



**Board of Directors Meeting
February 22, 2024**



**AGENDA
REGULAR MEETING
SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, FEBRUARY 22, 2024 - 8:00 A.M.
GENERAL AND ADMINISTRATION BUILDING - BOARDROOM
1577 DAM SITE ROAD, CONROE, TEXAS 77304**

- 1. CALL TO ORDER**
- 2. CEREMONIAL ITEMS**
 - a. Invocation**
 - b. Pledges of Allegiance**
 - c. Receipt of Accommodation, Awards, and Honoraria**
- 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** - Regular Meeting of January 25, 2024.
- b. Unaudited Financials**

Consider approval of the unaudited financials for the month of January, 2024.

- c. Resolution - List of Qualified Brokers**

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting list of qualified brokers authorized to engage in investment transactions with the Authority.

d. Master Professional Services Agreement - SCADA/I&C Support Services

Consider authorizing the General Manager to execute a Master Professional Services Agreement with Concentric Integration, LLC, for SCADA/I&C Support Services for all SJRA Divisions.

e. Master Professional Services Agreement - SCADA/I&C Support Services

Consider authorizing the General Manager to execute a Master Professional Services Agreement with Signature Automation, LLC, for SCADA/I&C Support Services for all SJRA Divisions.

WOODLANDS

f. Construction Contract - Wastewater Treatment Facility No. 2 Storage Building No. 2

Consider authorizing the General Manager to execute a construction contract with MBCM Management, Inc., for Wastewater Treatment Facility No. 2 Storage Building No. 2 in The Woodlands.

g. Professional Services Agreement and Work Order No. 1 - Lift Station No. 1 Gravity Main Bypass and Decommissioning

Consider authorizing the General Manager to execute a Professional Services Agreement and Work Order No. 1 with Baxter & Woodman, Inc., for final design services and procurement services for Lift Station No. 1 Gravity Main Bypass and Decommissioning in The Woodlands.

GRP

h. Construction Contract - GRP Maintenance Shop Crane Installation

Consider authorizing the General Manager to execute a construction contract with ProservCrane Group for the GRP Maintenance Shop Crane Installation Project for the GRP Division.

RAW WATER ENTERPRISE

i. Resolution - Revised Water Conservation Plans for the Lake Conroe Division and Highlands Division

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting revised Water Conservation Plans for the Lake Conroe Division and Highlands Division; authorizing the General Manager to implement such revised Plans; repealing and rescinding prior Plans for the Lake Conroe Division and Highlands Division; and containing other provisions related thereto.

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

G&A

a. Construction Contract - General and Administration Building HVAC System Replacement

Consider authorizing the General Manager to execute a construction contract with ACIS, Inc., for the General and Administration Building HVAC System Replacement Project for the General and

Administration Division.

WOODLANDS

b. Professional Services Agreement and Work Order No. 1 - Wastewater Owner's Advisor Services

Consider authorizing the General Manager to execute a Professional Services Agreement and Work Order No. 1 with Carollo Engineers, Inc., for wastewater owner's advisor services in The Woodlands.

c. Resolution - Chief Administrative Official

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors designating a Chief Administrative Official for land and property acquisition.

d. Resolution - Woodlands Water Reclamation Facility No. 1

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors declaring the existence of a public necessity for the construction of new wastewater treatment facilities in The Woodlands and authorizing the acquisition of property and property interests for such facilities.

e. Work Order No. 1 - Water Reclamation Facility No. 1 Land Acquisition Services

Consider authorizing the General Manager to execute Work Order No. 1 with Property Acquisition Services (PAS), LLC, for land acquisition services for Water Reclamation Facility No. 1 in The Woodlands.

f. Work Order No. 2 - Water Reclamation Facility No. 1 Land Acquisition Services

Consider authorizing the General Manager to execute Work Order No. 2 with Gratia Geomatics, LLC, for professional surveying services for Water Reclamation Facility No. 1 land acquisition in The Woodlands.

g. Resolution - Woodlands Town Center Water Line

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors declaring the existence of a public necessity for the construction of facilities for the transportation, distribution, and delivery of water in the vicinity of The Woodlands Town Center, including reasonable and necessary appurtenances thereto, and authorizing the acquisition, by donation, purchase, or exercise of the power of eminent domain, of property and property interests, including permanent and temporary easements, necessary for such facilities.

