



**Board of Directors Meeting
April 27, 2023**



AGENDA

SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, APRIL 27, 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 March 23, 2023.
- b. Unaudited Financials**

Consider approval of the unaudited financials for the month of March, 2023.

WOODLANDS

- c. Work Order No. 2 - Town Center Water Line Replacement Project**

Consider authorizing the General Manager to execute Work Order No. 2 for easement metes and bounds survey services for the Town Center Water Line Replacement Project in The Woodlands.

GRP

d. Construction Contract - Process Water Recovery Basins Lining Improvements

Consider authorizing the General Manager to execute a construction contract for Process Water Recovery Basins Lining Improvements for the GRP Division.

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

RAW WATER ENTERPRISE

a. Resolution - Water Right Amendment Application

Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority authorizing the General Manager to submit a water right amendment application to the Texas Commission on Environmental Quality to increase the maximum diversion rate of permitted water from Lake Conroe.

b. Consideration - Sale of Real Property

Declare to be surplus and authorize the disposal by sale of a 2.26 acre tract of surplus real property located in the Elijah Collard Survey, A-7, near Willis, Texas, and authorize the General Manager to execute all necessary documents to complete the transaction.

7. BRIEFINGS AND PRESENTATIONS

a. Presentation regarding the proposed GRP Fiscal Year 2024 Budget and Rate Order Amendment.

b. Presentation of General and Administration 10-Year Project Plan.

c. Presentation of Woodlands 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. 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 - May 25, 2023.

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 23, 2023.	04/27/2023

BACKGROUND INFORMATION

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the March 23, 2023, Board of Directors meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the month of March, 2023.	04/27/2023

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 month of March, 2023.

Item No.	Agenda Item	Date
5c	Consider authorizing the General Manager to execute Work Order No. 2 for easement metes and bounds survey services for the Town Center Water Line Replacement Project in The Woodlands.	04/27/2023

BACKGROUND INFORMATION

Firm Name: Kimley-Horn and Associates, Inc.

Project: Town Center Water Line Replacement

Type of Services: Professional Services

Type of Agreement: Professional Services Agreement
(Contract No. 18-0059-18)

Project Description:

Work Order No. 1 for preliminary and final design services was executed on September 24, 2020. This project was to replace approximately 15,7000 linear feet of asbestos cement (AC) water lines in The Woodlands Town Center area along Grogan's Mill Road, Six Pines Drive, and Lake Woodlands Drive. The preliminary engineering phase considered numerous installation options, and the final installation option chosen identified the need for at least forty-eight (48) easements (temporary and permanent) was found. Development of the metes and bounds easement descriptions and exhibits was not included in Work Order No. 1 and is an additional service. Work Order No. 2 provides for all labor and materials required to perform easement metes and bounds survey for the Town Center Water Line Replacement Project.

Key Deliverable(s):	Due Date(s):
GIS Deliverable	July 26, 2023
Draft Metes and Bounds	July 26, 2023
Final Metes and Bounds	September 29, 2023

Type of Compensation/Amount: Cost Plus Multiplier/\$233,611.00

Total Amount: \$233,611.00

Construction Cost: \$11,000,000.00 (Est.)

Anticipated Completion Date: September 29, 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, Sub Proposal, Schedule

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 2 in an amount not to exceed \$233,611.00 with Kimley-Horn and Associates, Inc., for easement metes and bounds survey services for the Town Center Water Line Replacement Project in The Woodlands.

Item No.	Agenda Item	Date
5d	Consider authorizing the General Manager to execute a construction contract for Process Water Recovery Basins Lining Improvements for the GRP Division.	04/27/2023

BACKGROUND INFORMATION

Firm Name:	Kean Construction, LLC
Project:	Process Water Recovery Basins Lining Improvements
Type of Services:	Construction Services
Type of Agreement:	Major Construction Services Agreement (Contract No. 23-0018-A)

Project Description:

Located at the GRP surface water treatment plant on Lake Conroe, the process water recovery basins were constructed using a soil cement liner. The existing liner has reached the end of its useful life, and the observed cracking and material loss, partially due to mechanical cleaning, pose a risk to the continued operation of the basins. This project consists of the demolition of the existing cement sand lined basins and replacement with a cast-in-place concrete solution that will allow the Division to continue to provide service to its customers and improve the Division's ability to perform routine maintenance. This project will be phased to ensure continued operation of the facilities during construction. Additionally, due to concerns regarding the high corrosion potential of the soils in the area, the pipelines in the area will be exposed and inspected to determine if they are in need of replacement.

