



**Board of Directors Meeting
December 14, 2023**



AGENDA
SPECIAL MEETING
SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, DECEMBER 14, 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:** Ed Shackelford, Acting General Manager
 - b. G & A:** Heather Ramsey, Director of Communications and Public Affairs
 - c. G & A:** Pam Steiger, Chief Financial Officer
 - 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 October 26, 2023, Special Meeting of November 9, 2023, and Special Meeting of November 20, 2023.
- b. Unaudited Financials**

Consider approval of the unaudited financials for the month of October, 2023.
- c. Quarterly Investment Report**

Consider approval of the Quarterly Investment Report for the Quarter Ended November 30, 2023.
- d. Amendment No. 4 - 2026 Region H Water Plan**

Consider authorizing the Acting General Manager to negotiate and execute Amendment No. 4 to the contract for development of the 2026 Region H Water Plan on behalf of the Region H Water Planning Group.

e. Master Professional Services Agreement - Electrical Engineering Services

Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Baird, Gilroy & Dixon, LLC, for all SJRA Divisions.

f. Master Professional Services Agreement - Electrical Engineering Services

Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Burrer Engineering, Inc., for all SJRA Divisions.

g. Master Professional Services Agreement - Electrical Engineering Services

Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Kalluri Group, Inc., for all SJRA Divisions.

h. Master Professional Services Agreement - Electrical Engineering Services

Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Lockwood, Andrews and Newnam, Inc., for all SJRA Divisions.

i. Amendment No. 2 to Master Professional Services Agreement - Construction Management and Inspection Services

Consider authorizing the Acting General Manager to execute Amendment No. 2 to Master Professional Services Agreement No. 22-0023-A with Civitas Engineering Group, Inc., for Construction Management and Inspection Services for all SJRA Divisions.

j. Amendment No. 2 to Master Professional Services Agreement - Construction Management and Inspection Services

Consider authorizing the Acting General Manager to execute Amendment No. 2 to Master Professional Services Agreement No. 22-0023-B with Baxter & Woodman, Inc., for Construction Management and Inspection Services for all SJRA Divisions.

k. Amendment No. 1 to Master Professional Services Agreement - Construction Management and Inspection Services

Consider authorizing the Acting General Manager to execute Amendment No. 1 to Master Professional Services Agreement No. 22-0023-C with Garver, LLC, for Construction Management and Inspection Services for all SJRA Divisions.

l. Work Order No. 5 - Professional Communications Services

Consider authorizing the Acting General Manager to execute Work Order No. 5 for Professional Communications Services for all SJRA Divisions.

WOODLANDS

m. Construction Contract - Harper's Landing Water Line

Consider authorizing the Acting General Manager to execute a construction contract for the Harper's Landing Water Line in The Woodlands.

n. Professional Services Agreement and Work Order No. 1 - Elevated Storage Tank No. 6

Consider authorizing the Acting General Manager to execute a Professional Services Agreement and Work Order No. 1 for preliminary design engineering services for Elevated Storage Tank No. 6 in The Woodlands.

RAW WATER ENTERPRISE

o. Construction Contract - Siphon 7 Improvements Phase 2

Consider authorizing the Acting General Manager to execute a construction contract for Siphon 7 Improvements Phase 2 in Highlands.

p. Work Order No. 2 - Siphon 7 Improvements Phase 2

Consider authorizing the Acting General Manager to execute Work Order No. 2 for Construction Inspection Services for Siphon 7 Improvements Phase 2 in Highlands.

q. Professional Services Agreement and Work Order No. 1 - Lake Houston Pump Station Pump and Motor Replacement

Consider authorizing the Acting General Manager to execute a Professional Services Agreement and Work Order No. 1 for preliminary design of the Lake Houston Pump Station and Motor Replacement Project in Highlands.