RAW WATER ENTERPRISE

h. Professional Legal Services

Consider authorizing the General Manager to authorize additional expenditures with Lloyd Gosselink Rochelle & Townsend, P.C., for professional legal services related to certain water rights matters.

7. BRIEFINGS AND PRESENTATIONS

- a. Presentation of Annual Energy Report for period September 1, 2022, through August 31, 2023.

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), 551.076 (Security Devices), or 551.089 (Security Devices or Security Audits) 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;
 - 2. Litigation and other litigation related to GRP.
- c. Deliberation regarding security devices or security audits, pursuant to Texas Government Code, Section 551.089 regarding:
 - 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 - March 28, 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 meeting of January 25, 2024.	02/22/2024

BACKGROUND INFORMATION

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the January 25, 2024, Board of Directors meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the month of January, 2024.	02/22/2024

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 month of February, 2024.

Item No.	Agenda Item	Date
5c	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting list of qualified brokers authorized to engage in investment transactions with the Authority.	02/22/2024

BACKGROUND INFORMATION

The Public Funds Investment Act requires that the Board of Directors of the Authority adopt a specific list of qualified brokers with whom the Authority is authorized to engage in investment transactions. The list of qualified brokers must be reviewed no less than annually.

The Board of Directors last adopted a list of qualified brokers on February 23, 2023. Authority staff, management, and consultants have reviewed the current list and proposed revisions for adoption by the Board of Directors.

It is recommended that the Board adopt the proposed list of qualified brokers by and through adoption of the proposed resolution.

STRATEGIC GOAL: Goal 6: High Performance Administration

FUNDING SOURCE: N/A

ATTACHMENTS: Proposed Resolution and List of Qualified Brokers

RECOMMENDED ACTION

Adopt a resolution adopting list of qualified brokers authorized to engage in investment transactions with the Authority.

Item No.	Agenda Item	Date
5d	Consider authorizing the General Manager to execute a Master Professional Services Agreement with Concentric Integration, LLC, for SCADA/I&C Support Services for all SJRA Divisions.	02/22/2024

BACKGROUND INFORMATION

Firm Name: Concentric Integration, LLC

Type of Services: SCADA/I&C Support Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 24-0010-A)

Project Description:

Occasionally, SJRA requires professional SCADA/Instrumentation and Controls (I&C) services to be performed for miscellaneous projects and efforts across the Authority. SJRA staff issued a Request for Qualifications for SCADA/I&C Support Services, received and evaluated six (6) submittals, and selected Concentric Integration, 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 Concentric Integration, LLC, within a three-year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring SCADA/I&C support services from other firms in that time period, if desired. Execution of two (2) Master Professional Services Agreements for SCADA/I&C support services allows SJRA staff to expeditiously contract with a highly qualified consulting firm that has the technical expertise and resources available to meet the needs of the SJRA on concurrent projects or efforts. Subsequent project/effort-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/effort-specific Work Order will provide for all labor, expenses, and materials required to perform SCADA/I&C support services for each specific project or effort. 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: February 22, 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 Concentric Integration, LLC, for SCADA/I&C Support Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5e	Consider authorizing the General Manager to execute a Master Professional Services Agreement with Signature Automation, LLC, for SCADA/I&C Support Services for all SJRA Divisions.	02/22/2024

BACKGROUND INFORMATION

Firm Name: Signature Automation, LLC

Type of Services: SCADA/I&C Support Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 24-0010-B)

Project Description:

