



**Board of Directors Meeting  
April 28, 2022**



## **AGENDA**

**SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS  
THURSDAY, APRIL 28, 2022 - 8:00 A.M.  
GENERAL AND ADMINISTRATION BUILDING - BOARDROOM  
1577 DAM SITE ROAD, CONROE, TEXAS 77304**

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- 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 March 24, 2022.
- b. Unaudited Financials**

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

### **RAW WATER ENTERPRISE**

- c. Sale of Real Property**

Declare to be surplus and authorize the disposal by sale of a 0.067 acre tract of real property located in the John Corner Survey, A-36, near Montgomery, Texas, and authorize the General Manager to execute all necessary documents to complete the transaction.

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

**RAW WATER ENTERPRISE**

**a. Work Order No. 2 - Raw Water Supply Master Plan Update**

Consider authorizing the General Manager to execute Work Order No. 2 for an update to the SJRA Raw Water Supply Master Plan for the Raw Water Enterprise.

**FLOOD MANAGEMENT**

**b. Professional Services Agreement and Work Order No. 1 - Upper San Jacinto River Basin Regional Sedimentation Study**

Consider authorizing the General Manager to negotiate and execute a professional services agreement and Work Order No. 1 for engineering services for the Upper San Jacinto River Basin Regional Sedimentation Study.

**7. BRIEFINGS AND PRESENTATIONS**

- a.** Presentation regarding the Proposed GRP Fiscal Year 2023 Budget and Rate Order Amendment.
- b.** Presentation of the General and Administration 10-Year Project Plan.
- c.** Presentation of the Flood Management 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 litigation related to GRP, including proposed settlement agreement with the City of Conroe.

- 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 - May 26, 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 March 24, 2022.	4/28/2022

**BACKGROUND INFORMATION**

**STRATEGIC GOAL:** Goal 1: Engaged Board of Directors

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Minutes

**RECOMMENDED ACTION**

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

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the month of March, 2022.	04/28/2022

**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 March, 2022.

Item No.	Agenda Item	Date
5c	Declare to be surplus and authorize the disposal by sale of a 0.067 acre tract of surplus real property located in the John Corner Survey, A-8, near Montgomery, Texas, and authorize the General Manager to execute all necessary documents to complete the transaction.	04/28/2022
<b>BACKGROUND INFORMATION</b>		
<p>The Authority has received an enquiry from a property-owner along the shore of Lake Conroe who is interested in purchasing a small tract of SRJA property immediately adjacent to the landowners. Staff has valued the tract in accordance with procedures approved by the Board of Directors and recommends that the property be declared surplus and authorized to be sold via deed without warranty.</p> <p>Buyer: John A. Daugherty, Jr.</p> <p>Description: A 0.067-acre parcel, in the John Corner Survey, A-8</p> <p>Location: 158 La Costa Dr. Montgomery, TX 77356</p> <p>MCAD Land Value: \$200,000.00 / 39,366 Sq. Ft. = \$5.08</p> <p>SJRA Tract Value: (\$5.08 X 2,929 Sq. Ft.) / (0.8 factor) = \$18,599.15</p> <p>Attorney Closing Cost: \$2,000.00</p> <p>Disposal Sale Price: \$20,599.15</p>		
<b>STRATEGIC GOAL:</b> Goal 2: Operational Excellence		
<b>FUNDING SOURCE:</b> N/A		
<b>ATTACHMENTS:</b> MCAD Data Sheet, Survey, Metes and Bounds, Map		
<b>RECOMMENDED ACTION</b>		
<p>Declare to be surplus and authorize the disposal of a 0.067 acre tract of real property located in the John Corner Survey, A-36, near Montgomery, Texas, at a price of \$20,599.15, and authorize the General Manager to execute all necessary documents to complete the transaction.</p>		

Item No.	Agenda Item	Date
6a	Consider authorizing the General Manager to execute Work Order No. 2 for an update to the SJRA Raw Water Supply Master Plan for the Raw Water Enterprise.	04/28/2022

**BACKGROUND INFORMATION**

Firm Name: Freese and Nichols, Inc.

Project: Raw Water Supply Master Plan Update

Type of Services: Professional Engineering Services

Type of Agreement: Professional Services Work Order Agreement  
(Contract No. 16-015-2)

**Project Description:**

SJRA's Raw Water Supply Master Plan (RWSMP) was completed in November 2018. The RWSMP presents a wide range of strategies (water supply projects) and combinations of strategies (portfolios) as potential water supply options to meet projected 50-year water supply demands for industrial, municipal, and irrigation purposes for the Montgomery County and Highlands Service Areas. Due to the dynamic nature of water supply planning, it is recommended in the RWSMP that SJRA revisit the recommendations of the plan periodically to review schedule and suitability of the strategies and assumptions presented.

