



**Board of Directors Meeting  
January 25, 2024**



**AGENDA**  
**REGULAR MEETING**  
**SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS**  
**THURSDAY, JANUARY 25, 2024 - 8:00 A.M.**  
**GENERAL AND ADMINISTRATION BUILDING - BOARDROOM**  
**1577 DAM SITE ROAD, CONROE, TEXAS 77304**

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- 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:** Aubrey Spear, 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. Operating Divisions:** Ed Shackelford, Director of Operations
  - f. Utility Enterprise:** Chris Meeks, Utility Enterprise Manager
  - g. Lake Conroe:** Bret Raley, Lake Conroe Division Manager
  - h. Highlands:** Richard Tramm, Highlands Division Manager
  - i. 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** - Special Meeting of December 14, 2023.
- b. Unaudited Financials**

Consider approval of the unaudited financials for the months of November and December, 2023.

- c. Resolution - Authorized Signatories**

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors designating the authorized signatories for all Authority financial transactions with the authorized depository banks and any other financial institutions in order to execute necessary financial transactions to conduct the Authority's financial business.

**d. Master Professional Services Agreement - Geotechnical Engineering Services**

Consider authorizing the General Manager to execute a Master Professional Services Agreement for geotechnical engineering services with Aviles Engineering Corporation for all SJRA Divisions.

**e. Master Professional Services Agreement - Geotechnical Engineering Services**

Consider authorizing the General Manager to execute a Master Professional Services Agreement for geotechnical engineering services with Geotest Engineering, Inc., for all SJRA Divisions.

**f. Master Professional Services Agreement - Geotechnical Engineering Services**

Consider authorizing the General Manager to execute a Master Professional Services Agreement for geotechnical engineering services with Ninyo & Moore Geotechnical and Environmental Sciences Consultants for all SJRA Divisions.

**g. Master Professional Services Agreement - Geotechnical Engineering Services**

Consider authorizing the General Manager to execute a Master Professional Services Agreement for geotechnical engineering services with Terracon Consultants, Inc., for all SJRA Divisions.

**h. Master Professional Services Agreement - Mechanical, Electrical, and Plumbing (MEP) Engineering Services**

Consider authorizing the General Manager to execute a Master Professional Services Agreement for mechanical, electrical, and plumbing (MEP) engineering services with KCI Technologies, Inc., for all SJRA Divisions.

**i. Master Professional Services Agreement - Mechanical, Electrical, and Plumbing (MEP) Engineering Services**

Consider authorizing the General Manager to execute a Master Professional Services Agreement for mechanical, electrical, and plumbing (MEP) engineering services with Salas O'Brien, LLC, for all SJRA Divisions.

**GRP**

**j. Work Order No. 1 - Arc Flash Study for GRP Facility**

Consider authorizing the General Manager to execute Work Order No. 1 for an updated Arc Flash Study of the GRP facility for the GRP Division.

**RAW WATER ENTERPRISE**

**k. Construction Contract - Siphons 16, 17, and 18 Erosion Repairs**

Consider authorizing the General Manager to execute a construction contract for Erosion Repairs for Siphons 16, 17, and 18 in Highlands.

**I. Construction Contract - Middle Crossing and North Reservoir Erosion Repair**

Consider authorizing the General Manager to execute a construction contract for Middle Crossing and North Reservoir Erosion Repair in Highlands.

**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, 2023.

**b. Resolution - Pension Plan Amendment**

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting the Sixth Amendment to the San Jacinto River Authority Pension Plan and related amendment to the Summary Plan Description (SPD).

**c. Resolution - 2024 Employee Handbook**

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting the 2024 Employee Handbook.

**GRP**

**d. Resolution - Amended Fiscal Year 2024 Operating Budget**

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting an amended Fiscal Year 2024 Operating Budget for the GRP Division.

**RAW WATER ENTERPRISE**

**e. Ratification of Emergency Response for the Repairs of a Portion of Highlands Canal**

Consider ratifying actions by the Acting General Manager regarding issuance of Purchase Orders or other contractual agreements related to the emergency response and repair to Siphon No. 23 canal embankment in Highlands.