Occasionally, SJRA requires professional SCADA/Instrumentation and Controls (I&C) services to be performed for miscellaneous projects and efforts across the Authority. SJRA staff issued a Request for Qualifications for SCADA/I&C Support Services, received and evaluated six (6) submittals, and selected Signature Automation, 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 Signature Automation, LLC, within a three-year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring SCADA/I&C support services from other firms in that time period, if desired. Execution of two (2) Master Professional Services Agreements for SCADA/I&C support services allows SJRA staff to expeditiously contract with a highly qualified consulting firm that has the technical expertise and resources available to meet the needs of the SJRA on concurrent projects or efforts. Subsequent project/effort-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/effort-specific Work Order will provide for all labor, expenses, and materials required to perform SCADA/I&C support services for each specific project or effort. 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: February 22, 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 Signature Automation, LLC, for SCADA/I&C Support Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5f	Consider authorizing the General Manager to execute a construction contract with MBCM Management, Inc., for Wastewater Treatment Facility No. 2 Storage Building No. 2 in The Woodlands.	02/22/2024
BACKGROUND INFORMATION		
<p>Firm Name: MBCM Management, Inc.</p> <p>Project: Wastewater Treatment Facility No. 2 Storage Building 2</p> <p>Type of Services: Construction Services</p> <p>Type of Agreement: Major Construction Services Agreement (Contract No. 23-0010-A)</p> <p>Project Description:</p> <p>The SJRA Woodlands Division maintains a supply of equipment, repair materials, and stock for utility repairs such as repairs to pipelines and manholes. Currently, the equipment and material is housed at multiple locations at the Wastewater Treatment Facility No. 1 site. Some of the materials, due to size, are stored outside which reduces the lifespan of the materials due to composition breakdown with UV exposure. Equipment and rolling stock is also stored outside in the elements, reducing its service life. This construction contract will allow for the construction of a 30-ft x 60-ft metal storage building with a 30-ft x 40-ft open air extension at Wastewater Treatment Facility No. 2 to provide sheltered storage at a single location for the equipment, repair materials, and stock, extending their longevity.</p> <p>No. Proposals Received/Proposal Receipt Date: 3 / January 9, 2024</p> <p>Highest Ranked Offeror / Proposed Cost: MBCM Management, Inc. / \$460,740.00 Second Ranked Offeror / Proposed Cost: Noble Building & Development, LLC / \$598,000.00 Third Ranked Offeror / Proposed Cost: Landmark Structural Builders, LLC / \$557,348.00</p> <p>Engineer: SJRA Technical Services Department</p> <p>Proposal Amount: \$460,740.00</p> <p>Engineer's Estimate: \$460,000.00</p> <p>Contract Days: 210 Days</p>		
STRATEGIC GOAL: Goal 2: Operational Excellence		
FUNDING SOURCE: R&R Fund		
ATTACHMENTS: Map, Summary, Proposal Form, Agreement		
RECOMMENDED ACTION		
<p>Authorize the General Manager to execute a construction contract in an amount not to exceed \$460,740.00 with MBCM Management, Inc., for Wastewater Treatment Facility No. 2 Storage Building No. 2 in The Woodlands, and contract modifications up to the amount approved per the Purchasing Policy.</p>		

Item No.	Agenda Item	Date
5g	Consider authorizing the General Manager to execute a Professional Services Agreement and Work Order No. 1 with Baxter & Woodman, Inc., for final design and procurement services for Lift Station No. 1 Gravity Main Bypass and Decommissioning in The Woodlands.	02/22/2024
BACKGROUND INFORMATION		
<div><div>Firm Name:</div><div>Baxter & Woodman, Inc.</div></div> <div><div>Project:</div><div>Lift Station No. 1 Gravity Main Bypass and Decommissioning</div></div> <div><div>Type of Services:</div><div>Professional Services</div></div> <div><div>Type of Agreement:</div><div>Professional Services Work Order Agreement (Contract No. 23-0066-A)</div></div> <div><div>Project Description:</div><div>Lift Station No. 1 and its associated force main were built in 1974 and have been deteriorating due to continuous exposure to wastewater. Due to this exposure the force main needs significant rehabilitation or replacement. A study was performed to explore the feasibility to divert flows from Lift Station No. 1 by gravity to the 42-inch gravity sanitary sewer line shown on the attached map. The study results indicated that it was possible to divert the flows via gravity allowing the abandonment of the lift station and force main. This abandonment would reduce operation and maintenance costs as well as remove aging infrastructure from the wastewater system. Work Order No. 1 includes Final Design and Procurement Assistance of a proposed 18-inch gravity main from the existing Lift Station No. 1 influent line to the tie-in point at the existing 42-inch gravity main at the intersection of Woodlands Parkway and Lake Front Circle.</div></div> <div><div>Key Deliverable(s):</div><div>Due Date(s):</div></div> <div><div>60% Final Design Documents</div><div>90 calendar days after NTP</div></div> <div><div>90% Final Design Documents</div><div>180 calendar days after NTP</div></div> <div><div>Final Design Proposal Documents</div><div>240 calendar days after NTP</div></div> <div><div>Type of Compensation/Amount:</div><div>Lump Sum with Not-to-Exceed/\$113,385.00 Cost Plus Multiplier with Not-to-Exceed/\$31,778.00</div></div> <div><div>Total Amount:</div><div>\$145,163.00</div></div> <div><div>Construction Cost:</div><div>\$1,250,000.00 (Est.)</div></div> <div><div>Anticipated Completion Date:</div><div>January 19, 2025</div></div>		
STRATEGIC GOAL: Goal 2: Operational Excellence		
FUNDING SOURCE: R&R Fund		
ATTACHMENTS: Map, Professional Services Agreement, Work Order No. 1, Scope, Level of Effort, Schedule		
RECOMMENDED ACTION		
Authorize the General Manager to execute a Professional Services Agreement and Work Order No. 1 in an amount not to exceed \$145,163.00 with Baxter & Woodman, Inc., for final design and procurement services for Lift Station No. 1 Gravity Main Bypass and Decommissioning in The Woodlands.		