No. Proposals Received/Proposal Receipt Date: Three (3) / February 27, 2023

Highest Ranked Offeror / Proposed Cost:	Kean Construction, LLC / \$2,348,897.50
Second Ranked Offeror / Proposed Cost:	R&T Ellis Excavating, Inc. / \$2,367,715.00
Third Ranked Offeror / Proposed Cost:	Principal Plant Services / \$2,776,489.05

Engineer:	Ascend Consulting & Engineering, PLLC
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Proposal Amount:	\$2,348,897.50
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Engineer's Estimate:	\$2,031,075.00
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Contract Days:	210 Calendar Days
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STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: Bonds/Cash

ATTACHMENTS: Map, Summary, Proposal Form, Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a construction contract in an amount not to exceed \$2,348,897.50 with Kean Construction, LLC, for Process Water Recovery Basins Lining Improvements for the GRP Division, and contract modifications up to the amount approved per the Purchasing Policy.

Item No.	Agenda Item	Date
6a	Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority authorizing the General Manager to submit a water right amendment application to the Texas Commission on Environmental Quality to increase the maximum diversion rate of permitted water from Lake Conroe.	04/27/2023
BACKGROUND INFORMATION		
<p>SJRA and the City of Houston are co-owners of Certificate of Adjudication No. 10-4963, as amended, relative to the impoundment and diversion of water in Lake Conroe. The Certificate currently limits the Authority and the City to a combined maximum diversion rate of permitted water from Lake Conroe of seven hundred (700) cubic feet per second. SJRA and the City desire to amend the Certificate, as referenced in the Compromise on Flood Mitigation Protocols for Lake Conroe and Lake Houston, to increase the combined maximum diversion rate to up to sixteen hundred (1,600) cubic feet per second. This resolution provides authorization for the General Manager or his designee to prepare, submit, and perform other necessary actions related to application(s) to the Texas Commission on Environmental Quality to amend the Certificate, including employment of necessary consultants to assist in these activities.</p>		
STRATEGIC GOAL: Goal 3: Water Resource Leadership		
FUNDING SOURCE: Cash		
ATTACHMENTS: Map, Resolution		
RECOMMENDED ACTION		
<p>Adopt a resolution of the Board of Directors of the San Jacinto River Authority authorizing the General Manager to submit a water right amendment application to the Texas Commission on Environmental Quality to increase the maximum diversion rate of permitted water from Lake Conroe.</p>		

Item No.	Agenda Item	Date
6b	Declare to be surplus and authorize the disposal by sale of 2.26 acre tract of surplus real property located in the Elijah Collard Survey, A-7, near Willis, Texas, and authorize the General Manager to execute all necessary documents to complete the transaction.	04/27/2023
BACKGROUND INFORMATION		
<p>The Authority 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. 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: Gary & Jessica Sumner</p> <p>Description: A 2.26 acre parcel in the Elijah Collard Survey, A-7</p> <p>Location: 10905 Windswept Dr. Willis, TX 77318</p> <p>Appraised Land Value: \$1,200,000.00</p> <p>SJRA Tract Value: $\\$1,200,000.00 - (\\$1,200,000.00 \times 0.9) = \\$120,000.00$</p> <p>Appraisal Cost: \$2,500.00</p> <p>Attorney Cost: \$2,000.00</p> <p>Disposal Sale Price: \$124,500.00</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 by sale of a 2.26 acre tract of real property located in the Elijah Collard Survey, A-7, near Willis, Texas, at a price of \$124,500.00, and authorize the General Manager to execute all necessary documents to complete the transaction.</p>		