



**Board of Directors Meeting
May 26, 2022**



AGENDA

**SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, MAY 26, 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 April 28, 2022.

- b. Unaudited Financials**

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

- c. Extension of Depository Contract**

Consider a three-year extension to the Depository Contract with First Financial Bank beginning on May 1, 2022, and ending on April 30, 2025.

- d. Work Order No. 3 - Professional Communications Services**

Consider authorizing the General Manager to execute Work Order No. 3 for professional communications services.

e. Master Professional Services Agreement - Construction Management and Inspection (KIT Professionals, Inc.)

Consider authorizing the General Manager to execute a Master Professional Services Agreement for construction management and inspection services for all divisions.

f. Master Professional Services Agreement - Construction Management and Inspection (AEI Engineering, a Baxter & Woodman Company)

Consider authorizing the General Manager to execute a Master Professional Services Agreement for construction management and inspection services for all divisions.

g. Master Professional Services Agreement - Construction Management and Inspection (Garver, LLC)

Consider authorizing the General Manager to execute a Master Professional Services Agreement for construction management and inspection services for all divisions.

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

RAW WATER ENTERPRISE

a. Change Order No. 2 - Westside Diversion Channel Improvements

Consider authorizing the General Manager to execute Change Order No. 2 to the construction contract for the Westside Diversion Channel Improvements Project at Lake Conroe.

7. BRIEFINGS AND PRESENTATIONS

a. Presentation of the Raw Water Enterprise 10-Year Project Plan.

b. Presentation of the Lake Conroe Division 10-Year Project Plan.

c. Presentation of the Highlands Division 10-Year Project Plan.

d. Presentation of the Bear Branch 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.

- 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 - June 23, 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 April 28, 2022.	05/26/2022

BACKGROUND INFORMATION

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the April 28, 2022, Board of Directors meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the month of April, 2022.	05/26/2022

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 April, 2022.

Item No.	Agenda Item	Date
5c	Consider a three-year extension to the Depository Contract with First Financial Bank beginning on May 1, 2022, and ending on April 30, 2025.	05/26/2022

BACKGROUND INFORMATION

First Financial Bank (“FFB”) provides depository services to the San Jacinto River Authority (“SJRA”). FFB is proposing a modification to the interest rate paid on SJRA funds for a three-year term beginning on May 1, 2022, and ending April 30, 2025. FFB will continue to provide SJRA with depository services with interest paid to SJRA on deposits held in interest bearing accounts at a rate equal to 85% of the 4-week average 91 Day T-Bill rate during the prior month with a cap of 2.5%. This change is an increase to the current rate received on interest bearing accounts.

The Finance Committee met on May 10, 2022, and recommended renewal of the three-year extension to the Depository Contract with FFB through April 30, 2025.

No other changes will be made to the existing contract.

STRATEGIC GOAL: Goal 6: High Performance Administration

FUNDING SOURCE: N/A

ATTACHMENTS: Depository Services Contract Extension Letter

RECOMMENDED ACTION

Approve a three-year extension to the Depository Services Contract with First Financial Bank beginning May 1, 2022, and ending on April 30, 2025.

Item No.	Agenda Item	Date
5d	Consider authorizing the General Manager to execute Work Order No. 3 for professional communications services.	05/26/2022

BACKGROUND INFORMATION

Firm Name: Glass House Strategy

Project: Educational Direct Mail to Service Area

Type of Services: Professional Communications Services

Type of Agreement: Professional Services Work Order Agreement
(Contract No. 21-0035)

Project Description:

Professional public communications services to support SJRA programs and projects as an extension of existing SJRA Public Communications Department staff.

Work is anticipated to include, but it not necessarily limited to production of graphic design materials, printed educational materials, and mail services. This direct mail project involves copy writing and design, printing, postage & handling, and list procurement and management. This project also follows the Sunset Staff Recommendations to develop effective means of communicating with various audiences, enhance transparency of SJRA operations, and explain the roles and responsibilities of SJRA.

The board approved a Master Professional Services Agreement in April 2021 allowing staff to contract with Glass House Strategy within a three-year period. According to the Master Professional Services Agreement, project-specific Work Orders issued under this Master Professional Services Agreement would be presented to the Board of Directors for approval in accordance with SJRA's procurement policy. This expense is part of the approved department budget.

Total amount: \$104,615

Anticipated completion date: July 1, 2022

STRATEGIC GOAL: Goal 5: Effective Stakeholder Communications

FUNDING SOURCE: Budgeted item

ATTACHMENTS: Work Order No. 3

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 3 for professional communications services with Glass House Strategy for the educational direct mail project.

Item No.	Agenda Item	Date
5e	Consider authorizing the General Manager to execute a Master Professional Services Agreement for construction management and inspection services for all divisions.	05/26/2022

BACKGROUND INFORMATION

Firm Name: KIT Professionals, Inc.

Type of Services: Construction Management and Inspection

Type of Agreement: Master Professional Services Work Order Agreement
(Contract No. 22-0023-A)

Project Description:

From time to time, SJRA requires professional construction management and inspection services to be performed to document contractor compliance with project requirements. SJRA staff issued a Request for Qualifications for construction management and inspection services, received/evaluated eight (8) submittals, and selected KIT Professionals, Inc (KIT) and two other firms as the most highly qualified to perform these services for projects across any SJRA division. The attached Master Professional Services Agreement will allow staff to contract with KIT within a three-year period, will allow for termination for cause or convenience in that timeframe, and does not prohibit SJRA from procuring other construction management and inspection firms in that time period if desired. Execution of Master Professional Services Agreements with three (3) firms for construction management and inspection allows SJRA staff to expeditiously contract with the most highly qualified construction management and inspection firm who has the staffing ability to meet the needs of concurrent projects. Subsequent project-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board for approval in accordance with SJRA's procurement policy. Each project-specific Work Order will provide for all labor, expenses and materials required to perform construction management and inspection for that specific project. This Master Professional Services Agreement shall be effective and applicable Work Orders may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Agreement Expiration Date: May 26, 2025

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: To be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Consider authorizing the General Manager to execute a Master Professional Services Agreement for construction management and inspection services for all divisions with KIT Professionals, Inc.

