



**Board of Directors Meeting
January 26, 2023**



AGENDA

**SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, JANUARY 26, 2023 - 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. G & A:** Connie Curtis, Director of Technical and Operational Services
 - e. Utility Enterprise:** Chris Meeks, Utility Enterprise Manager
 - f. Lake Conroe:** Bret Raley, Lake Conroe Division Manager
 - g. Highlands:** Richard Tramm, Highlands Division Manager
 - h. 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 December 8, 2022.

- b. Unaudited Financials**

Consider approval of the unaudited financials for the months of November and December, 2022.

- c. Work Order No. 3 - Social Media Communications Consulting Services**

Consider authorizing the General Manager to execute Work Order No. 3 for Professional Social Media Communications Consulting Services.

- d. Master Professional Services Agreement - Automation Reliability Assessments**

Consider authorizing the General Manager to execute a Master Professional Services Agreement for Automation Reliability Assessments for all SJRA Divisions.

e. Master Professional Services Agreement - Water Quality Consulting (KIT)

Consider authorizing the General Manager to execute a Master Professional Services Agreement for water quality consulting services for all SJRA Divisions.

f. Master Professional Services Agreement - Water Quality Consulting (Plummer)

Consider authorizing the General Manager to execute a Master Professional Services Agreement for water quality consulting services for all SJRA Divisions.

RAW WATER ENTERPRISE

g. Sale of Real Property

Declare to be surplus and authorize the disposal by sale of an 0.009 acre tract of surplus real property located in the William C. Clark Survey, A-6, 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.

G&A

a. Annual Comprehensive Financial Report

Accept the Annual Comprehensive Financial Report - Audited Financial Statements and Related Notes, and the Federal Single Audit Report for the fiscal year ended August 31, 2022.

b. Master Professional Services Agreement - Rate Studies

Consider authorizing the General Manager to execute a Master Professional Services Agreement for Rate Studies for all SJRA Divisions.

RAW WATER ENTERPRISE

c. Work Order No. 1 - Raw Water Enterprise Rate Study and Model Update

Consider authorizing the General Manager to execute Work Order No. 1 for the Raw Water Rate Study and Model Update for the Raw Water Enterprise.

d. Construction Contract - Lake Houston Pump Station Remote Operations Center

Consider authorizing the General Manager to execute a construction contract for Lake Houston Pump Station Remote Operations Center in Highlands.

e. Work Order No. 4 - Lake Houston Pump Station Remote Operations Center

Consider authorizing the General Manager to execute Work Order No. 4 for construction phase services for the Lake Houston Pump Station Remote Operations Center in Highlands.

f. Work Order No. 1 - Lake Houston Pump Station Remote Operations Center

Consider authorizing the General Manager to execute Work Order No. 1 for construction management and inspection services for the Lake Houston Pump Station Remote Operations Center in Highlands.

g. Work Order No. 2 - Erosion Repair for Siphons 16, 17, and 18

Consider authorizing the General Manager to execute Work Order No. 2 for engineering services related to erosion repairs for Siphons 16, 17, and 18 in Highlands.

h. Work Order No. 2 - Erosion Repair for Middle Crossing and North Reservoir

Consider authorizing the General Manager to execute Work Order No. 2 for engineering services related to erosion repairs for Middle Crossing and North Reservoir in Highlands.

i. Professional Legal Services

Consider authorizing the General Manager to authorize additional expenditures for professional legal services related to certain matters related to water rights.

7. 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.

8. 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.

9. ANNOUNCEMENTS / FUTURE AGENDA

Next San Jacinto River Authority Regular Board Meeting - February 23, 2023.

10. 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 December 8, 2022.	01/26/2023

BACKGROUND INFORMATION

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the December 8, 2022, Board of Directors meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the months of November and December, 2022.	01/26/2023

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 months of November and December, 2022.

Item No.	Agenda Item	Date
5c	Consider authorizing the General Manager to execute Work Order No. 3 for Professional Social Media Communications Consulting Services.	01/26/2023

BACKGROUND INFORMATION

Firm Name: Pink Cilantro Agency

Type of Services: Professional Social Media Communications Consulting Services

Type of Agreement: Professional Services Work Order Agreement
(Contract No. 21-0036)

Project Description:

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

Work is anticipated to include but is not necessarily limited to: 1) production of educational graphics (to include graphics that explain complex topics); 2) production of blog posts and mass notification email campaigns; 3) mass notification system hosting and management; 4) animation and videography; 5) copy writing and mail; 6) website hosting and maintenance; 7) social content calendar; and 8) tracking engagement and other metrics.