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

RAW WATER ENTERPRISE

a. Project Partnership Agreement - Bear Branch Modification Project

Consider authorizing the Acting General Manager to negotiate and execute a Project Partnership Agreement with the United States Army Corps of Engineers related to the Bear Branch Modification Project.

b. Professional Services Agreement and Work Order No. 1 - Bear Branch Dam Soil Cement and Service Spillway Replacement Project

Consider authorizing the Acting General Manager to negotiate and execute a Professional Services Agreement and Work Order No. 1 for the Bear Branch Dam Soil Cement and Service Spillway Replacement Project in The Woodlands.

7. BRIEFINGS AND PRESENTATIONS

- a. Presentation of the Annual Historically Underutilized Business (HUB) Report

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 and other litigation related to GRP.
- c. Deliberation regarding security devices or security audits, pursuant to Texas Government Code, Section 551.089.
 - 1. Deliberate certain security matters.

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 - January 25, 2024.

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 Regular Meeting of October 26, 2023, Special Meeting of November 9, 2023, and Special Meeting of November 20, 2023.	12/14/2023

BACKGROUND INFORMATION

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the October 26, 2023, Board of Directors Regular Meeting, the November 9, 2023, Special Meeting, and the November 20, 2023, Special Meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the month of October, 2023.	12/14/2023

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 October, 2023.

Item No.	Agenda Item	Date
5c	Consider approval of the Quarterly Investment Report for the Quarter Ended November 30, 2023.	12/14/2023

BACKGROUND INFORMATION

The Quarterly Investment Report presents the investment balances and activity for San Jacinto River Authority funds, including investment strategy for each fund, in compliance with the provisions of the San Jacinto River Authority Investment Policy and the Public Funds Investment Act (Chapter 2256, Government Code).

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Quarterly Investment Report will be provided under separate cover

RECOMMENDED ACTION

Approve the quarterly investment report for the quarter ended November 30, 2023.

Item No.	Agenda Item	Date
5d	Consider authorizing the Acting General Manager to negotiate and execute Amendment No. 4 to the contract for development of the 2026 Region H Water Plan on behalf of the Region H Water Planning Group.	12/14/2023

BACKGROUND INFORMATION

Firm Name: Freese and Nichols, Inc.

Project: 2026 Region H Water Plan

Type of Services: Professional Services

Type of Agreement: Professional Services Agreement
(Contract No. 21-0051)

Project Description:

In 2021, the Region H Water Planning Group selected Freese and Nichols, Inc. (FNI), as its consultant to prepare the 2026 Region H Regional Water Plan. SJRA, acting as the Region H Political Subdivision, subsequently executed a Professional Services Agreement and Work Order No. 1 with FNI on behalf of the Region H Water Planning Group. The Texas Water Development Board (TWDB) initially authorized a total of \$287,657.00 for the Region H Water Planning Group to perform the initial (Phase 1) tasks required for development of the 2026 Regional Water Plan. In 2022, TWDB authorized an additional \$1,717,315.00 in funding to complete the remaining (Phase 2) tasks. \$3,000.00 of the authorized funds were set aside for planning group member travel, with the remaining \$1,714,315.00 available for use by Freese and Nichols, Inc. (FNI). In 2023, TWDB authorized an additional \$422,119.00 for the Region H Water Planning Group to complete the 2026 Regional Water Plan. Of the \$422,119.00, \$10,000.00 has been allocated to cover administrative expenses for the Initially Prepared Plan major notice/newspaper notice, leaving the remaining \$412,119.00 available for use by FNI to develop the 2026 Regional Water Plan.

Type of Compensation/Amt.: Cost Plus Multiplier with Not-to-Exceed/\$412,119.00

Original Fee for Work Order No. 1: \$ 287,657.00 (Board Approved August 26, 2021)

Amendment No. 3 to Contract No. 21-0051: \$ 1, 714,315.00 (Board Approved September 22, 2022)

Amendment No. 4 to Contract No. 21-0051: \$ 412,119.00 (Recommended Action)

Total Amount of Work Order No. 1: \$ 2,414,091.00

Anticipated Completion Date: August 31, 2026

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

STRATEGIC GOAL: Goal 3: Water Resource Leadership

FUNDING SOURCE: TWDB Grant Funds for the Region H Water Planning Group

ATTACHMENTS: Exhibit 1, Amendment No. 4 to Contract No. 21-0051

RECOMMENDED ACTION

Authorize the Acting General Manager to execute Amendment No. 4 to the contract for development of the 2026 Region H Water Plan in an amount not to exceed \$412,119.00 with Freese and Nichols, Inc., on behalf of the Region H Water Planning Group.

