



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



AGENDA
REGULAR MEETING
SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, APRIL 25, 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 Commendations, 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 March 28, 2024.

- b. Unaudited Financials**

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

- c. Resolution - Revised Water Conservation Plans and Drought Contingency Plans**

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting revised Water Conservation Plans and Drought Contingency Plans; authorizing the General Manager to implement such revised plans; repealing and rescinding all prior plans; and containing other provisions related to the subject.

WOODLANDS

d. Construction Contract - Water Well Nos. 22, 26, and 33 Rehabilitation and Water Well No. 2 Abandonment

Consider authorizing the General Manager to execute a construction contract with C & C Water Services for Water Well Nos. 22, 26, and 33 Rehabilitation and Water Well No. 2 Abandonment for the Woodlands Division.

e. Work Order No. 2 - Professional Public Communications Consulting Services

Consider authorizing the General Manager to execute Work Order No. 2 with Hollaway Environmental + Communication Services, Inc., for professional public communications consulting services for the Woodlands Division.

FLOOD MANAGEMENT

f. Interlocal Agreement - San Jacinto River and Tributaries Sediment Removal and Sand Trap Development Project

Consider authorizing the General Manager to negotiate and execute an interlocal agreement with Harris County Flood Control District and the City of Houston regarding funding for the San Jacinto River and Tributaries Sediment Removal and Sand Trap Development Project.

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

G&A

a. Resolution - Enterprise Risk Management Policy

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors approving and adopting an Enterprise Risk Management Policy.

b. Resolution - Electronic Payments from Customers Policy

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting an Electronic Payments from Customers Policy.

c. Resolution - Electronic Funds Transfer Policy

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting and accepting an Electronic Funds Transfer Policy.

FLOOD MANAGEMENT

d. Updated Active Storm Management Protocols for Lake Conroe and Lake Houston

Consideration of updated active storm management protocols for Lake Conroe and Lake Houston.

7. BRIEFINGS AND PRESENTATIONS

- a. Presentation of General and Administration 10-Year Project Plan
- b. Presentation of Flood Management Division 10-Year Project Plan

8. EXECUTIVE SESSION - If necessary, the Board of Directors will adjourn to Closed Session at this point in the meeting to consider the following items; however, the Board of Directors reserves the right to adjourn to Closed Session at any time during the course of this meeting as allowed by law.

- a. Discussion regarding items identified elsewhere on the agenda pursuant to Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Real Property), 551.073 (Prospective Gifts), 551.074 (Personnel Matters), or 551.076 (Security Devices), as applicable.
- b. Consultations with attorney, pursuant to Texas Government Code, Section 551.071 regarding:
 - 1. Litigation related to Hurricane Harvey, including additional legal services to be provided by Hunton Andrews Kurth, LLP; and
 - 2. Litigation and other litigation related to GRP.
- c. Discussion regarding Lake Conroe Park, pursuant to Texas Government Code, Section 551.072.

9. RECONVENE IN OPEN SESSION - The Board of Directors will reconvene in Open Session at this point in the meeting and, if necessary, take action on any agenda item discussed in Closed Session and/or identified below.

10. ANNOUNCEMENTS / FUTURE AGENDA

Next San Jacinto River Authority Regular Board Meeting - May 23, 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 March 28, 2024.	04/25/2024

BACKGROUND INFORMATION

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the March 28, 2024, Board of Directors meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the month of March, 2024.	04/25/2024

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 month of March, 2024.

Item No.	Agenda Item	Date
5c	Consider approval of a resolution of the San Jacinto River Authority Board of Directors adopting revised Water Conservation Plans and Drought Contingency Plans; authorizing General Manager to implement such revised plans; repealing and rescinding all prior plans; and containing other provisions related to the subject.	04/25/2024

BACKGROUND INFORMATION

In 1996, severe drought conditions affected every region of the State of Texas. Water systems throughout the State were forced to cope with water shortages or system capacity problems. In response to the 1996 drought, the 75th Texas Legislature enacted Senate Bill 1, which directed the State to take a regional approach to water planning. One of the provisions of the legislation required the Texas Commission on Environmental Quality (TCEQ) to adopt rules requiring wholesale and retail public water suppliers to develop water conservation and drought contingency plans.