Item No.	Agenda Item	Date
5h	Consider authorizing the General Manager to execute a construction contract with ProservCrane Group for the GRP Maintenance Shop Crane Installation Project for the GRP Division.	02/22/2024
BACKGROUND INFORMATION		
<p>Firm Name: ProservCrane Group</p> <p>Project: GRP Maintenance Shop Crane Installation</p> <p>Type of Services: Construction Services</p> <p>Type of Agreement: Minor Construction Services Agreement (Contract No. 24-0014-A)</p> <p>Project Description:</p> <p>The GRP Division has identified a need to obtain a bridge crane in the maintenance shop to facilitate current and future repairs of larger equipment in-house in a safe manner. A backhoe is currently used to raise and lower equipment, which can be unsafe. The purpose of this project is to install a top running 5-ton single girder crane with a sixty-five (65) foot span in the San Jacinto River Authority GRP maintenance shop. A Ductowire 110-amp Collector and 30-pound crane rail for the one hundred twenty-five (125) foot runway length will also be installed. The contractor will be responsible for leveling and shimming the existing runway beams in the maintenance shop and verifying all field measurements to ensure the crane will fit.</p> <p>No. Proposals Received/Proposal Receipt Date: 4 / February 1, 2024</p> <p>Highest Ranked Offeror / Proposed Cost: ProservCrane Group / \$76,398.00 Second Ranked Offeror / Proposed Cost: Crane1 / \$77,724.00 Third Ranked Offeror / Proposed Cost: Houston Crane / \$83,377.50 Fourth Ranked Offeror/ Proposed Cost: All Crane / \$90,950.00</p> <p>Engineer: SJRA Technical Services Department</p> <p>Proposal Amount: \$76,398.00</p> <p>Budget: \$100,000.00</p> <p>Contract Days: 128 calendar days</p>		
STRATEGIC GOAL: Goal 2: Operational Excellence		
FUNDING SOURCE: GRP O&M		
ATTACHMENTS: Map, Summary, Proposal Form, Agreement		
RECOMMENDED ACTION		
<p>Authorize the General Manager to execute a construction contract in the amount of \$76,398.00 with ProservCrane Group for the GRP Maintenance Shop Crane Installation Project for the GRP Division, and contract modifications up to the amount approved per the Purchasing Policy.</p>		

Item No.	Agenda Item	Date
5i	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting revised Water Conservation Plans for the Lake Conroe Division and Highlands Division; authorizing the General Manager to implement such revised Plans; repealing and rescinding prior Plans for the Lake Conroe Division and Highlands Division; and containing other provisions related thereto.	02/22/2024

BACKGROUND INFORMATION

In May 2023, the SJRA Board of Directors authorized the General Manager to file an application for a water right with the Texas Commission on Environmental Quality (“TCEQ”). Each new or additional water right application must include a water conservation plan which evaluates conservation and any other feasible alternatives to the requested water right authorization pursuant to 30 Tex. Admin. Code § 288.7.