Item No.	Agenda Item	Date
5f	Consider authorizing the General Manager to execute a Master Professional Services Agreement for construction management and inspection services for all divisions.	05/26/2022

BACKGROUND INFORMATION

Firm Name: AEI Engineering, a Baxter & Woodman Company

Type of Services: Construction Management and Inspection

Type of Agreement: Master Professional Services Work Order Agreement
(Contract No. 22-0023-B)

Project Description:

From time to time, SJRA requires professional construction management and inspection services to be performed to document contractor compliance with project requirements. SJRA staff issued a Request for Qualifications for construction management and inspection services, received/evaluated eight (8) submittals, and selected AEI Engineering (AEI) and two other firms as the most highly qualified to perform these services for projects across any SJRA division. The attached Master Professional Services Agreement will allow staff to contract with AEI within a three-year period, will allow for termination for cause or convenience in that timeframe, and does not prohibit SJRA from procuring other construction management and inspection firms in that time period if desired. Execution of Master Professional Services Agreements with three (3) firms for construction management and inspection allows SJRA staff to expeditiously contract with the most highly qualified construction management and inspection firm who has the staffing ability to meet the needs of concurrent projects. Subsequent project-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board for approval in accordance with SJRA's procurement policy. Each project-specific Work Order will provide for all labor, expenses and materials required to perform construction management and inspection for that specific project. This Master Professional Services Agreement shall be effective and applicable Work Orders may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Agreement Expiration Date: May 26, 2025

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: To be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Consider authorizing the General Manager to execute a Master Professional Services Agreement for construction management and inspection services for all divisions with AEI Engineering, a Baxter & Woodman Company.

Item No.	Agenda Item	Date
5g	Consider authorizing the General Manager to execute a Master Professional Services Agreement for construction management and inspection services for all divisions.	05/26/2022

BACKGROUND INFORMATION

Firm Name: Garver, LLC

Type of Services: Construction Management and Inspection

Type of Agreement: Master Professional Services Work Order Agreement
(Contract No. 22-0023-C)

Project Description:

From time to time, SJRA requires professional construction management and inspection services to be performed to document contractor compliance with project requirements. SJRA staff issued a Request for Qualifications for construction management and inspection services, received/evaluated eight (8) submittals, and selected Garver and two other firms as the most highly qualified to perform these services for projects across any SJRA division. The attached Master Professional Services Agreement will allow staff to contract with Garver within a three-year period, will allow for termination for cause or convenience in that timeframe, and does not prohibit SJRA from procuring other construction management and inspection firms in that time period if desired. Execution of Master Professional Services Agreements with three (3) firms for construction management and inspection allows SJRA staff to expeditiously contract with the most highly qualified construction management and inspection firm who has the staffing ability to meet the needs of concurrent projects. Subsequent project-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board for approval in accordance with SJRA's procurement policy. Each project-specific Work Order will provide for all labor, expenses and materials required to perform construction management and inspection for that specific project. This Master Professional Services Agreement shall be effective and applicable Work Orders may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Agreement Expiration Date: May 26, 2025

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: To be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Consider authorizing the General Manager to execute a Master Professional Services Agreement for construction management and inspection services for all divisions with Garver, LLC.

Item No.	Agenda Item	Date
6a	Consider authorizing the General Manager to execute Change Order No. 2 to the construction contract for the Westside Diversion Channel Improvements Project at Lake Conroe.	05/26/2022

BACKGROUND INFORMATION

Firm Name: Triple J Construction, LLC

Project: Westside Diversion Channel Improvements

Type of Services: Construction

Type of Agreement: Standard Construction Agreement
(Contract No. 21-0009)

Project Description:

The original scope of work for the Westside Diversion Channel Improvements project included improvements to the channel consisting of channel armoring, installation of back slope swales, interceptors, and outfall piping; slope repairs; design and construction of a retaining wall system.

Change Order No. 2 provides additional compensation in the amount of \$163,890.56 for the retaining wall system design provided by the block wall system manufacturer that meets the performance specification. Originally 7,114 square feet of block wall system was estimated, however as designed the block wall system area was 7,836 square feet, representing an increase of 722 square feet of block wall system to be constructed.

Change Order No. 2 also provides for forty-six (46) non-compensable calendar days as a result of inclement weather delays; and vendor manufacture and delivery delays as a result of the Covid 19 pandemic.

Engineer: Freese and Nichols, Inc.

Original Contract Amount:	\$1,569,330.00
Previously Approved Change Order No. 1:	\$ 14,868.40
<u>Proposed Change Order No. 2:</u>	<u>\$ 163,890.56</u>
Total Revised Contract Amount:	\$1,748,088.96

Original Contract Days:	330 Calendar Days
Previously Approved Change Order No. 1	0 Calendar Days
<u>Proposed Change Order No. 2:</u>	<u>46 Calendar Days</u>
Total Revised Contract Days:	376 Calendar Days

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

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R

ATTACHMENTS: Exhibit 1, Map, Change Order 2 Justification

RECOMMENDED ACTION

Authorize the General Manager to execute Change Order No. 2 in the amount of \$163,890.56 and forty-six (46) Calendar Days with Triple J Construction, LLC, for the Westside Diversion Channel Improvements Project at Lake Conroe.