Accordingly, SJRA has developed water conservation and drought contingency plans for the Lake Conroe, Highlands, Woodlands, and GRP Divisions and updated these plans every five (5) years as required by TCEQ. The last round of comprehensive plan updates occurred in 2019. SJRA has recently reviewed and updated the plans for each of the divisions, in order to meet the May 1, 2024 TCEQ deadline for 5-year updates.

We request the Board adopt the revised plans. Upon adoption by the Board, the resolution will be added to the plans, and the plans will be distributed to appropriate entities.

STRATEGIC GOAL: Goal 3: Water Resource Leadership

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution, Water Conservation Plans and Drought Contingency Plans

RECOMMENDED ACTION

Adopt revised Water Conservation Plans and Drought Contingency Plans; authorizing the General Manager to implement such revised Plans; repealing and rescinding all prior Plans; and containing other provisions related thereto.

Item No.	Agenda Item	Date
5d	Consider authorizing the General Manager to execute a construction contract with C & C Water Services for Water Well Nos. 22, 26 and 33 Rehabilitation and Water Well No. 2 Abandonment for the Woodlands Division.	04/25/2024

BACKGROUND INFORMATION

Firm Name:	C & C Water Services
Project:	Water Well Nos. 22, 26 and 33 Rehabilitation and Water Well No. 2 Abandonment
Type of Services:	Construction Services
Type of Agreement:	Major Construction Services Agreement (Contract No. 24-0009-A)
Project Description:	

Water Well No. 22 was originally designed and installed in 1999 and was last rehabilitated in 2009 with a design pumping capacity of 850 gallons per minute (gpm). Water Well No. 26 was originally designed and installed in 1999 and was last rehabilitated in 2010 with a design pumping capacity of 800 gpm. Over the past two years, these two wells have experienced a significant decline in pumping capacity. Due to this significant decline in capacity, Water Well Nos. 22 and 26 were taken out of service. Water Well No. 33 was originally designed and installed in 2007 and had not been rehabilitated since. This well has a design pumping capacity of 1,500 gpm. This well is scheduled to be rehabilitated and have its pump lowered by 100 feet per recommendation from the 20-Year Water Well CIP finalized in April 2023. Water Well Nos. 22 and 26 require rehabilitation to place them back into service and Water Well No. 33 requires rehabilitation to allow for continued service of this high capacity well. All three wells are required as part of the overall future water supply strategy for The Woodlands. Rehabilitation of the wells will include well video surveys, wire brushing the well screens, jetting out and removing fill material from the bottom of the well, and replacement and installation of the well equipment. Water Well No. 2 was originally installed in 1981. In 2009, it was observed that this well produced a high level of methane. Methane mitigation measures were implemented; however, the well is rarely used due to safety concerns. Water Well No. 2 is proposed to be abandoned and capped due to safety concerns associated with methane gas.

No. Proposals Received/Proposal Receipt Date:	3 / March 14, 2024
Highest Ranked Offeror / Proposed Cost:	C & C Water Services / \$1,332,196.00
Second Ranked Offeror / Proposed Cost:	Weisinger Incorporated / \$1,615,405.00
Third Ranked Offeror / Proposed Cost:	Alsay Incorporated / \$1,743,274.31

Engineer:	SJRA Technical Services Department
Proposal Amount:	\$1,332,196.00
Engineer’s Estimate:	\$1,300,000.00
Contract Days:	360 Days

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R Funds

ATTACHMENTS: Map, Summary, Proposal Form, Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a construction contract in the amount of \$1,332,196.00 with C & C Water Services for Water Well Nos. 22, 26 and 33 Rehabilitation and Water Well No. 2 Abandonment for the Woodlands Division, and contract modifications up to the amount approved per the Purchasing Policy.