In July 2023, the Board of Directors adopted a resolution revising the Lake Conroe and Highlands Division Water Conservation Plans (“Plan”) to comply with this requirement. Revisions to the Plan were limited to Section 3.2.3.

The revised Plan was submitted to the TCEQ and the TCEQ identified additional information needed. SJRA has again revised the Plan to comply with TCEQ’s requirements. These additional revisions are contained within a new supplemental document attached to each plan as Appendix D (“Supplement to San Jacinto River Authority Lake Conroe and Highlands Division Water Conservation Plans To Address TAC § 288.7”).

We request the Board adopt the TCEQ requested revisions. Upon adoption by the Board, the resolution and a transmittal letter to the Region H Water Planning Group will be added to the Plan, and the Plan will be distributed to appropriate entities. These revisions do not take the place of Plan updates scheduled for later in 2024 in accordance with TCEQ requirements.

STRATEGIC GOAL: Goal 3: Water Resource Leadership

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution, Revised Lake Conroe Division Water Conservation Plan, Revised Highlands Division Water Conservation Plan

RECOMMENDED ACTION

Adopt a resolution of the San Jacinto River Authority Board of Directors adopting revised Water Conservation Plans for the Lake Conroe Division and Highlands Division; authorizing the General Manager to implement such revised Plans; repealing and rescinding prior Plans for the Lake Conroe Division and Highlands Division; and containing other provisions related thereto.

Item No.	Agenda Item	Date
6a	Consider authorizing the General Manager to execute a construction contract with ACIS, Inc., for the General and Administration Building HVAC System Replacement Project for the General and Administration Division.	02/22/2024
BACKGROUND INFORMATION		
<p>Firm Name: ACIS, Inc.</p> <p>Project: G&A Building HVAC System Replacement</p> <p>Type of Services: Construction Services</p> <p>Type of Agreement: Major Construction Services Agreement (Contract No. 23-0019-A)</p> <p>Project Description: The General and Administration Building (G&A) houses the primary data center for the SJRA. The critical equipment within the data center requires a standalone cooling system to maintain adequate temperatures for operation. The existing units have undergone numerous repairs and have not been reliably meeting the cooling requirements of the data center. At times portable temporary cooling units have been utilized to meet the cooling requirements. This project consists of the removal and replacement of the existing HVAC system that serves the data center including roof top units and all associated components throughout the building to the data center. In addition to the data center HVAC, this project will also address the building's failed outside air handling units. The rooftop air condenser units and associated air handling units and ductwork within the building will be replaced with this project, which will improve the operations of the overall HVAC system within the building. This project was publicly advertised as a competitive sealed proposal which resulted in SJRA receiving no proposals. SJRA then utilized purchasing cooperatives to obtain the two (2) proposals for this project.</p> <p>No. Proposals Received/Proposal Receipt Date: 2 / February 6, 2024</p> <p>Highest Ranked Offeror / Proposed Cost: ACIS, Inc. / \$737,707.51 Second Ranked Offeror / Proposed Cost: IC Mechanical, LLC / \$711,140.00</p> <p>Engineer: Johnston, LLC</p> <p>Total Proposal Amount: \$356,834.63 (Data Center) \$380,872.88 (Outside Air System) \$737,707.51</p> <p>Engineer's Estimate: \$1,170,000.00 (Data Center Only)</p> <p>Contract Days: 180 Calendar Days</p>		
STRATEGIC GOAL: Goal 2: Operational Excellence		
FUNDING SOURCE: R&R		
ATTACHMENTS: Map, Proposal Form, Agreement		
RECOMMENDED ACTION		
<p>Authorize the General Manager to execute a construction contract in an amount not to exceed \$737,707.51 with ACIS, Inc., for the General and Administration Building HVAC System Replacement Project for the General and Administrative Division, and contract modifications up to the amount approved per the Purchasing Policy.</p>		

Item No.	Agenda Item	Date
6b	Consider authorizing the General Manager to execute a Professional Services Agreement and Work Order No. 1 with Carollo Engineers, Inc., for wastewater owner's advisor services in The Woodlands.	02/22/2024

BACKGROUND INFORMATION

Firm Name: Carollo Engineers, Inc.

