agreement: Professional Services Work Order Agreement (Contract No. 22-0011-A)

Project Description:

To improve the efficiency of asset renewal planning and operational data review and reporting, the SJRA Woodlands Division is procuring professional services to develop an advanced infrastructure analytics platform (DWS). A DWS is generally defined as a combination of software, databases, and web applications to form an integrated system for organizing, processing and visualizing planning, operational and management water-related data and decisions. The purpose of the DWS is to provide a nexus for SJRA's people, processes, and technology to intersect in an integrated system that will provide the architecture and technology for a "smarter" water system from planning through operations. Phase 1 of the DWS will involve analysis of existing SJRA data, documents, and software; conducting a needs assessment for any changes in data interaction and technology are needed; defining a strategy and scope for the DWS and a pilot project(s); and design, construction and testing of a pilot project(s). Phase 1 does not include the purchase of any additional hardware or software needed.

Work Order No. 1 includes labor and materials required to perform engineering services for DWS Phase 1.

Key Deliverable(s):	Due Date(s):
Request for Information (RFI) List	March 28, 2022
Needs Assessment Tech Memo	July 06, 2022
System Requirements Tech Memo	August 16, 2022
Type of Compensation/Amount:	Lump sum/\$161,405.00 Cost-Plus Multiplier with Not-to-Exceed/\$203,768.00
Total Amount:	\$365,173.00
Anticipated Completion Date:	November 16, 2022

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: The Woodlands R&R Fund

ATTACHMENTS: MPSA, Work Order No. 1, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement and Work Order No. 1 in an amount not to exceed \$365,173.00 with Carollo Engineers, Inc., for a Digital Water System for the Woodlands Division.

Item No.	Agenda Item	Date
6c	Consider authorizing the General Manager to execute a construction contract for South Canal Improvements Program Phase 2 in Highlands.	02/24/2022

BACKGROUND INFORMATION

Firm Name: R&T Ellis Excavating, Inc.

Project: South Canal Improvements Program Phase 2

Type of Services: Construction Services

Type of Agreement: Standard Construction Agreement
(Contract No. 21-0046)

Project Description:

Improvements to Siphon 25 and Siphon 26 are required due to age, structural integrity, capacity limitations, and the lack of redundancy. Additionally, the levees between Siphon 24 and Siphon 27 are experiencing local sliding and erosion, and need to be repaired. These improvements will reduce routine maintenance along the levees, and ensure reliable conveyance and adequate hydraulic capacity in the South Canal to meet the contracted and potential future raw water demands of SJRA's South Canal Customers. The project also includes the construction of an all-weather roadway from the Highlands Emergency Operations Center to the southeast corner of the Highlands Reservoir Dam and an access culvert crossing the South Canal Bypass. This will provide staff with more convenient access to dam infrastructure to install stop logs, remove flashboards, open/close water control gates, and perform other maintenance and operational activities.

No. Proposals Received/Proposal Receipt Date: Three (3) / January 14, 2022

Highest Ranked Offeror / Proposed Cost: R&T Ellis Excavating, Inc. / \$5,207,810.00
 Second Ranked Offeror / Proposed Cost: Lecon, Inc. / \$7,580,000.00
 Third Ranked Offeror / Proposed Cost: Boyer, Inc. / \$9,962,522.00

Engineer: Texas Water Engineering, PLLC

Proposal Amount: \$5,207,810.00

Engineer's Estimate: \$8,500,000.00

Contract Days: 570 Calendar Days

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R Fund

ATTACHMENTS: Map, Summary, Proposal Form, Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a construction contract in the amount of \$5,207,810.00 with R&T Ellis Excavating, Inc., for the South Canal Improvements Program Phase 2 in Highlands, and contract modifications up to the amount approved per the Purchasing Policy.