**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. 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 22, 2024.

## 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 Special Meeting of December 14, 2023.	01/25/2024

**BACKGROUND INFORMATION**

**STRATEGIC GOAL:** Goal 1: Engaged Board of Directors

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Minutes

**RECOMMENDED ACTION**

Approve the minutes of the December 14, 2023, Special Meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the months of November and December, 2023.	01/25/2024

**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, 2023.

Item No.	Agenda Item	Date
5c	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors designating the authorized signatories for all Authority financial transactions with the authorized depository banks and any other financial institutions in order to execute necessary financial transactions to conduct the Authority's financial business.	01/25/2024

**BACKGROUND INFORMATION**

Some banking institutions require that a resolution be duly adopted by an entity naming certain persons to be authorized to execute documents related to financial accounts. This item will update and authorize the following eight (8) individuals to sign checks and other banking instruments on behalf of the Authority.

- |                        |                   |
|------------------------|-------------------|
| 1. Ronnie Anderson     | 6. Connie Curtis  |
| 2. Charles E. Boulware | 7. Pam J. Steiger |
| 3. Aubrey Spear        | 8. Jamye Lewis    |
| 4. Ed Shackelford      |                   |
| 5. Heather Ramsey Cook |                   |

**STRATEGIC GOAL:** Goal 6: High Performance Administration

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Banking Resolution

**RECOMMENDED ACTION**

Adopt a resolution designating the authorized signatories for all Authority financial transactions with the authorized depository banks and any other financial institutions in order to execute necessary financial transactions to conduct the Authority's financial business.



Item No.	Agenda Item	Date
5d	Consider authorizing the General Manager to execute a Master Professional Services Agreement for geotechnical engineering services with Aviles Engineering Corporation for all SJRA Divisions.	01/25/2024

### BACKGROUND INFORMATION

Firm Name: Aviles Engineering Corporation

Type of Services: Professional Geotechnical Services

Type of Agreement: Master Professional Services Agreement  
(Contract No. 24-0002-A)

#### Project Description:

Occasionally, SJRA requires professional geotechnical services to be performed for miscellaneous projects across the Authority. SJRA staff issued a Request for Qualifications for professional geotechnical services, received and evaluated fifteen (15) submittals, and selected Aviles Engineering Corporation and three other firms 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 Aviles Engineering Corporation within a three-year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring professional geotechnical services from other firms in that time period, if desired. Execution of four (4) Master Professional Services Agreements for professional geotechnical services allows SJRA staff to expeditiously contract with a highly qualified geotechnical firm that has the technical expertise and resources available to meet with 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 professional geotechnical 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: January 25, 2027

**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 Aviles Engineering Corporation for professional geotechnical engineering services for all SJRA Divisions.

Item No.	Agenda Item	Date
5e	Consider authorizing the General Manager to execute a Master Professional Services Agreement for geotechnical engineering services with Geotest Engineering, Inc., for all SJRA Divisions.	01/25/2024

**BACKGROUND INFORMATION**

Firm Name: Geotest Engineering, Inc.

Type of Services: Professional Geotechnical Services

Type of Agreement: Master Professional Services Agreement  
(Contract No. 24-0002-B)

**Project Description:**

Occasionally, SJRA requires professional geotechnical services to be performed for miscellaneous projects across the Authority. SJRA staff issued a Request for Qualifications for professional geotechnical services, received and evaluated fifteen (15) submittals, and selected Geotest Engineering, Inc. and three other firms 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 Geotest Engineering, 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 geotechnical services from other firms in that time period, if desired. Execution of four (4) Master Professional Services Agreements for professional geotechnical services allows SJRA staff to expeditiously contract with a highly qualified geotechnical firm that has the technical expertise and resources available to meet with 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 professional geotechnical 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: January 25, 2027

**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 Geotest Engineering, Inc., for professional geotechnical engineering services for all SJRA Divisions.