Item No.	Agenda Item	Date
5e	Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Baird, Gilroy & Dixon, LLC, for all SJRA Divisions.	12/14/2023

BACKGROUND INFORMATION

Firm Name: Baird, Gilroy & Dixon, LLC

Project: Electrical Engineering Services

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0065-A)

Project Description:

Occasionally, SJRA requires professional electrical engineering services to be performed for miscellaneous projects across the Authority. SJRA staff issued a Request for Qualifications for on-call electrical engineering services, received/evaluated ten (10) submittals, and selected four (4) firms as the most highly qualified to perform these services on an as-needed basis. We recommend executing a Master Professional Services Agreement with Baird, Gilroy & Dixon, LLC, for electrical engineering services. The attached Master Professional Services Agreement will allow staff to contract with Baird, Gilroy & Dixon, LLC, within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring electrical engineering services from other firms in that time period, if desired. Execution of four Master Professional Services Agreements for professional electrical engineering support allows SJRA staff to expeditiously contract with a highly qualified electrical engineering 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 electrical engineering 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.

Anticipated Completion Date: December 14, 2026

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Baird, Gilroy & Dixon, LLC, for all SJRA Divisions.

Item No.	Agenda Item	Date
5f	Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Burrer Engineering, Inc., for all SJRA Divisions.	12/14/2023

BACKGROUND INFORMATION

Firm Name: Burrer Engineering, Inc.

Project: Electrical Engineering Services

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0065-B)

Project Description:

Occasionally, SJRA requires professional electrical engineering services to be performed for miscellaneous projects across the Authority. SJRA staff issued a Request for Qualifications for on-call electrical engineering services, received/evaluated ten (10) submittals, and selected four (4) firms as the most highly qualified to perform these services on an as-needed basis. We recommend executing a Master Professional Services Agreement with Burrer Engineering, Inc., for electrical engineering services. The attached Master Professional Services Agreement will allow staff to contract with Burrer Engineering, Inc., within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring electrical engineering services from other firms in that time period, if desired. Execution of four Master Professional Services Agreements for professional electrical engineering support allows SJRA staff to expeditiously contract with a highly qualified electrical engineering 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 electrical engineering 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.

Anticipated Completion Date: December 14, 2026

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Burrer Engineering, Inc., for all SJRA Divisions.

Item No.	Agenda Item	Date
5g	Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Kalluri Group, Inc., for all SJRA Divisions.	12/14/2023

BACKGROUND INFORMATION

Firm Name: Kalluri Group, Inc.

Project: Electrical Engineering Services

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0065-C)

Project Description:

Occasionally, SJRA requires professional electrical engineering services to be performed for miscellaneous projects across the Authority. SJRA staff issued a Request for Qualifications for on-call electrical engineering services, received/evaluated ten (10) submittals, and selected four (4) firms as the most highly qualified to perform these services on an as-needed basis. We recommend executing a Master Professional Services Agreement with Kalluri Group, Inc., for electrical engineering services. The attached Master Professional Services Agreement will allow staff to contract with Kalluri Group, Inc., within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring electrical engineering services from other firms in that time period, if desired. Execution of four Master Professional Services Agreements for professional electrical engineering support allows SJRA staff to expeditiously contract with a highly qualified electrical engineering 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 electrical engineering 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.

Anticipated Completion Date: December 14, 2026

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Kalluri Group, Inc., for all SJRA Divisions.

Item No.	Agenda Item	Date
5h	Consider authorizing the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Lockwood, Andrews and Newnam, Inc., for all SJRA Divisions.	12/14/2023

BACKGROUND INFORMATION

Firm Name: Lockwood, Andrews and Newnam, Inc.