Item No.	Agenda Item	Date
6d	Consider authorizing the General Manager to execute Work Order No. 5 for construction phase services for South Canal Improvements Program Phase 2 in Highlands.	02/24/2022

BACKGROUND INFORMATION

Firm Name:	Texas Water Engineering, PLLC.
Project:	South Canal Improvements Program Phase 2
Type of Services:	Professional Engineering Services
Type of Agreement:	Professional Services Work Order Agreement (Contract No. 18-0059-14-5)
Project Description:	Improvements to Siphon 25 and Siphon 26 are required due to age, structural integrity, capacity limitations, and the lack of redundancy. Additionally, the levees between Siphon 24 and Siphon 27 are experiencing local sliding and erosion, and need to be repaired. These improvements will reduce routine maintenance along the levees, and ensure reliable conveyance and adequate hydraulic capacity in the South Canal to meet the contracted and potential future raw water demands of SJRA's South Canal Customers. The project also includes the construction of an all-weather roadway from the Highlands Emergency Operations Center to the southeast corner of the Highlands Reservoir Dam and an access culvert crossing the South Canal Bypass. This will provide staff with more convenient access to dam infrastructure to install stop logs, remove flashboards, open/close water control gates, and perform other maintenance and operational activities. This Work Order includes all labor and materials required to perform engineering construction phase services for the South Canal Improvements Program Phase 2 project.
Key Deliverable(s):	Due Date(s):
Site Observation Reports	5 Calendar Days After Site Visit
Responses to Submittals	7 Calendar Days of Receipt of Submittal
Responses to RFIs	3 Calendar Days of Receipt of RFI
Record Drawings	45 Calendar Days After Final Completion
Type of Compensation/Amount:	Cost Plus Multiplier with Not-to-Exceed/\$141,291.64
Previous Authorized Work Orders (1-4):*	\$829,737.48
Work Order No. 5:	<u>\$141,291.64</u>
Total Amount:	\$971,029.12
Construction Cost:	\$5,207,810.00
Anticipated Completion Date:	November 19, 2023

*See attached Exhibit 1 for additional information on prior work orders and amendments.

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R Fund

ATTACHMENTS: Exhibit 1, Map, Work Order No. 5, Scope, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 5 in an amount not to exceed \$141,291.64 with Texas Water Engineering, PLLC, for construction phase services for the South Canal Improvements Program Phase 2 Project in Highlands.

Item No.	Agenda Item	Date
6e	Consider authorizing the General Manager to execute Work Order No. 5 for construction materials testing for South Canal Improvements Program Phase 2 in Highlands.	02/24/2022

BACKGROUND INFORMATION

Firm Name: Aviles Engineering Corporation

Project: South Canal Improvements Program Phase 2

Type of Services: Professional Engineering Services

Type of Agreement: Professional Services Work Order Agreement
(Contract No. 20-0085-1-5)

Project Description:

Improvements to Siphon 25 and Siphon 26 are required due to age, structural integrity, capacity limitations, and the lack of redundancy. Additionally, the levees between Siphon 24 and Siphon 27 are experiencing local sliding and erosion, and need to be repaired. These improvements will reduce routine maintenance along the levees, and ensure reliable conveyance and adequate hydraulic capacity in the South Canal to meet the contracted and potential future raw water demands of SJRA's South Canal Customers. The project also includes the construction of an all-weather roadway from the Highlands Emergency Operations Center to the southeast corner of the Highlands Reservoir Dam and an access culvert crossing the South Canal Bypass. This will provide staff with more convenient access to dam infrastructure to install stop logs, remove flashboards, open/close water control gates, and perform other maintenance and operational activities.

Key Deliverable(s): Due Date(s):

Construction Materials Testing August 1, 2024

Type of Compensation/Amount: Unit Price with Not-to-Exceed Maximum/\$181,432.13

Total Amount: \$181,432.13

Construction Cost: \$5,207,810.00

Anticipated Completion Date: November 19, 2023

STRATEGIC PLAN: Goal 2: Operational Excellence

FUNDING SOURCE: R&R Fund

ATTACHMENTS: Map, Work Order No. 5, Scope, Level of Effort

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 5 in an amount not to exceed \$181,432.13 with Aviles Engineering Corporation for construction materials testing for the South Canal Improvements Program Phase 2 in Highlands.