Item No.	Agenda Item	Date
5f	Consider authorizing the General Manager to execute a Master Professional Services Agreement for geotechnical engineering services with Ninyo & Moore Geotechnical and Environmental Sciences Consultants for all SJRA Divisions.	01/25/2024

**BACKGROUND INFORMATION**

Firm Name: Ninyo & Moore Geotechnical and Environmental Sciences Consultants

Type of Services: Professional Geotechnical Services

Type of Agreement: Master Professional Services Agreement  
(Contract No. 24-0002-C)

**Project Description:**

Occasionally, SJRA requires professional geotechnical services to be performed for miscellaneous projects across the Authority. SJRA staff issued a Request for Qualifications for professional geotechnical services, received and evaluated fifteen (15) submittals, and selected Ninyo & Moore Geotechnical and Environmental Sciences Consultants and three other firms 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 Ninyo & Moore Geotechnical and Environmental Sciences Consultants within a three-year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring professional geotechnical services from other firms in that time period, if desired. Execution of four (4) Master Professional Services Agreements for professional geotechnical services allows SJRA staff to expeditiously contract with a highly qualified geotechnical firm that has the technical expertise and resources available to meet with 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 professional geotechnical 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: January 25, 2027

**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 Ninyo & Moore Geotechnical and Environmental Sciences Consultants for professional geotechnical engineering services for all SJRA Divisions.

Item No.	Agenda Item	Date
5g	Consider authorizing the General Manager to execute a Master Professional Services Agreement for geotechnical engineering services with Terracon Consultants, Inc., for all SJRA Divisions.	01/25/2024

**BACKGROUND INFORMATION**

Firm Name: Terracon Consultants, Inc.

Type of Services: Professional Geotechnical Services

Type of Agreement: Master Professional Services Agreement  
(Contract No. 24-0002-D)

**Project Description:**

Occasionally, SJRA requires professional geotechnical services to be performed for miscellaneous projects across the Authority. SJRA staff issued a Request for Qualifications for professional geotechnical services, received and evaluated fifteen (15) submittals, and selected Terracon Consultants, Inc. and three other firms 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 Terracon Consultants, 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 geotechnical services from other firms in that time period, if desired. Execution of four (4) Master Professional Services Agreements for professional geotechnical services allows SJRA staff to expeditiously contract with a highly qualified geotechnical firm that has the technical expertise and resources available to meet with 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 professional geotechnical 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: January 25, 2027

**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 Terracon Consultants, Inc., for professional geotechnical engineering services for all SJRA Divisions.

Item No.	Agenda Item	Date
5h	Consider authorizing the General Manager to execute a Master Professional Services Agreement for mechanical, electrical, and plumbing (MEP) engineering services with KCI Technologies, Inc., for all SJRA Divisions.	01/25/2024

### BACKGROUND INFORMATION

Firm Name: KCI Technologies, Inc.

Type of Services: Professional Mechanical, Electrical, and Plumbing (MEP) Engineering Services

Type of Agreement: Master Professional Services Agreement (Contract No. 24-0003-A)

#### Project Description:

Occasionally, SJRA requires professional mechanical, electrical, and plumbing (MEP) engineering services to be performed for miscellaneous projects across the Authority. SJRA staff issued a Request for Qualifications for professional MEP engineering services, received, and evaluated five (5) submittals, and selected KCI Technologies, 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 KCI Technologies, 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 MEP engineering services from other firms in that time period, if desired. Execution of two (2) Master Professional Services Agreements for professional MEP engineering services allows SJRA staff to expeditiously contract with a highly qualified MEP firm that has the technical expertise and resources available to meet with 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 professional geotechnical 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: January 25, 2027

**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 KCI Technologies, Inc., for professional mechanical, electrical, and plumbing (MEP) engineering services for all SJRA Divisions.