Project: Wastewater Owner Advisor Services

Type of Services: Professional Services

Type of Agreement: Professional Services Agreement
(Contract No. 24-0008-A)

Project Description:

The Woodlands Division of the San Jacinto River Authority (SJRA) is planning a project to ultimately construct a new Water Reclamation Facility (WRF) to replace existing Wastewater Treatment Facility (WWTF) No. 1. The current proposed average annual daily flow capacity for the new facility is 7.0 million gallons per day (MGD) with a wet weather peak flow of 18 MGD. The facility will be based around a Membrane Bioreactor (MBR) treatment process. SJRA has identified a need to have professional owner advisor services to assist in the successful delivery of the project. Consulting experts that have experience in the management of large projects/programs, alternative project delivery, MBR technology, funding and contracting professionals, and other various technical wastewater treatment professionals make up the owner advisor's team. Work Order No. 1 includes project management and controls activities, an evaluation of delivery methods and recommended path forward, procurement support, and the development of design standards. The decisions and recommendations resulting from this work order will be followed by subsequent work orders to support the project during future design, construction, and start-up phases.

Key Deliverable(s):	Due Date(s):
Final Project Management Plan	April 11, 2024
Final Project Communications Plan	May 16, 2024
Final Project Delivery Report	May 17, 2024
Designer Request for Qualifications	June 18, 2024
Contractor Procurement Package	August 29, 2024

Type of Compensation/Amount: Lump Sum/\$413,258.00
Cost Plus Multiplier with Not-to-Exceed/\$120,838.00

Total Amount: \$534,096.00

Anticipated Completion Date: December 31, 2024

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R

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

RECOMMENDED ACTION

Authorize the General Manager to execute a Professional Services Agreement and Work Order No. 1 in an amount not to exceed \$534,096.00 with Carollo Engineers, Inc., for wastewater owner's advisor services in The Woodlands.

Item No.	Agenda Item	Date
6c	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors designating a Chief Administrative Official for land and property acquisition.	02/22/2024

BACKGROUND INFORMATION

This resolution designates a Chief Administrative Official for land and property acquisition and assigns to such official responsibility for supervising, directing, and authorizing the management of the Authority's properties, rights-of-way, easements, and other property interests and the acquisition of additional properties, rights-of-way, easements, and other property interests, whether by donation, purchase, or exercise of the power of eminent domain.

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution

RECOMMENDED ACTION

Consideration of and potential action on a resolution designating a Chief Administrative Official for land and property acquisition.

Item No.	Agenda Item	Date
6d	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors declaring the existence of a public necessity for the construction of new wastewater treatment facilities in The Woodlands and authorizing the acquisition of property and property interests necessary for such facilities.	02/22/2024
BACKGROUND INFORMATION		
<p>This resolution authorizes and directs the Authority's Chief Administrative Official, with the assistance of and in consultation with the Authority's consultants and attorneys, to take certain actions with respect to the design and development of the facilities and the acquisition of the property interests for the construction and operation of a new wastewater treatment facility adjacent to Wastewater Treatment Facility No. 1.</p>		
STRATEGIC GOAL: Goal 2: Operational Excellence		
FUNDING SOURCE: N/A		
ATTACHMENTS: Resolution		
RECOMMENDED ACTION		
<p>Adopt the proposed resolution authorizing the acquisition of properties and property interests, including but not limited to fee simple interests, for the construction and operation of new wastewater treatment facilities adjacent to Water Reclamation Facility No. 1.</p>		

Item No.	Agenda Item	Date
6e	Consider authorizing the General Manager to execute Work Order No. 1 with Property Acquisition Services (PAS), LLC, for land acquisition services for Water Reclamation Facility No. 1 in The Woodlands.	02/22/2024

BACKGROUND INFORMATION

Firm Name: Property Acquisition Services (PAS), LLC

Project: Woodlands Land Acquisition

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0038-A)

Project Description:

Property Acquisition Services (PAS), LLC, will provide professional land acquisition consulting services to assist the San Jacinto River Authority (SJRA) in the acquisition of land rights by fee title for parcels for the construction of The Woodlands Water Reclamation Facility No. 1 Project.