Project: Electrical Engineering Services

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0065-D)

Project Description:

Occasionally, SJRA requires professional electrical engineering services to be performed for miscellaneous projects across the Authority. SJRA staff issued a Request for Qualifications for on-call electrical engineering services, received/evaluated ten (10) submittals, and selected four (4) firms as the most highly qualified to perform these services on an as-needed basis. We recommend executing a Master Professional Services Agreement with Lockwood, Andrews and Newnam, Inc., for electrical engineering services. The attached Master Professional Services Agreement will allow staff to contract with Lockwood, Andrews and Newnam, Inc., within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring electrical engineering services from other firms in that time period, if desired. Execution of four Master Professional Services Agreements for professional electrical engineering support allows SJRA staff to expeditiously contract with a highly qualified electrical engineering 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 electrical engineering 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.

Anticipated Completion Date: December 14, 2026

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a Master Professional Services Agreement for Electrical Engineering Services with Lockwood, Andrews and Newnam, Inc., for all SJRA Divisions.

Item No.	Agenda Item	Date
5i	Consider authorizing the Acting General Manager to execute Amendment No. 2 to Master Professional Services Agreement No. 22-0023-A with Civitas Engineering Group, Inc., for Construction Management and Inspection services for all SJRA Divisions.	12/14/2023
BACKGROUND INFORMATION		
<p>Firm Name: Civitas Engineering Group, Inc.</p> <p>Type of Services: Professional Services</p> <p>Type of Agreement: Master Professional Services Agreement (Contract No. 22-0023-A)</p> <p>Project Description:</p> <p>On occasion, SJRA requires professional construction management and inspection services to augment internal Technical Services Department staff. SJRA's current professional services agreement does not allow compensation for travel expenses within Harris or Montgomery counties. In discussion with other similar entities in the area it is typical for the owner to allow consultants to expense mileage, or a vehicle charge specifically for construction inspection services. This proposed Amendment No. 2 allows for a daily vehicle expense of up to \$60.00 per day for construction inspection services. This amendment will continue to encourage highly qualified consultants to provide construction inspection services for SJRA and align SJRA's contract with industry standards. Amendment No. 1 captured a re-assignment of the contract due to an official company name change.</p> <p>Agreement Expiration Date: May 26, 2025</p>		
STRATEGIC GOAL: Goal 2: Operational Excellence		
FUNDING SOURCE: TBD		
ATTACHMENTS: Amendment No. 2		
RECOMMENDED ACTION		
<p>Authorize the Acting General Manager to execute Amendment No. 2 to Master Professional Services Agreement No. 22-0023-A with Civitas Engineering Group, Inc., for Construction Management and Inspection Services for all SJRA Divisions.</p>		

Item No.	Agenda Item	Date
5j	Consider authorizing the Acting General Manager to execute Amendment No. 2 to Master Professional Services Agreement No. 22-0023-B with Baxter & Woodman, Inc., for Construction Management and Inspection Services for all SJRA Divisions.	12/14/2023

BACKGROUND INFORMATION

Firm Name: Baxter & Woodman, Inc.

Type of Services: Professional Services

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

Project Description:

On occasion, SJRA requires professional construction management and inspection services to augment internal Technical Services Department staff. SJRA's current professional services agreement does not allow compensation for travel expenses within Harris or Montgomery counties. In discussion with other similar entities in the area it is typical for the owner to allow consultants to expense mileage, or a vehicle charge specifically for construction inspection services. This proposed Amendment No. 2 allows for a daily vehicle expense of up to \$60.00 per day for construction inspection services. This amendment will continue to encourage highly qualified consultants to provide construction inspection services for SJRA and align SJRA's contract with industry standards. Amendment No. 1 captured a re-assignment of the contract due to an official company name change.