Item No.	Agenda Item	Date
5i	Consider authorizing the General Manager to execute a Master Professional Services Agreement for mechanical, electrical, and plumbing (MEP) engineering services with Salas O'Brien, LLC, for all SJRA Divisions.	01/25/2024

### BACKGROUND INFORMATION

Firm Name: Salas O'Brien, LLC

Type of Services: Professional Mechanical, Electrical, and Plumbing (MEP) Engineering Services

Type of Agreement: Master Professional Services Agreement  
(Contract No. 24-0003-B)

#### Project Description:

Occasionally, SJRA requires professional mechanical, electrical, and plumbing (MEP) engineering services to be performed for miscellaneous projects across the Authority. SJRA staff issued a Request for Qualifications for professional MEP engineering services, received, and evaluated five (5) submittals, and selected Salas O'Brien, LLC 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 Salas O'Brien, 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 MEP engineering services from other firms in that time period, if desired. Execution of two (2) Master Professional Services Agreements for professional MEP engineering services allows SJRA staff to expeditiously contract with a highly qualified MEP firm that has the technical expertise and resources available to meet with 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 professional geotechnical 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: January 25, 2027

**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 Salas O'Brien, LLC, for professional mechanical, electrical, and plumbing (MEP) engineering services for all SJRA Divisions.

Item No.	Agenda Item	Date
5j	Consider authorizing the General Manager to execute Work Order No. 1 for an updated Arc Flash Study of the GRP facility for the GRP Division.	01/25/2024

**BACKGROUND INFORMATION**

Firm Name: Baird, Gilroy & Dixon, LLC

Project: GRP Arc Flash Study

Type of Services: Professional Services

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

Project Description:

Consultant will perform an over-current protection device coordination study, short-circuit study, and arc flash hazard analysis as required by the NFPA 70E Standard for Electrical Safety in the Workplace on the existing electrical equipment located at the SJRA GRP facility. This will be an update to the original Arc Flash Study conducted in 2015 and is required to be periodically updated for medium voltage facilities such as the GRP facility.

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

Draft Report May 31, 2024

Final Report July 31, 2024

Type of Compensation/Amount: Lump Sum/\$60,089.00  
Cost Plus Multiplier/\$33,843.00

Total Amount: \$93,932.00

Anticipated Completion Date: July 31, 2024

**STRATEGIC GOAL:** Goal 2: Operational Excellence

**FUNDING SOURCE:** O&M Fund

**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 \$93,932.00 with Baird, Gilroy & Dixon, LLC, for an updated Arc Flash Study of the GRP facility for the GRP Division.



Item No.	Agenda Item	Date
5k	Consider authorizing the General Manager to execute a construction contract for Erosion Repairs for Siphons 16, 17, and 18 in Highlands.	01/25/2024

**BACKGROUND INFORMATION**

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

Project: Erosion Repairs for Siphon 16, 17, and 18

Type of Services: Construction Services

Type of Agreement: Major Construction Services Agreement  
(Contract No. 23-0042-A)

**Project Description:**

Siphons 16, 17, and 18 are located in east Harris County near the intersection of Highway 90 and FM 2100 in Crosby, Texas. These siphons are a part of SJRA's Main Canal which is maintained and operated by SJRA's Highlands Division and are critical infrastructure for delivering raw water to SJRA customers. These three locations have structural and erosion issues that need to be repaired to allow Division staff to safely operate and maintain the canal structures. During annual field inspections there is continuous evidence that these Siphon locations are worsening. This construction contract will allow the erosion damage at Siphons 16, 17, and 18 to be repaired and allow parts of the associated canal levees to be regraded, reshaped, and hydromulched. Additional work under this construction contract would include, but not necessarily be limited to the following: Installation and maintenance of temporary stormwater pollution prevention, site access, stabilized construction entrances, and traffic control; Installation of temporary care of water system to continue flow to Raw Water customers; Removal and replacement of roadside culvert and swing gates at Siphon 17; Demolition of existing slope paving and flowable fill at Siphon 18; Installation of new riprap and flowable fill at each location and sheet piling at Siphon 16 and 17.