Item No.	Agenda Item	Date
5e	Consider authorizing the General Manager to execute Work Order No. 2 with Hollaway Environmental + Communication Services, Inc., for professional public communications consulting services for the Woodlands Division.	04/25/2024

BACKGROUND INFORMATION

Firm Name:	Hollaway Environmental + Communication Services, Inc.
Project:	Professional Public Communications Consulting Services for The Woodlands Division’s Woodlands Water Agency Customer
Type of Services:	Professional Public Communications Consulting Services
Type of Agreement:	Work Order No. 2 (Contract No. 23-0036-A)
Project Description:	Professional public communications services to support SJRA and Woodlands Water Agency (WWA) programs and projects as an essential extension of existing SJRA and WWA staff on an on-call or per project basis. Work is anticipated to begin with an assessment of the SJRA and WWA’s approach to public education and communication and quickly evolve into an active member of the communications team.
Professional Public Communications Services:	<ol style="list-style-type: none"> 1. Consultant shall perform general professional public communication services in a timely, consistent, and accurate manner as directed by SJRA. 2. Consultant shall assess the way SJRA and WWA communicates with and educates WWA’s direct customers, the general public and other public entities and make recommendations for implementing community engagement strategies. 3. Consultant shall make recommendations regarding the most effective communications methods. 4. Consultant shall have experience in project communication management, project site design, social media communications, hosting and executing public meetings, and educational graphics production. 5. Consultant shall provide monthly updates to SJRA and WWA to track and monitor efforts.
Work Order No. 1 Amount:	\$ 70,000.00
Work Order No. 2 Amount:	\$ 150,000.00
Anticipated Completion Date:	August 24, 2026

STRATEGIC GOAL: Goal 5: Effective Stakeholder Communications

FUNDING SOURCE: Woodlands Division Operating Budget

ATTACHMENTS: Work Order No. 2

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 2 in the amount of \$150,000.00 with Hollaway Environmental + Communication Services, Inc., for professional public communications consulting services for the Woodlands Division’s Woodlands Water Agency customer.

Item No.	Agenda Item	Date
5f	Consider authorizing the General Manager to negotiate and execute an interlocal agreement with Harris County Flood Control District and the City of Houston regarding funding for the San Jacinto River and Tributaries Sediment Removal and Sand Trap Development Project.	04/25/2024

BACKGROUND INFORMATION

House Bill 1824, approved by the 86th Texas Legislature, allows SJRA and the Harris County Flood Control District (HCFCD) to remove material from the San Jacinto River and its tributaries to restore, maintain, or expand storm flow capacity without the need for state permitting or a royalty payment to the state. SJRA is leading efforts, with support from HCFCD and the City of Houston (COH), to perform a project to plan, design, and construct one or more “sand traps” along the West Fork of the San Jacinto River to prevent future sedimentation with the goal of mitigating flooding.

SJRA and HCFCD previously completed a conceptual design study to determine the most feasible locations to implement sand traps. SJRA, HCFCD, and COH now desire to perform the next phase of the project, preliminary design. The preliminary design will ultimately result in the recommendation of one or two sand traps for design and construction.

HCFCD and COH have each agreed to fund 1/3 of preliminary design costs, which are estimated at \$480,000, resulting in up to \$160,000 to be funded by each party, including SJRA. A work order with an engineering consultant to perform the preliminary design will be presented for SJRA Board approval on a future agenda.

STRATEGIC GOAL: Goal 3: Water Resource Leadership

FUNDING SOURCE: Cash, Partner Contributions

ATTACHMENTS: Draft Interlocal Agreement

RECOMMENDED ACTION

Authorize the General Manager to negotiate and execute an interlocal agreement with Harris County Flood Control District and the City of Houston regarding funding for the San Jacinto River and Tributaries Sediment Removal and Sand Trap Development Project engineering services.

Item No.	Agenda Item	Date
6a	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors approving and adopting an Enterprise Risk Management Policy.	04/25/2024

BACKGROUND INFORMATION

The current Employee Safety and Health Manual, approved by the Board of Directors on August 22, 2013, primarily focuses on occupational safety, providing guidelines and procedures to ensure the health and safety of employees within the organization. In an effort to adopt a more comprehensive approach to risk management, it has been proposed to replace the existing manual with an Enterprise Risk Management Policy (“ERM Policy”).