Agreement Expiration Date: May 26, 2025

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: TBD

ATTACHMENTS: Amendment No. 2

RECOMMENDED ACTION

Authorize the Acting General Manager to execute Amendment No. 2 to Master Professional Services Agreement No. 22-0023-B with Baxter & Woodman, Inc., for Construction Management and Inspection Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5k	Consider authorizing the Acting General Manager to execute Amendment No. 1 to Master Professional Services Agreement No. 22-0023-C with Garver, LLC, for Construction Management and Inspection Services for all SJRA Divisions.	12/14/2023

BACKGROUND INFORMATION

Firm Name: Garver, LLC

Type of Services: Professional Services

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

Project Description:

On occasion, SJRA requires professional construction management and inspection services to augment internal Technical Services Department staff. SJRA's current professional services agreement does not allow compensation for travel expenses within Harris or Montgomery counties. In discussion with other similar entities in the area, it is typical for the owner to allow consultants to expense mileage, or a vehicle charge specifically for construction inspection services. This proposed Amendment No. 1 allows for a daily vehicle expense of up to \$60.00 per day for construction inspection services. This amendment will continue to encourage highly qualified consultants to provide construction inspection services for SJRA and align SJRA's contract with industry standards.

Agreement Expiration Date: May 26, 2025

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: TBD

ATTACHMENTS: Amendment No. 1

RECOMMENDED ACTION

Authorize the Acting General Manager to execute Amendment No. 1 to Master Professional Services Agreement No. 22-0023-C with Garver, LLC, for Construction Management and Inspection Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5I	Consider authorizing the Acting General Manager to execute Work Order No. 5 for Professional Communications Services for all SJRA Divisions.	12/14/2023

BACKGROUND INFORMATION

Firm Name: Glass House Strategy

Project: Professional Communications Services

Type of Services: Professional Public Communications Consulting Services

Type of Agreement: Work Order No. 5 (Contract No. 21-0035)

Project Description:

Professional communications consulting services as required to support SJRA programs and projects as an extension of the existing SJRA Public Communications Department to provide educational materials for direct mail for communications with end users as recommended by the Texas Legislature Sunset Advisory Commission Reports 2021 and 2023.

Anticipated Completion Date: August 31, 2024

STRATEGIC GOAL: Goal 5: Effective Stakeholder Communications

FUNDING SOURCE: Public Communications Budget

ATTACHMENTS: Work Order No. 5

RECOMMENDED ACTION

Consider authorizing the Acting General Manager to execute Work Order No. 5 for Professional Communications Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5m	Consider authorizing the Acting General Manager to execute a construction contract for the Harper's Landing Water Line in The Woodlands.	12/14/2023

BACKGROUND INFORMATION

Firm Name: STI Concrete, LLC, dba Trilogy

Project: Harper's Landing Water Line

Type of Services: Construction Services

Type of Agreement: Minor Construction Services Agreement
(Contract No. 23-0024-A)

Project Description:

The Village of Harper's Landing is located north of State Highway 242 and IH-45 and is provided potable water pumped from SJRA Water Plant No. 5, located on the west side of IH-45. Between the South Trade Center Parkway/Harper's Landing Boulevard intersection and SJRA Elevated Storage Tank No. 7 (EST No. 7), only one potable water line exists to deliver water to the Harper's Landing neighborhood. In the event of the need to shut off this line, Harper's Landing would have no source of potable water. A 12-inch potable water line is proposed to be installed along South Trade Center Parkway between Harper's Landing Boulevard and EST No. 7, a distance of approximately 525 linear feet. This will complete a loop to the system which will provide another source of potable water to Harper's Landing.

No. Proposals Received/Proposal Receipt Date: 4 / October 12, 2023

Highest Ranked Offeror / Proposed Cost: STI Concrete, LLC, dba Trilogy / \$238,612.00
Second Ranked Offeror / Proposed Cost: Mallard Underground Utilities, LLC / \$256,356.00
Third Ranked Offeror / Proposed Cost: D6 Construction, LLC / \$288,828.26

Engineer: SJRA Technical Services Department

Proposal Amount: \$238,612.00

Engineer's Estimate: \$253,000.00

Contract Days: 150 Days

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R Fund

ATTACHMENTS: Map, Summary, Proposal Form, Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a construction contract in an amount not to exceed \$238,612.00 with STI Concrete, LLC, dba Trilogy, for Harper's Landing Water Line in The Woodlands, and contract modifications up to the amount approved per the Purchasing Policy.