No. Proposals Received/Proposal Receipt Date: 4/ December 7, 2023  
 Highest Ranked Offeror / Proposed Cost: RES Gulf Coast, LLC dba LECON Inc. / \$1,552,342.00  
 Second Ranked Offeror / Proposed Cost: Trilogy / \$1,693,083.00

Engineer: K-Friese and Associates, Inc.

Proposal Amount: \$1,552,342.00

Engineer's Estimate: \$1,717,100.00

Contract Days: 230 Calendar Days

**STRATEGIC GOAL:** Goal 2: Operational Excellence

**FUNDING SOURCE:** R&R

**ATTACHMENTS:** Map, Summary, Attachment A (Proposal Form), Agreement

**RECOMMENDED ACTION**

Authorize the General Manager to execute a construction contract in the amount of \$1,552,342.00 with RES Gulf Coast, LLC dba LECON, Inc., for Erosion Repairs for Siphons 16, 17, and 18 in Highlands, and contract modifications up to the amount approved per the Purchasing Policy.



Item No.	Agenda Item	Date
5I	Consider authorizing the General Manager to execute a construction contract for Middle Crossing and North Reservoir Erosion Repair in Highlands.	01/25/2024

### BACKGROUND INFORMATION

Firm Name:	JBRI Construction Services, LLC
Project:	Middle Crossing and North Reservoir Erosion Repair
Type of Services:	Construction Services
Type of Agreement:	Major Construction Services Agreement (Contract No. 23-0043-A)

#### Project Description:

The Highlands Reservoir Middle Crossing and North Reservoir Control Structure areas have shown worsened and escalated erosion based on observations from annual field investigations, the erosion issues have now become an operational issue and safety concern and need to be addressed quickly. The scope of the Middle Crossing and North Reservoir Erosion Repair project includes installation and maintenance of site access, stabilized construction entrances and traffic control for both locations. At the Middle Crossing, Contractor will remove and dispose of the 30" diameter existing pipe and replace with one (1) 48" HOBAS pipe, complete with cast-in-place headwalls, wingwalls, aprons, steel railings, riprap, stainless steel slide gate, two (2) staff gauges, and a 30' wide crushed concrete driveway. At the North Reservoir, Contractor will remove and dispose of existing 24" diameter pipe, replace the pipe with one (1) 24" HOBAS pipe, complete with cast-in-place headwalls, wingwalls, aprons, steel railings, riprap, stainless steel slide gate. These improvements will provide adequate access across the structures for operation and maintenance activities and provide for reliable operation of the canal system.

No. Proposals Received/Proposal Receipt Date:	4/ October 26, 2023
Highest Ranked Offeror / Proposed Cost:	JBRI Construction Services, LLC. / \$524,559.00
Second Ranked Offeror / Proposed Cost:	R&T Ellis Excavating, Inc. / \$567,213.00

Engineer:	Cobb, Fendley & Associates, Inc.
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Proposal Amount:	\$524,559.00
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Engineer's Estimate:	\$469,145.00
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Contract Days:	130 Calendar Days
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**STRATEGIC GOAL:** Goal 2: Operational Excellence

**FUNDING SOURCE:** R&R

**ATTACHMENTS:** Map, Summary, Attachment A (Proposal Form), Agreement

### RECOMMENDED ACTION

Authorize the General Manager to execute a construction contract in the amount of \$524,559.00 with JBRI Construction Services, LLC, for Middle Crossing and North Reservoir Erosion Repair in Highlands, and contract modifications up to the amount approved per the Purchasing Policy.

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, 2023.	01/25/2024

**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 12, 2024, 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, 2023” and the attached “San Jacinto River Authority Federal Single Audit Report for the Fiscal Year Ended August 31, 2023.”

**STRATEGIC GOAL:** Goal 2: Operational Excellence

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** To be provided under separate cover.