The digital marketing campaign (project) includes campaign optimization according to feedback and predetermined metrics, deliverables as outlined below, and additional deliverables as assigned by SJRA.

The project will aid in explanation of SJRA roles and responsibilities as well as communication of previously developed key strategic messages, a Sunset Committee Staff Recommendation, and will use robust tracking metrics to show progress.

The project was presented to the Board of Directors Communications Committee on October 13, 2021 and received the support of the committee.

Total Amount: \$100,000.00

Anticipated Completion Date: August 31, 2023

STRATEGIC GOAL: Goal 5: Effective Stakeholder Communications

FUNDING SOURCE: To be determined

ATTACHMENTS: Work Order No. 3

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 3 with Pink Cilantro Agency in an amount not to exceed \$100,000 for professional social media communications consulting services.

Item No.	Agenda Item	Date
5d	Consider authorizing the General Manager to execute a Master Professional Services Agreement for Automation Reliability Assessments for all SJRA Divisions.	01/26/2023

BACKGROUND INFORMATION

Firm Name: Concentric Integration, LLC.

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0012-A)

Project Description:

The Utility Enterprise (UE), which includes The Woodlands Division and GRP Division, have an extensive SCADA system that is utilized for control and monitoring of infrastructure at the water and wastewater treatment plants, wastewater lift stations, and along the water transmission system. This SCADA system is critical infrastructure and is maintained by a highly skilled internal department of professionals, but the UE and SCADA professionals acknowledge that technology is always changing and, due to the criticality of the SCADA system, the UE and SCADA departments have determined that an independent review of The Woodlands and GRP Division's automation system would be an appropriate quality control measure. Therefore, qualifications were requested from consulting firms to review and assess the current automation associated with the operations of the UE facilities. SJRA staff received/evaluated five (5) submittals, and selected Concentric Integration, LLC. as the most highly qualified to perform these services on an as-needed basis for any SJRA division. The attached Master Professional Services Agreement will allow staff to contract with Concentric Integration, LLC. within a three-year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring professional services from other firms in that time period, if desired. Subsequent project-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board of Directors 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 automation reliability assessment services for each specific project. Work Orders under this Master Professional Services Agreement may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Agreement Expiration Date: January 26, 2026

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with Concentric Integration, LLC., for Automation Reliability Assessments for all SJRA Divisions.

Item No.	Agenda Item	Date
5e	Consider authorizing the General Manager to execute a Master Professional Services Agreement for water quality consulting services for all SJRA Divisions.	01/26/2023

BACKGROUND INFORMATION

Firm Name: KIT Professionals, Inc.

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 22-0056-B)

Project Description:

Occasionally, SJRA requires professional services to be performed for miscellaneous water quality related projects across the Authority. SJRA staff issued a Request for Qualifications for water quality consulting services, received/evaluated six (6) submittals, and selected KIT Professionals, Inc. and one other firm as the most highly qualified to perform these services on an as-needed basis for any SJRA division. The attached Master Professional Services Agreement will allow staff to contract with KIT Professionals, Inc. within a three-year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring professional services from other firms in that time period, if desired. Execution of two Master Professional Services Agreements for water quality consulting services allows SJRA staff to expeditiously contract with a highly qualified firm that has the technical expertise and resources available to meet the needs of the SJRA on concurrent projects. Subsequent project-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board of Directors 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 water quality consulting services for each specific project. Work Orders under this Master Professional Services Agreement may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Agreement Expiration Date: January 26, 2026

STRATEGIC GOAL: Goal 3: Water Resource Leadership

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with KIT Professionals, Inc., for water quality consulting services for all SJRA Divisions.

Item No.	Agenda Item	Date
5f	Consider authorizing the General Manager to execute a Master Professional Services Agreement for water quality consulting services for all SJRA Divisions.	01/26/2023

BACKGROUND INFORMATION

Firm Name: Plummer Associates, Inc.

