



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



AGENDA

**SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, MARCH 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 February 24, 2022.

- b. Unaudited Financials**

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

- c. Quarterly Investment Report**

Consider approval of the Quarterly Investment Report for the Quarter Ended February 28, 2022.

RAW WATER ENTERPRISE

- d. Construction Contract - Lake Houston Pump Station Generator Auto Transfer Switch**

Consider authorizing the General Manager to execute a construction contract for Lake Houston Pump Station Generator Auto Transfer Switch in Highlands.

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

RAW WATER ENTERPRISE

a. Resolution - Highlands Division Emergency Reserve Targeted Fund Balance

Consider adoption of a resolution amending the Highlands Division Emergency Reserve Targeted Fund Balance.

7. **BRIEFINGS AND PRESENTATIONS**

- a. Overview of the San Jacinto River Authority's 10-Year Project Planning Process.
- b. Presentation of the Woodlands Division 10-Year Project Plan.
- c. Presentation of the GRP Division 10-Year Project Plan.

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 potential or contemplated 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 - April 28, 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 February 24, 2022.	03/24/2022

BACKGROUND INFORMATION

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the February 24, 2022, Board of Directors meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the month of February, 2022.	03/24/2022

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 February, 2022.

Item No.	Agenda Item	Date
5c	Consider approval of the Quarterly Investment Report for the Quarter Ended February 28, 2022.	03/24/2022

BACKGROUND INFORMATION

The Quarterly Investment Report presents the investment balances and activity for San Jacinto River Authority funds, including investment strategy for each fund, in compliance with the provisions of the San Jacinto River Authority Investment Policy and the Public Funds Investment Act (Chapter 2256, Government Code).

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Quarterly Investment Report

RECOMMENDED ACTION

Approve the quarterly investment report for the quarter ended February 28, 2022.

Item No.	Agenda Item	Date
5d	Consider authorizing the General Manager to execute a construction contract for Lake Houston Pump Station Generator Auto Transfer Switch in Highlands.	03/24/2022

BACKGROUND INFORMATION

Firm Name: McDonald Electric

Project: LHPS Auto Transfer Switch

Type of Services: Construction Services

Type of Agreement: Minor Construction Services Agreement
(Contract No. 22-0029-A)

Project Description:

SJRA's Lake Houston Pump Station (LHPS) is located on the southeast corner of Lake Houston near Crosby, Texas. The facility is a critical asset for pumping raw water to SJRA's canal system which serves various industrial, municipal, and irrigation customers 24/7, 365 days/year. The site currently has an existing 500KW natural gas generator that provides backup power to the facility. The current generator has to be manually started and stopped by the Highlands Division operations staff. This project generally consists of retrofitting the existing generator with an auto transfer switch. The project also contains modifications to existing storm shutters to automate their operation. Overall, the improvements contained within this project will help the Highlands Division transition the facility to remote operation.

No. Proposals Received/Proposal Receipt Date: Three (3) / March 1, 2022

Highest Ranked Offeror / Proposed Cost: McDonald Electric / \$168,469.00
 Second Ranked Offeror / Proposed Cost: Boyer, Inc. / \$181,751.00
 Third Ranked Offeror / Proposed Cost: Brandon & Clark, Inc. / \$262,253.75

Engineer: Jones | Carter Inc.

Proposal Amount: \$168,469.00

Engineer's Estimate: \$180,000.00

Contract Days: 150 Calendar Days

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R Fund

ATTACHMENTS: Map, Ranking Summary, Proposal Form, Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a construction contract in the amount of \$168,469.00 with McDonald Electric for the Lake Houston Pump Station Generator Auto Transfer Switch, and contract modifications up to the amount approved per the Purchasing Policy.

Item No.	Agenda Item	Date
6a	Consider adoption of a resolution amending the Highlands Division Emergency Reserve Targeted Fund Balance.	03/24/2022

BACKGROUND INFORMATION

The Resolution Confirming and Creating Certain Funds for Lake Conroe Division, Highlands Division and General and Administration Division; Establishing Policies and Procedures Related to the Use of Such Funds; and Establishing Policy Related to the Sufficiency of Fees, Rates and Charges (Resolution No. 2019-R-08) was approved by the San Jacinto River Authority Board of Directors on July 25, 2019.

This policy included the creation of Emergency Reserve Funds for the Highlands Division and designated a Targeted Fund Balance of \$2,500,000, an amount determined to cover the approximate cost of a new siphon in the event of an emergency failure.

To more accurately reflect anticipated costs should an emergency replacement be necessary, and based on recently completed siphon project costs and estimates for upcoming siphon projects, staff is proposing to increase the Targeted Fund Balance for the Highlands Division to \$3,000,000.

Other non-substantive edits were made as noted in the redlined version.

STRATEGIC GOAL: Goal 6: High Performance Administration

FUNDING SOURCE: General Fund

ATTACHMENTS: Proposed Resolution (Redlined and Non-Redlined Versions)

RECOMMENDED ACTION

Adopt a resolution of the San Jacinto River Authority Board of Directors confirming and creating certain funds for the Lake Conroe Division, the Highlands Division, and the General and Administration Division; establishing policies and procedures related to the use of such funds; establishing policy related to the sufficiency of fees, rates, and charges; and amending the Highlands Division Emergency Reserve Targeted Fund Balance.