**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, 2023.

Item No.	Agenda Item	Date
6b	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting the Sixth Amendment to the San Jacinto River Authority Pension Plan and related amendment to the Summary Plan Description (SPD).	01/25/2024

#### BACKGROUND INFORMATION

The Board of Directors of the Authority established a defined benefit plan (the “Pension Plan”) effective November 1, 1970 (As Amended and Restated Effective November 1, 2013). The plan provides retirement benefits to vested employees upon normal retirement at age 65 and in some cases early retirement at a minimum age of 55 with at least 10 qualifying years of service. The Pension Plan is only available to employees hired before August 1, 2016, with employees hired after that date eligible for a separate retirement benefit. The Pension Plan’s overall goal is to pay benefits as described by the plan document in such a way that the cost and risk are manageable to the Authority. The specific changes to the proposed Sixth Amendment are outlined below and in the attached document.

**Reason for Amendment:** To encourage movement of San Jacinto River Authority pension participants out of Pension for the following reasons:

- *To eliminate significant undefined cost and risk to Authority.*
- *To move to a retirement environment that is better recognized and understood by employee and candidate population.*
- *To allow employees to see their plans grow in a way that is not available for a defined benefit pension plan.*

**Recommendation 1:** Increase the lump sum options for participants terminating, retiring, or termed vested.

- *Continue to actively move participants out of the pension.*
- *Allows more portability for departing employees to roll retirement savings over to other employers or an IRA and continue to invest and grow the dollars.*

**Recommendation 2:** Annual In-Service amendment that allows 401(a) / 457(b) Transfer.

- *Adds participant options for those over age 59.5 (IRS limiter)*
- *More favorable paired with an unlimited lump sum (Recommendation 1).*
- *Allows employees over 59.5 to receive either their pension annuity or pension lump sum while also continuing to work for SJRA.*
- *Can roll over lump sum to IRA or other qualified plan, for tax purposes (including SJRA 401a / 457b plan).*
- *Employees then become eligible to contribute and accrue in the 401(a) / 457(b) plan.*
- *The SJRA has the option to sell annuities to insurance companies in the future in the event that enough active participants leave the plan.*

**Recommendation 3:** Create a Rule of 85 that would allow participants who are highly tenured with a combination of years of service and age totaling 85 to take unreduced pension payments at early retirement.

- *Many other governmental entities that our employees are familiar with, have similar rules.*
- *May incentivize some employees, in the prime of their careers, to continue their employment with the Authority until they reach the eligibility for unreduced retirement.*
- *Cost of medical insurance, below Medicare age, will still encourage most employees to avoid this option unless it is necessary.*

**Recommendation 4:** Update the minimum distribution age to age 72 or 73 based on dates of birth.

- *IRS update*

The Finance Committee met on January 12, 2024, and recommended approval of the proposed amendments.

**STRATEGIC GOAL:** Goal 4: Skilled, Engaged, and Valued Workforce

**FUNDING SOURCE:** N/A

<b>ATTACHMENTS:</b> Resolution and Sixth Amendment to SJRA Pension Plan
<b>RECOMMENDED ACTION</b>
Adopt a resolution of the San Jacinto River Authority Board of Directors adopting the Sixth Amendment to the San Jacinto River Authority Pension Plan and related amendment to the Summary Plan Description (SPD).

Item No.	Agenda Item	Date
6c	Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority Board of Directors adopting the 2024 Employee Handbook.	01/25/2024

**BACKGROUND INFORMATION**

The San Jacinto River Authority provides an Employee Handbook to all employees as a reference guide governing employment. Employment law best practices recommends periodic review and updates of employee handbooks. The Employee Handbook was last fully updated on April 27, 2017, amended on May 23, 2019, May 28, 2020, and February 24, 2022.

After a complete review, changes in employment law and best practices, updating of the tuition reimbursement and relocation policies, and updates to employee benefits accrual methods to align with Payroll and HRIS System capabilities, have all been combined to make this proposed handbook update significant. A list of changes of substance is attached.

**STRATEGIC GOAL:** Goal 4: Skilled, Engaged, and Valued Workforce

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Resolution, Highlights of Changes to Employee Handbook, and 2024 SJRA Employee Handbook redline and clean version.