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 22-0056-B)

Project Description:

Occasionally, SJRA requires professional services to be performed for miscellaneous water quality related projects across the Authority. SJRA staff issued a Request for Qualifications for water quality consulting services, received/evaluated six (6) submittals, and selected Plummer Associates, Inc. and one other firm as the most highly qualified to perform these services on an as-needed basis for any SJRA division. The attached Master Professional Services Agreement will allow staff to contract with Plummer Associates, Inc. within a three-year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring professional services from other firms in that time period, if desired. Execution of two Master Professional Services Agreements for water quality consulting services allows SJRA staff to expeditiously contract with a highly qualified firm that has the technical expertise and resources available to meet the needs of the SJRA on concurrent projects. Subsequent project-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board of Directors 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 water quality consulting services for each specific project. Work Orders under this Master Professional Services Agreement may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Agreement Expiration Date: January 26, 2026

STRATEGIC GOAL: Goal 3: Water Resource Leadership

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with Plummer Associates, Inc., for water quality consulting services for all SJRA Divisions.

Item No.	Agenda Item	Date
5g	Declare to be surplus and authorize the disposal by sale of an 0.009 acre tract of surplus real property located in the William C. Clark Survey, A-6, near Montgomery, Texas, and authorize the General Manager to execute all necessary documents to complete the transaction.	01/26/2023
BACKGROUND INFORMATION		
<p>The Authority has received an inquiry from a property-owner along the shore of Lake Conroe who is interested in purchasing a small tract of SJRA property immediately adjacent to the landowner's. 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: Robery Zetelski</p> <p>Description: An 0.009 acre parcel in the William C. Clark Survey, A-6</p> <p>Location: 3407 Brookhaven Drive Montgomery, Texas 77356</p> <p>MCAD Land Value: \$100,660.00 / 11,184 sq. ft. = \$9.00</p> <p>SJRA Tract Value: (\$9.00 * 392.04 sq. ft.) / (0.8 factor) = \$4,410.45</p> <p>Attorney Closing Cost: \$2,000.00</p> <p>Disposal Sal Prices: \$6,410.45</p>		
STRATEGIC GOAL: Goal 2: Operational Excellence		
FUNDING SOURCE: N/A		
ATTACHMENTS: MCAD Data Sheet, Metes and Bounds, Survey Map		
RECOMMENDED ACTION		
<p>Declare to be surplus and authorize the disposal of an 0.009 acre tract of real property located in the William C. Clark Survey, A-6, near Montgomery, Texas, at a price of \$6,410.45, and authorize the General Manager to execute all necessary documents to complete the transaction.</p>		

Item No.	Agenda Item	Date
6a	Accept the Annual Comprehensive Financial Report - Audited Financial Statements and Related Notes, and the Federal Single Audit Report for the fiscal year ended August 31, 2022.	01/26/2023

BACKGROUND INFORMATION

The Authority is required by law to prepare an annual comprehensive financial report and have its financial records and procedures audited on an annual basis by an independent certified accounting firm.

The Authority engaged the firm of Knox Cox and Company, LLP, to perform the audit.

The Finance Committee of the Board of Directors was provided copies of the draft reports, met on January 13, 2023, to review with staff and the auditors, and recommends acceptance of the attached “San Jacinto River Authority Annual Comprehensive Financial Report – Audited Financial Statements and Related Notes for the Fiscal Year Ended August 31, 2022” and the attached “San Jacinto River Authority Federal Single Audit Report for the Fiscal Year Ended August 31, 2022.”

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: N/A

ATTACHMENTS: Annual Comprehensive Financial Report – Audited Financial Statements and Related Notes for the Fiscal Year Ended August 31, 2022, and Federal Single Audit Report for the Fiscal Year Ended August 31, 2022.

RECOMMENDED ACTION

Accept the Annual Comprehensive Financial Report - Audited Financial Statements and Related Notes, and the Federal Single Audit Report for the fiscal year ended August 31, 2022.

Item No.	Agenda Item	Date
6b	Consider authorizing the General Manager to execute a Master Professional Services Agreement for Rate Studies for all SJRA Divisions.	01/26/2023

BACKGROUND INFORMATION

Firm Name: Carollo Engineers, Inc.