Item No.	Agenda Item	Date
5n	Consider authorizing the Acting General Manager to execute a Professional Services Agreement and Work Order No. 1 for preliminary design services for Elevated Storage Tank No. 6 in The Woodlands.	12/14/2023

BACKGROUND INFORMATION

Firm Name: Halff Associates, Inc.

Project: Elevated Storage Tank No. 6

Type of Services: Professional Services

Type of Agreement: Professional Services Work Order Agreement
(Contract No. 23-0030-A)

Project Description:

With continued growth of The Woodlands, there is a need for additional elevated storage capacity to continue to meet Texas Commission on Environmental Quality (TCEQ) requirements. Therefore, a new elevated storage tank (EST) is proposed for a site owned by SJRA bounded by Egypt Lane to the northwest, Research Forest Drive to the north, the Lauravale right-of way (road never constructed) to the east, and Alden Bridge Section 73 to the southwest. The proposed site will include a 1 MG composite elevated storage tank, a site for a future water well, a building for controls and a generator, associated on-site water and storm lines, and underground electrical. The elevated storage tank piping will connect to an existing 16-inch water line along the west side of the Lauravale right-of-way. An access driveway will need to be constructed on the Lauravale right-of-way to access the site from Research Forest Drive. Work includes labor required to perform preliminary design services for Elevated Storage Tank No. 6.

Key Deliverable(s):	Due Date(s):
Draft PER	120 calendar days after NTP
Final PER and 30% Design Drawings	155 calendar days after NTP
Type of Compensation/Amount:	Lump Sum with Not-to-Exceed/\$486,201.00 Cost Plus Multiplier with Not-to-Exceed/\$95,486.00
Total Amount:	\$581,687.00
Construction Cost:	\$8,200,000.00 (Est.)
Anticipated Completion Date:	May 20, 2024

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R Fund

ATTACHMENTS: Map, Professional Services Agreement and Work Order No. 1, Scope, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a Professional Services Agreement and Work Order No. 1 in an amount not to exceed \$581,687.00 with Halff Associates, Inc., for preliminary design services for Elevated Storage Tank No. 6 in The Woodlands.

Item No.	Agenda Item	Date
50	Consider authorizing the Acting General Manager to execute a construction contract for Siphon 7 Improvements Phase 2 in Highlands.	12/14/2023

BACKGROUND INFORMATION

Firm Name: RES Gulf Coast, LLC dba LECON, Inc.

Project: Siphon 7 Improvements Phase 2

Type of Services: Construction Services

Type of Agreement: Major Construction Services Agreement
(Contract No. 22-0036-A)

Project Description:

In 2015, the Texas Department of Transportation (TxDOT) initiated a project to widen FM 2100 from two to four lanes. This expanded the right-of-way (ROW) width on the west side where the roadway crosses the SJRA Main Canal thereby encompassing the original Siphon 7 structure. Completed in 2019, Siphon 7 Improvements Phase 1 included the removal of a portion of the original headwall structures and existing siphon pipes as well as construction of a temporary bypass system to be utilized until completion of TxDOT's improvements within the easement. During the road widening project, TxDOT's contractor removed the remaining original Siphon 7 structure within the ROW and installed two 4-ft x 8-ft concrete box culverts underneath FM 2100 for SJRA. The scope of the Siphon 7 Improvements Phase 2 project includes removal/abandonment of the temporary bypass pipes within SJRA's easement, grout filling and abandonment of the temporary bypass pipes within the TxDOT ROW, and regrading of the SJRA canal to direct flow to the newly constructed culverts.