Key Deliverable(s): Due Date(s):
Parcel Acquisition Documentation January 10, 2025

Type of Compensation/Amount: Cost Plus Multiplier with Not-to-Exceed/\$215,500.00

Total Amount: \$215,500.00

Anticipated Completion Date: January 10, 2025

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R

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

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 1 in an amount not to exceed \$215,500.00 with Property Acquisition Services (PAS), LLC, for land acquisition services for Water Reclamation Facility No. 1 in The Woodlands.

Item No.	Agenda Item	Date
6f	Consider authorizing the General Manager to execute Work Order No. 2 with Gratia Geomatics, LLC, for professional surveying services for Water Reclamation Facility No. 1 land acquisition in The Woodlands.	02/22/2024

BACKGROUND INFORMATION

Firm Name: Gratia Geomatics, LLC

Project: Woodlands Land Acquisition

Type of Services: Professional Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 23-0035-B)

Project Description:

Gratia Geomatics, LLC, will provide professional surveying services to assist the San Jacinto River Authority (SJRA) in the acquisition of land rights by fee title for parcels for the construction of the Woodlands Water Reclamation Facility No. 1 Project.

Key Deliverable(s):	Due Date(s):
Metes and Bounds Surveys	May 31, 2024
Final Plat Survey	January 10, 2025

Type of Compensation/Amount: Cost Plus Multiplier with Not-to-Exceed/\$147,386.38

Total Amount: \$147,386.38

Anticipated Completion Date: January 10, 2025

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R

ATTACHMENTS: Map, Work Order No. 2, Scope, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 2 in an amount not to exceed \$147,386.38 with Gratia Geomatics, LLC, for professional surveying services for Water Reclamation Facility No. 1 land acquisition in The Woodlands.

Item No.	Agenda Item	Date
6g	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors declaring the existence of a public necessity for the construction of facilities for the transportation, distribution, and delivery of water in the vicinity of The Woodlands Town Center, including reasonable and necessary appurtenances thereto, and authorizing the acquisition, by donation, purchase, or exercise of the power of eminent domain, of property and property interests, including permanent and temporary easements, necessary for such facilities.	02/22/2024

BACKGROUND INFORMATION

This resolution authorizes and directs the Authority's Chief Administrative Official, with the assistance of and in consultation with the Authority's consultants and attorneys, to take certain actions with respect to the design and development of the facilities and the acquisition of the property interests for the construction and operation of water lines and related facilities in the vicinity of The Woodlands Town Center.

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution

RECOMMENDED ACTION

Adopt the proposed resolution authorizing the use of power of eminent domain to acquire properties and property interests, including but not limited to permanent and temporary easements, for the construction and operation of water lines and related facilities in the vicinity of The Woodlands Town Center, along the alignments generally depicted on the attachment to the resolution, and delegate the authority to initiate condemnation proceedings to the Chief Administrative Official designated by the Board from time to time.

Item No.	Agenda Item	Date
6h	Consider authorizing the General Manager to authorize additional expenditures with Lloyd Gosselink Rochelle & Townsend, P.C., for professional legal services related to certain water rights matters.	02/22/2024

BACKGROUND INFORMATION

Lloyd Gosselink Rochelle & Townsend, P.C. (Lloyd Gosselink) has been engaged by SJRA to provide professional legal services related to water rights and administrative agency matters. In January 2023, the Board approved expenditures with Lloyd Gosselink up to \$300,000.00 related to certain water rights matters. SJRA currently has need for Lloyd Gosselink to provide additional legal services related to these matters. Therefore, the Board is requested to authorize the General Manager to approve additional expenditures, in accordance with SJRA's current and future fiscal years' approved budgets, for professional legal services provided by Lloyd Gosselink related to certain water rights matters.

STRATEGIC GOAL: Goal 3: Water Resource Leadership

FUNDING SOURCE: Cash

ATTACHMENTS: N/A

RECOMMENDED ACTION

Authorize the General Manager to authorize expenditures in accordance with SJRA's current and future fiscal years' approved budgets, with Lloyd Gosselink Rochelle & Townsend, P.C., for professional legal services related to certain water rights matters.