Project: Rate Studies

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0008-A)

Project Description:

SJRA requires the performance of multiple rate studies to determine the level of future annual revenue and, therefore, rates for provision of water-related services required to support the operations, maintenance, repair, rehabilitation, and capital improvements of its Raw Water Enterprise, GRP Division, and Woodlands Division. Additionally, performance of rate studies for the Raw Water Enterprise and GRP Division will ensure compliance with contractual obligations. SJRA staff issued a Request for Qualifications for professional services for rate studies, received and evaluated two (2) submittals, and selected Carollo Engineers, Inc. as the most highly qualified to perform the required rate studies. Subsequent study-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board of Directors for approval if required in accordance with SJRA's procurement policy. Each Work Order will provide for the labor, expenses, and materials required to perform each specific rate study. Work Orders under this Master Professional Services Agreement may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Anticipated Completion Date: January 26, 2026

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: Cash

ATTACHMENTS: Map, Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with Carollo Engineers, Inc., for Rate Studies for all SJRA Divisions.

Item No.	Agenda Item	Date
6c	Consider authorizing the General Manager to execute Work Order No. 1 for the Raw Water Rate Study and Model Update for the Raw Water Enterprise.	01/26/2023

BACKGROUND INFORMATION

Firm Name: Carollo Engineers, Inc.

Project: Raw Water Rate Study and Model Update

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0008-A)

Project Description:

A rate study for the Raw Water Enterprise, performed by an external consultant, was last completed in 2018, providing rate recommendations for SJRA Fiscal Years 2019 through 2028. To ensure proper setting of future raw water rates, as well as to ensure compliance with raw water contract requirements, SJRA has included in its Raw Water Enterprise 10-Year Project Plan subsequent rate studies on a five-year recurring cycle. This Work Order No. 1 provides for all labor, materials, and equipment necessary for a consultant to perform the next scheduled rate study in the Project Plan, due for completion in 2023. The Study will include rate review and design to determine revenue levels required to continue providing a sufficient and reliable supply of raw water meeting the current and future demands of the Raw Water Enterprise's customers via its raw water supply, storage, and conveyance system for the ten-year period representing SJRA Fiscal Years 2024 through 2033. As part of this effort, the Consultant will update the financial planning model that was developed as part of the previous rate study, and which is capable of analyzing raw water rate requirements for a thirty (30)-plus year timeframe.

Key Deliverable(s):	Due Date(s):
Final Results and Recommendations Report	Within 110 calendar days of NTP
Final Financial Planning Model	Within 135 calendar days of NTP
Final Model Users' Manual	Within 135 calendar days of NTP

Type of Compensation/Amount: Cost Plus Multiplier with Not-to-Exceed/\$168,142.00

Total Amount: \$168,142.00

Anticipated Completion Date: June 30, 2023

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: Cash

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

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 1 in an amount not to exceed \$168,142.00 with Carollo Engineers, Inc., for the Raw Water Rate Study and Model Update for the Raw Water Enterprise.

Item No.	Agenda Item	Date
6d	Consider authorizing the General Manager to execute a construction contract for Lake Houston Pump Station Remote Operations Center in Highlands.	01/26/2023

BACKGROUND INFORMATION

Firm Name: Noble Building & Development, LLC

Project: Lake Houston Pump Station remote Operations Center

Type of Services: Construction Services

Type of Agreement: Major Construction Services Agreement
(Contract No. 21-0083)

Project Description:

The Highlands Division is continuing to transition the Lake Houston Pump Station (LHPS) to remote operation while maintaining a high level of service of raw water delivery to SJRA's customers. This contract includes the construction of a new Remote Operations Center (ROC) including space for a future electrical/switchgear room, site security improvements, and necessary utilities such as a new water well and on-site wastewater. The electrical/switchgear room, included in this contract, allows for adequate space for a future site power conversion from 2400-volts to 480-volts and associated new pumps/motors and electrical appurtenances at the LHPS facility. SJRA has chosen to construct the future electrical/switchgear room concurrently with the ROC to achieve the most efficient and best value costs. The ROC will provide sufficient space to staff the facility when needed during inclement weather events for uninterrupted operation and maintenance of the critical LHPS infrastructure, provide reduced response times, and maintain reliable service to Highlands Division customers.

No. Proposals Received/Proposal Receipt Date: Three (3) / November 10, 2022

Highest Ranked Offeror / Proposed Cost: Noble Building & Development, LLC / \$2,948,800.00

Second Ranked Offeror / Proposed Cost: MBC Management, Inc. / \$3,048,300.00

Third Ranked Offeror / Proposed Cost: Gutier, LLC / Non-Responsive

Engineer: Halff Associates, Inc.