This project involves a minor update to the RWSMP, to incorporate updated census, technical, and other pertinent data. In addition, updated Montgomery County groundwater pumpage limits will be utilized if available during the project. Supply strategies included in the 2018 plan will be updated and newly identified strategies will be analyzed to confirm, adjust, and/or improve the recommended supply portfolios for both SJRA service areas. No updates to the methodologies used for strategy screening or risk analysis, nor major overhauls of the RWSMP decision support model, are anticipated to be included in these efforts.

Major updates to the RWSMP, potentially to include methodology/modeling changes and robust stakeholder engagement, are scheduled for completion in Fiscal Year 2028 and every five years thereafter.

Key Deliverable(s):	Due Date(s):
Draft RWSMP Update Report	Within 270 calendar days of NTP
Final RWSMP Update Report	Within 14 calendar days of SJRA comments on Draft
Type of Compensation/Amount:	Cost Plus Multiplier with Not-to-Exceed/\$248,368.00
Previous Authorized Work Order No. 1:*	\$423,747.00
Work Order No. 2:	<u>\$248,368.00</u>
Total Amount:	\$672,115.00
Anticipated Completion Date:	June 30, 2023

**STRATEGIC GOAL:** Goal 3: Water Resource Leadership

**FUNDING SOURCE:** Cash

**ATTACHMENTS:** Exhibit 1, Map, Work Order No. 2, Scope, Level of Effort, Schedule, Business Justification

**RECOMMENDED ACTION**

Authorize the General Manager to execute Work Order No. 2 in an amount not to exceed \$248,368.00 with Freese and Nichols, Inc., for an update to the SJRA Raw Water Supply Master Plan for the Raw Water Enterprise.



Item No.	Agenda Item	Date
6b	Consider authorizing the General Manager to negotiate and execute a professional services agreement and Work Order No. 1 for engineering services for the Upper San Jacinto River Basin Regional Sedimentation Study.	04/28/2022

**BACKGROUND INFORMATION**

Firm Name: KIT Professionals, Inc.

Project: Upper San Jacinto River Basin Regional Sedimentation Study

Type of Services: Professional Services

Type of Agreement: Professional Services Work Order Agreement  
(Contract No. 21-0077)

**Project Description:**

Texas Water Development Board (TWDB) has awarded grant funding from the Flood Infrastructure Fund (FIF) to SJRA to perform a regional sedimentation study of the Upper San Jacinto River Basin (Lake Houston Watershed). The Upper San Jacinto River Basin Regional Sedimentation Study will identify the sub-watersheds in the basin that produce and store the most sediment. With this information, sub-watersheds and individual locations can be prioritized for improvements and conceptual solutions. The goal of these efforts is to reduce sediment inputs and/or enhance sediment storage to mitigate the loss of floodway conveyance. Non-construction best management practices will also be analyzed. All identified projects, efforts, and practices will be included in an implementation plan, and ultimately all information developed as part of this project will be compiled into a regional sediment management plan which can guide future sedimentation mitigation efforts. The project is anticipated to be funded 50% by TWDB grant funds and 50% by a combination of funding partner contributions and SJRA in-kind services (in kind services estimated at up to \$84,374.00). Work Order No. 1 will be for up to the full TWDB approved project budget amount of \$750,000.00 to account for the possibility that SJRA is unable to provide all anticipated in-kind services and will include a mechanism allowing SJRA to authorize the Consultant to perform additional efforts or incur additional expenses as necessary in place of SJRA in-kind efforts, up to the full \$750,000.00 amount.

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

Draft Sedimentation Management Plan April 10, 2024  
Final Sedimentation Management Plan August 12, 2024

Type of Compensation/Amount: Cost Plus Multiplier with Not-to-Exceed/\$750,000.00

Anticipated Completion Date: October 30, 2024

**STRATEGIC GOAL:** Goal 3: Water Resource Leadership

**FUNDING SOURCE:** Grant Funds, Partner Funds, In-Kind

**ATTACHMENTS:** Map, Draft PSA, Draft Work Order No. 1, Draft Scope, Draft LOE, Draft Schedule

**RECOMMENDED ACTION**

Authorize the General Manager to negotiate and execute a professional services agreement and Work Order No.1 in an amount not to exceed \$750,000.00 with KIT Professionals, Inc., for engineering services for the Upper San Jacinto River Basin Regional Sedimentation Study.