



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



AGENDA

**SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, JULY 28, 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, 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:** 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 June 23, 2022.

- b. Unaudited Financials**

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

- c. Resolution - Amending Investment Policy**

Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority adopting an amended policy for investment of Authority funds and appointing an investment officer.

WOODLANDS

d. Work Order No. 2 - Wastewater Treatment Facility No. 2 Headworks Rehabilitation

Consider authorizing the General Manager to execute Work Order No. 2 for final design and procurement assistance services for Wastewater Treatment Facility No. 2 Headworks Rehabilitation for the Woodlands Division.

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

RAW WATER ENTERPRISE

a. Resolution - Amended Fiscal Year 2022 Operating Budget

Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority adopting an amended Fiscal Year 2022 Operating Budget for the Lake Conroe Division.

7. BRIEFINGS AND PRESENTATIONS

- a.** Presentation regarding the Fiscal Year 2023 Operating Budgets.
- b.** Presentation regarding the proposed Fiscal Year 2023 rates for the Woodlands Division customers.
- c.** Presentation regarding the proposed Calendar Year 2023 rates for Raw Water customers.

- 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 - August 25, 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 June 23, 2022.	07/28/2022

BACKGROUND INFORMATION

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the June 23, 2022, Board of Directors meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the month of June, 2022.	07/28/2022

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 June, 2022.

Item No.	Agenda Item	Date
5c	Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority adopting an amended policy for investment of Authority funds and appointing an investment officer.	07/28/2022

BACKGROUND INFORMATION

The Public Funds Investment Act and Section 49.199, Texas Water Code, requires that the Board of Directors of the Authority adopt rules, regulations, and policies (an “Investment Policy”) governing the investment of Authority funds and designating one or more of its officers, employees, or authorized representatives to be responsible for the investment of such funds.

The Authority’s Investment Policy must be reviewed no less often than annually and was last modified by the Board of Directors on September 23, 2021.

This amendment addresses a modification to the list of Investment Representatives due to a change in personnel (removes Pam Meekins and adds Kim Duke).

STRATEGIC GOAL: Goal 6: High Performance Administration

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution and Proposed Policy

RECOMMENDED ACTION

Adopt a resolution adopting an amended policy for the investment of Authority funds and appointing an investment officer.

Item No.	Agenda Item	Date
5d	Consider authorizing the General Manager to execute Work Order No. 2 for final design and procurement assistance services for Wastewater Treatment Facility No. 2 Headworks Rehabilitation for the Woodlands Division.	07/28/2022

BACKGROUND INFORMATION

Firm Name:	Quiddity Engineering, LLC
Project:	Wastewater Treatment Facility No. 2 Headworks Rehabilitation
Type of Services:	Professional Engineering Services (Qualifications-based selection, Ref. RFQ 21-0071)
Type of Agreement:	Professional Services Agreement (Contract No. 21-0071)

Project Description:

The headworks structure at Wastewater Facility No. 2 is the first step of the wastewater treatment process, where large, solid materials and grit are removed from the water. The headworks structure, constructed in 1996, includes a concrete grit chamber, grit pumps, grit classifier, and associated piping. A comprehensive inspection was performed in 2020, at which time extensive concrete degradation was found. Quiddity Engineering, LLC under Work Order No. 1, performed a follow-up inspection in 2021 of the structure, performed a technical analysis and preliminary design services, along with identifying recommendations for the rehabilitation of the headworks structure, a temporary bypass system, and a walkway structure to connect the headworks structure to the aeration basin splitter box. The proposed Work Order No. 2 will incorporate the recommendations in the final design services for the project as well as procurement assistance. Work Order No. 2 provides for all labor and materials necessary to prepare and deliver construction documents and technical specifications.

Key Deliverable(s):	Due Date(s):
60% Submittal Package	November 15, 2022
90% Submittal Package	January 24, 2023
Final Submittal Package	March 5, 2023
Type of Compensation/Amount:	Lump Sum/\$134,506.00
Previously Authorized Work Order No. 1*	\$108,992.00
Work Order No. 2	<u>\$134,506.00</u>
Total Amount:	\$243,498.00
Construction Cost:	\$1,580,000.00 (Est.)

Anticipated Completion Date: June 3, 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. 2, Scope, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 2 in an amount not to exceed \$134,506.00 with Quiddity Engineering, LLC, for final design and procurement assistance services for Wastewater Treatment Facility No. 2 Headworks Rehabilitation for the Woodlands Division.

Item No.	Agenda Item	Date
6a	Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority adopting an amended Fiscal Year 2022 Operating Budget for the Lake Conroe Division.	07/28/2022

BACKGROUND INFORMATION

Having been kept under control since 2008, the invasive aquatic plant hydrilla has once again begun to expand in Lake Conroe. A non-native and very aggressive plant, Hydrilla can significantly and negatively affect recreational activities on Lake Conroe. Treatment can also be costly and will worsen with time, especially if control measures are delayed. Early and systematic intervention is critical to help lessen the impacts of hydrilla. The San Jacinto River Authority (SJRA), in partnership with Texas Parks and Wildlife (TPWD), the Lake Conroe Association (LCA), and representatives of the local angling community have agreed on an initial control strategy and hope to begin implementation immediately. The proposed budget amendment will provide the necessary funds to allow SJRA to procure aquatic-labeled herbicides that are included in the multi-faceted treatment plan. Stakeholder participation will include sharing the expense of treatment between SJRA, LCA, and TPWD each contributing cash, herbicide, and/or in-kind services to the effort.

Lake Conroe Invasive Species Management:

	Current FY2022 Budget	Proposed Resolution	Proposed Amended FY2022 Budget
Capital Contribution	\$ 0	\$ 75,000	\$ 75,000
City of Houston Contribution	\$4,291,275	\$ 50,000	\$4,341,275
Maintenance, Repairs, & Parts: Invasive Species Management	\$ 80,000	\$150,000	\$ 230,000
Net Cash Basis Sources (Uses)	(\$3,340,452)	(\$ 25,000)	(\$3,365,452)

STRATEGIC GOAL: Goal 6: High Performance Administration

FUNDING SOURCE: Lake Conroe Invasive Species Management

ATTACHMENTS: Resolution and Exhibit "A"

RECOMMENDED ACTION

Approve a resolution of the Board of Directors of the San Jacinto River Authority adopting an amended Fiscal Year 2022 Operating Budget for the Lake Conroe Division.