Proposal Amount: \$2,948,800.00

Engineer's Estimate: \$2,320,000.00

Contract Days: 350 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 \$2,948,800.00 with Noble Building & Development, LLC, for Lake Houston Pump Station Remote Operations Center in Highlands, and contract modifications up to the amount approved per the Purchasing Policy.

Item No.	Agenda Item	Date
6e	Consider authorizing the General Manager to execute Work Order No. 4 for construction phase services for the Lake Houston Pump Station Remote Operations Center in Highlands.	01/26/2023

BACKGROUND INFORMATION

Firm Name: Halff Associates, Inc.

Project: Lake Houston Pump Station Remote Operations Center

Type of Services: Professional Services

Type of Agreement: Professional Services Agreement
(Contract No. 20-0050-1)

Project Description:

The Highlands Division is continuing to transition the Lake Houston Pump Station (LHPS) to remote operation while maintaining a high level of service of raw water delivery to SJRA's customers. This contract includes the construction of a new Remote Operations Center (ROC) including space for a future electrical/switchgear room, site security improvements, and necessary utilities such as a new water well and on-site wastewater. The electrical/switchgear room, included in this contract, allows for adequate space for a future site power conversion from 2400-volts to 480-volts and associated new pumps/motors and electrical appurtenances at the LHPS facility. SJRA has chosen to construct the future electrical/switchgear room concurrently with the ROC to achieve the most efficient and best value costs. The ROC will provide sufficient space to staff the facility when needed during inclement weather events for uninterrupted operation and maintenance of the critical LHPS infrastructure, provide reduced response times, and maintain reliable service to Highlands Division customers. This Work Order includes all labor and materials required to perform engineering construction phase services for the LHPS ROC project.

Key Deliverable(s):

Responses to Submittals
Responses to RFIs
Record Drawings

Due Date(s):

7 Calendar Days of Receipt of Submittal
3 Calendar Days of Receipt of RFI
30 Calendar Days After Final Completion

Type of Compensation/Amount:

Cost Plus Multiplier with Not-to-Exceed/\$165,261.70

Previous Authorized Work Orders (1-3):* \$483,970.00

Work Order No. 4: \$165,261.70

Total Amount: \$649,231.70

Construction Cost: \$2,948,800.00 (Est.)

Anticipated Completion Date: February 28, 2024

*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, Work Order No. 4, Scope, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 4 in an amount not to exceed \$165,261.70 with Halff Associates, Inc., for construction phase services for the Lake Houston Pump Station Remote Operations Center in Highlands.

Item No.	Agenda Item	Date
6f	Consider authorizing the General Manager to execute Work Order No. 1 for construction management and inspection services for the Lake Houston Pump Station Remote Operations Center in Highlands.	01/26/2023

BACKGROUND INFORMATION

Firm Name: KIT Professionals, Inc.

Project: Lake Houston Pump Station Remote Operations Center

Type of Services: Professional Services

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

Project Description:

The Highlands Division is continuing to transition the Lake Houston Pump Station (LHPS) to remote operation while maintaining a high level of service of raw water delivery to SJRA's customers. This contract includes construction management and inspection services to augment SJRA's Technical Services Department (TSD) staff. KIT Professionals, Inc. offer construction inspection specialty services that SJRA's TSD does not possess, specifically building code inspection, plumbing code inspection, and electrical code inspection. This facility is located within the City of Houston's jurisdiction, and we need to ensure our inspections are code compliant thus minimizing the potential for Houston's inspectors to red tag an item. SJRA received Statement of Qualifications earlier this year from six (6) firms for Construction Management and Inspection Services. SJRA contracted with three of the six firms to ensure we had all potential specialties and services addressed including KIT Professionals. This allows the TSD to maintain a constant staffing level during this period and utilize the staff augmentation when projects or specialties require the additional manpower. The Remote Operations Center includes space for future electrical/switchgear, sufficient space to staff the facility when needed due to inclement weather, site security improvements, a new water well and new onsite wastewater system.

Key Deliverable(s):	Due Date(s):
Monthly Meeting Summaries	5 Calendar Days after Meeting
Close-Out Documents	30 Calendar Days after Substantial Completion
Daily Logs	Updated every 2 weeks

Type of Compensation/Amount: Cost Plus Multiplier with Not-to-Exceed/\$273,510.63

Total Amount: \$273,510.63

Construction Cost: \$2,948,800.00 (Est.)