No. Proposals Received/Proposal Receipt Date: 2 / October 20, 2023

Highest Ranked Offeror / Proposed Cost: RES Gulf Coast, LLC, dba LECON, Inc. / \$722,650.00

Second Ranked Offeror / Proposed Cost: R&T Ellis Excavating, Inc. / \$865,601.00

Engineer: Texas Water Engineering, PLLC

Proposal Amount: \$722,650.00

Engineer's Estimate: \$880,000.00

Contract Days: 150 Calendar Days

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R

ATTACHMENTS: Map, Summary, Proposal Form, Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a construction contract in the amount of \$722,650.00 with RES Gulf Coast, LLC, dba LECON, Inc., for Siphon 7 Improvements Phase 2 in Highlands, and contract modifications up to the amount approved per the Purchasing Policy.

Item No.	Agenda Item	Date
5p	Consider authorizing the Acting General Manager to execute Work Order No. 2 for Construction Inspection Services for Siphon 7 Improvements Phase 2 in Highlands.	12/14/2023

BACKGROUND INFORMATION

Firm Name: Baxter and Woodman, Inc.

Project: Siphon 7 Improvements Phase 2

Type of Services: Professional Services

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

Project Description:

The scope of the Siphon 7 Improvements Phase 2 project includes removal/abandonment of the temporary bypass pipes within SJRA's easement, grout filling and abandonment of the temporary bypass pipes within the TxDOT ROW, and regrading of the SJRA canal to direct flow to the newly constructed culverts. The SJRA Technical Services Department strives to perform the required construction inspection services on SJRA's construction projects, but due to the ongoing shortage of a SJRA construction inspector, consultant inspection services are required. This contract includes all required inspection services to augment SJRA's Technical Services Department staff for the Highlands Siphon 7 Improvements Phase 2 Project.

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

Inspection Reports Updated in Procore within 24 hours

Daily Log Maintained daily within Procore

Type of Compensation/Amount: Cost Plus Multiplier with Not-to-Exceed/\$85,038.00

Total Amount: \$85,038.00

Construction Cost: \$772,650.00 (Est.)

Anticipated Completion Date: June 8, 2024

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 Acting General Manager to execute Work Order No. 2 in an amount not to exceed \$85,038.00 with Baxter & Woodman, Inc., for Construction Inspection Services for Siphon 7 Improvements Phase 2 in Highlands.

Item No.	Agenda Item	Date
5q	Consider authorizing the Acting General Manager to execute a Professional Services Agreement and Work Order No. 1 for preliminary design services for Lake Houston Pump Station Pump and Motor Replacement Project in Highlands.	12/14/2023

BACKGROUND INFORMATION

Firm Name: Mbroh Engineering, Inc.

Project: LHPS Pump and Motor Replacement

Type of Services: Professional Services

Type of Agreement: Professional Services Work Order Agreement
(Contract No. 23-0054-A)

Project Description:

The SJRA has identified the need to replace the existing pumps and motors at the Lake Houston Pump Station (LHPS) due to them reaching the end of their expected service life. The LHPS was constructed in 1955 with three pumps and motors that are still in service today. The fourth pump and motor were installed in the 1980s. All four of the existing pumps and motors have been rehabilitated multiple times throughout their service life and the availability of parts and ability to continue to rehabilitate them is limited. The existing motors operate from a medium voltage 2,400-volt service. The SJRA desires to transition the pump station to a 480-volt service to allow for ease of maintenance on the electrical components of the pump station. The current project will consist of the preliminary design for the replacement of the four existing pumps and motors, existing overhead crane, installation of new generator, new 480-volt power distribution system, and HVAC located at the SJRA Lake Houston Pump Station. All future electrical equipment associated with the pumps will be located in the switchgear room of the Remote Operations Center (ROC), which is currently under construction. Work shall include all labor and materials required to perform preliminary design services for Lake Houston Pump Station pump and motor replacement. This project will ensure the long-term reliability of the critical pumping equipment that delivers raw water to municipal and industrial customers of the Highlands Division.

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

Draft PER 149 calendar days after NTP

Final PER and 30% Design Drawings 165 calendar days after NTP

Type of Compensation/Amount: Lump Sum with Not-to-Exceed/\$439,842.00

Total Amount: \$439,842.00

Construction Cost: \$11,500,000 (est.)