**RECOMMENDED ACTION**

Adopt a resolution of the of the San Jacinto River Authority Board of Directors adopting the 2024 Employee Handbook.

Item No.	Agenda Item	Date
6d	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting an amended Fiscal Year 2024 Operating Budget for the GRP Division.	01/25/2024

**BACKGROUND INFORMATION**

This budget amendment funding is needed for Membrane Study at GRP Plant.

The membranes at GRP have a 12-15 year lifespan. Based on bi-annual autopsy results, the membranes will need to be replaced in Calendar Year 2025 or early 2026. Prior to replacing the membranes with in-kind membranes, the GRP Division recommends conducting a study to determine: 1) most cost-effective membrane replacement strategy (type, vendors, etc.), 2) any operational efficiencies gained by replacing the membranes, 3) replacement phasing sequence. In addition to replacing the membranes, the selected consultant will verify the surface water treatment plants unit process capacities and identify any bottlenecks that restrict the output from the facility and coordinate with regulatory agencies as needed. The funding is proposed to come from the General Fund cash.

	Current FY2024 Budget	Proposed Amendment	Proposed Amended FY2024 Budget
Professional Services	\$ 435,000	+\$300,000	\$735,000

**STRATEGIC GOAL:** Goal 6: High Performance Administration

**FUNDING SOURCE:** GRP General Fund

**ATTACHMENTS:** Resolution

**RECOMMENDED ACTION**

Approve a resolution of the San Jacinto River Authority Board of Directors adopting an amended Fiscal Year 2024 Operating Budget for the GRP Division.

Item No.	Agenda Item	Date
6e	Consider ratifying actions by the Acting General Manager regarding issuance of Purchase Orders or other contractual agreements related to the emergency response and repair to Siphon No. 23 canal embankment in Highlands.	01/25/2024

**BACKGROUND INFORMATION**

Leaking from the levee of the main canal was discovered while staff investigated the source of water found outside and adjacent to the main canal near Siphon 23. Staff investigations revealed multiple leaks along approximately 350 feet of the levee. Highlands Operations and Maintenance staff have taken action to direct the water from the leaks away from neighboring property and into the existing drainage systems for the area.

Operations of the canal were also adjusted to minimize the leaking of water from the canal. The leaks are exiting the levee near the base of the exterior of the levee berm. The repairs will require the excavation of the levee vertically and horizontally beyond the areas affected by the leak for the levee to be properly repaired and restored. The installation of the coffer dams and 400 linear feet of 60-inch diameter pipe will allow the Division to maintain an appropriate level of operational flow through the main canal during the period of the repair work.

The costs shown below are estimates based upon on-site observations of the affected area by the contractor, the actual quantities may vary once the full extent of the work needed is able to be seen upon excavation. Charges for any changes in quantities actually used that deviate from the estimates will be as specified by the Stand-By (On-Call) Services Contract #23-0048A for Repair of Embankments and Grades.

1. Mobilization	\$20,291.00
2. Installation of stabilized construction access:	\$2,000.00
3. Excavation and onsite stockpiling of existing excavated material:	\$51,562.00
4. Provide and place fill from offsite borrow, compact in place:	\$103,124.00
5. Hydro-mulch:	\$400.05
6. Construction Materials Testing services:	\$5,000.00
7. Installation/removal of two coffer dams and 400 LF of pipe:	\$48,490.00
8. Required bonding:	\$6,967.00
<b>Estimated Total:</b>	<b>\$237,834.05</b>

**STRATEGIC GOAL:** Goal 2: Operational Excellence

**FUNDING SOURCE:** Highlands Emergency Reserves

**ATTACHMENTS:** Emergency Declaration

**RECOMMENDED ACTION**

Ratify actions by the Acting General Manager regarding issuance of Purchase Orders or other contractual agreements related to the emergency response and repair of a portion of Highlands Canal near Siphon No. 23.