Anticipated Completion Date: May 1, 2024

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R

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

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 1 in an amount not to exceed \$273,510.63 with KIT Professionals, Inc., for construction management and inspection services for the Lake Houston Pump Station Remote Operations Center in Highlands.

Item No.	Agenda Item	Date
6g	Consider authorizing the General Manager to execute Work Order No. 2 for engineering services related to erosion repairs for Siphons 16, 17, and 18 in Highlands.	01/26/2023

BACKGROUND INFORMATION

Firm Name:	K Friese & Associates, Inc.
Project:	Erosion Repairs for Siphon 16, 17, and 18
Type of Services:	Professional Services
Type of Agreement:	Professional Services Work Order Agreement (Contract No. 20-0086-2)
Project Description:	Siphon Nos. 16, 17, and 18, located on SJRA's Main Canal, have shown, during the annual field investigations, continued and escalated erosion to the point where the erosion has become an operational reliability and safety concern. SJRA staff are of the opinion there is a need to initiate interim erosion protection measures. Initiating the interim erosion protection measures will allow SJRA to defer full siphon replacement at Siphons 16 and 17 and reprioritize funds within the Highlands Division Budget for other necessary projects. Completion of the erosion repairs will ensure reliable conveyance of raw water to Highlands Division customers.
Key Deliverable(s):	Due Date(s):
75% Submittal Package	Within 106 Calendar Days of NTP
100% Submittal Package	Within 150 Calendar Days of NTP
Type of Compensation/Amount:	Lump sum/\$194,542.00
Anticipated Completion Date:	October 30, 2023

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R

ATTACHMENTS: 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 \$194,542.00 with K Friese & Associates, Inc., for engineering services related to erosion repairs for Siphons 16, 17, and 18 in Highlands.

Item No.	Agenda Item	Date
6h	Consider authorizing the General Manager to execute Work Order No. 2 for engineering services related to erosion repairs for Middle Crossing and North Reservoir in Highlands.	01/26/2023

BACKGROUND INFORMATION

Firm Name:	Cobb, Fendley & Associates, Inc.
Project:	Erosion Repair for Middle Crossing and North Reservoir
Type of Services:	Professional Services
Type of Agreement:	Professional Services Work Order Agreement (Contract No. 20-0086-1)
Project Description:	The Highlands Reservoir Middle Crossing and the North Reservoir Control Structure, have shown, during the annual field investigations, continued and escalated erosion to the point where the erosion has become an operational reliability and safety concern. SJRA staff are of the opinion there is a need to initiate replacement of these structures and install erosion protection measures. The Highlands Reservoir Middle Crossing is a critical access point for Division staff within the Highlands Reservoir property and for conveying water around the Highlands Reservoir. The North Reservoir Control Structure is the only connection point between the canal system and the North Reservoir. Completion of the structure replacements will ensure reliable conveyance of raw water to Highlands Division customers and safe access and operations for Division staff.
Key Deliverable(s):	Due Date(s):
75% Submittal Package	Within ninety-one (91) Calendar Days of NTP
100% Submittal Package	Within one-hundred and sixty-four (164) Calendar Days of NTP
Type of Compensation/Amount:	Lump sum/\$76,750.00
Anticipated Completion Date:	September 8, 2023

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R

ATTACHMENTS: 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 \$76,750.00 with Cobb, Fendley & Associates, Inc., for engineering services related to erosion repairs for Middle Crossing and North Reservoir in the Highlands.

Item No.	Agenda Item	Date
6i	Consider authorizing the General Manager to authorize additional expenditures for professional legal services related to certain water rights matters.	01/26/2023

BACKGROUND INFORMATION

Lloyd Gosselink Rochelle & Townsend, P.C. (Lloyd Gosselink) has been engaged by SJRA to provide professional legal services related to water rights and administrative agency matters. SJRA currently has the need for Lloyd Gosselink to provide additional legal services related to certain water rights matters. Expenditures for these legal services will exceed the General Manager's discretionary spending authority. Therefore, the Board is requested to authorize the General Manager to approve additional expenditures, in an amount up to \$300,000, for professional legal services provided by Lloyd Gosselink related to certain water rights matters.

STRATEGIC GOAL: Goal 3: Water Resource Leadership

FUNDING SOURCE: Cash

ATTACHMENTS: N/A

RECOMMENDED ACTION

Authorize the General Manager to authorize expenditures in an amount not to exceed \$300,000, with Lloyd Gosselink for professional legal services related to certain water rights matters.