Anticipated Completion Date: May 30, 2024

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R Fund

ATTACHMENTS: Map, Professional Services Agreement and Work Order No. 1, Scope, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the Acting General Manager to execute a Professional Services Agreement and Work Order No. 1 in an amount not to exceed \$439,842.00 with Mbroh Engineering, Inc., for preliminary design services for Lake Houston Pump Station Pump and Motor Replacement Project in Highlands.

Item No.	Agenda Item	Date
6a	Consider authorizing the Acting General Manager to negotiate and execute a Project Partnership Agreement with the United States Army Corps of Engineers related to the Bear Branch Modification Project.	12/14/2023

BACKGROUND INFORMATION

In April 2022, SJRA engaged Congressman Crenshaw's office in consideration of the Bear Branch Dam Service Spillway and Soil Cement Replacement Project. The Project was submitted on behalf of SJRA and The Woodlands Water Agency (WWA) for the Environmental Infrastructure (EI) category of Community Project Funding with the United States Army Corps of Engineers (USACE).

SJRA is currently coordinating with USACE on the Project Partnership Agreement, which not only finalizes the funding agreement between SJRA and USACE but memorializes a new project partnership between the two organizations. By authorizing the Acting General Manager to negotiate and execute the Project Partnership Agreement, SJRA will be eligible to receive up to \$3,250,000 in reimbursements through federal funds from USACE for the Bear Branch Modification Project.

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: USACE and Local Match

ATTACHMENTS: Project Partnership Agreement

RECOMMENDED ACTION

Authorize the Acting General Manager to negotiate and execute a Project Partnership Agreement with the United States Army Corps of Engineers related to the Bear Branch Modification Project.

Item No.	Agenda Item	Date
6b	Consider authorizing the Acting General Manager to negotiate and execute a Professional Services Agreement and Work Order No. 1 for the Bear Branch Dam Soil Cement and Service Spillway Replacement Project in The Woodlands.	12/14/2023

BACKGROUND INFORMATION

Firm Name:	Schnabel Engineering, LLC.
Project:	Bear Branch Dam Soil Cement and Service Spillway Replacement Project (Bear Branch Modification Project)
Type of Services:	Professional Services
Type of Agreement:	Professional Services Work Order Agreement (Contract No. 23-0029-A)
Project Description:	The Bear Branch Dam and reservoir are a part of the stormwater drainage system in The Woodlands and are owned and maintained by SJRA. Bear Branch Dam was constructed in 1983, and since its construction there are certain areas of the structure that have considerable surface deterioration, erosion and are nearing the end of its service life requiring major maintenance. Both the soil cement armoring system and the service spillway/plunge pool need to be replaced. This project is identified in the Bear Branch Division 10-year project plan. With federal funding now secured for this project through the United States Army Corps of Engineers (USACE), SJRA has selected Schnabel Engineering, LLC. to design the replacement solution for the soil cement armoring system and the service spillway at the Bear Branch Dam. The Professional Services Agreement (PSA) will allow SJRA to execute multiple work orders with Schnabel from design services through construction phase services. Work Order No. 1 under this PSA will be for preliminary design services for the Bear Branch Dam Soil Cement and Service Spillway Replacement Project.
Key Deliverable(s):	Due Date(s):
Draft PER	120 calendar days after NTP
Final PER and 30% Design Drawings	170 calendar days after NTP
Type of Compensation/Amount:	Lump Sum with Not-to-Exceed/\$127,384.25 Cost Plus Multiplier with Not-to-Exceed/\$13,381.82
Total Amount:	\$140,766.07
Construction Cost:	\$4,200,000.00 (Est.)
Anticipated Completion Date:	July 5, 2024

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: USACE and Local Match

ATTACHMENTS: Map, Professional Services Agreement and Work Order No. 1, Scope, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the Acting General Manager to negotiate and execute a Professional Services Agreement and Work Order No. 1 in an amount not to exceed \$140,766.07 with Schnabel Engineering, LLC, for the Bear Branch Dam Soil Cement and Service Spillway Replacement Project in The Woodlands.