Key components (changes) of the ERM Policy include:

1. **Holistic Risk Management Approach:** The ERM Policy advocates for a comprehensive view of risk management that includes but is not limited to employee safety and health, ensuring that all forms of risk are identified, assessed, and managed effectively.
2. **Safety and Health as Risk Components:** While maintaining the importance of employee safety and health, these elements are integrated into the broader risk management framework, recognizing them as critical components of the organization's overall risk profile.
3. **Risk Assessment and Mitigation:** Regular risk assessments will be conducted to identify emerging risks, with mitigation strategies developed and implemented across all levels of the organization.
4. **Regular Review and Updating of Risk Policies:** The ERM Policy will be reviewed biennially, or as needed, to ensure it remains relevant and effective in managing the organization’s risk exposure.
5. **Delegation of Authority:** Authority is delegated to the General Manager to implement risk management procedures, consistent with the overarching ERM Policy, and to make decisions on day-to-day risk management issues.
6. **Integration with Other Policies:** The ERM Policy will be integrated with other organizational policies and procedures, ensuring a unified approach to risk management across the organization.

STRATEGIC GOAL: Goal 6: High Performance Administration

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution and Proposed Enterprise Risk Management Policy

RECOMMENDED ACTION

Approve a resolution of the San Jacinto River Authority Board of Directors approving and adopting an Enterprise Risk Management Policy.

Item No.	Agenda Item	Date
6b	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting an Electronic Payments from Customers Policy.	04/25/2024

BACKGROUND INFORMATION

With the implementation of the Authority’s new ERP software, Microsoft D365, new functionality was included that provides the ability for the Authority to accept electronic methods of payment from its customers. The Authority receives regular requests from customers to pay with electronic methods.

The Authority will incur fees for allowing customers to pay with electronic methods. The Authority is requesting the ability to collect a fee that is reasonably related to the expense incurred in processing the payment as allowable by Section 49.2121 (b)(2) of the Texas Water Code. This fee will be set by the General Manager and amended as needed to cover costs.

This functionality will be limited to specified customer groups as approved by the Accounting Manager, Controller, Chief Financial Officer, or General Manager.

STRATEGIC GOAL: Goal 6: High Performance Administration

FUNDING SOURCE: N/A

ATTACHMENTS: Proposed Resolution

RECOMMENDED ACTION:

Adopt a resolution of the San Jacinto River Authority Board of Directors adopting an Electronic Payments from Customers Policy.

Item No.	Agenda Item	Date
6c	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting an Electronic Funds Transfer Policy.	04/25/2024

BACKGROUND INFORMATION

With the implementation of the Authority’s new ERP software, Microsoft D365, new functionality was included that provides the ability for the Authority to pay vendors with electronic methods of payments. The Authority has been experiencing increased fraud attempts on checks and delays with vendors receiving checks through the postal service. The Authority has protections in place that have prevented the fraud attempts from being successful; however, these attempts delay payment to the vendors for which the checks were written and creates excessive administrative work on Authority staff to validate and reprocess.

The new ERP system would allow vendors access to a vendor portal where the vendor can manage their vendor setup, including designating how they would like to be paid and adding or updating banking information. This allows the vendor autonomy over their information and preferences.

STRATEGIC GOAL: Goal 6: High Performance Administration

FUNDING SOURCE: N/A

ATTACHMENTS: Proposed Resolution

RECOMMENDED ACTION:

Approve a resolution of the San Jacinto River Authority Board of Directors adopting an Electronic Funds Transfer Policy.

Item No.	Agenda Item	Date
6d	Consideration of updated active storm management protocols for Lake Conroe and Lake Houston.	04/25/2024

BACKGROUND INFORMATION

SJRA has coordinated with upstream and downstream stakeholders to develop updated active storm management protocols for Lake Conroe and Lake Houston. These protocols would be effective through the end of 2024. In late 2024, the stakeholders will consider any revisions to the protocols.

Contingent upon approval of the updated protocols by the Board of Directors, SJRA will coordinate with the City of Houston on the implementation of the same.

STRATEGIC GOAL: Goal 3: Water Resource Leadership

FUNDING SOURCE: N/A

ATTACHMENTS: Provided under separate cover

RECOMMENDED ACTION

Approve and authorize the General Manager to present approved active storm management protocols to the City of Houston and coordinate implementation.