



**Board of Directors Meeting
May 23, 2024**



**AGENDA
REGULAR MEETING
SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, MAY 23, 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 April 25, 2024.
- b. Resolution - San Jacinto River Authority Investment Policy**

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors affirming the San Jacinto River Authority Investment Policy dated June 22, 2023.

GRP

c. Professional Services Agreement and Work Order No. 1 - Process Water Discharge Optimization Study

Consider authorizing the General Manager to execute a Professional Services Agreement and Work Order No. 1 with Plummer Associates, Inc., for engineering services for Process Water Discharge Optimization Study for the GRP Division.

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

FLOOD MANAGEMENT

a. Work Order No. 2 - San Jacinto River and Tributaries Sediment Removal and Sand Trap Development Project

Consider authorizing the General Manager to negotiate and execute Work Order No. 2 with Freese and Nichols, Inc., for Preliminary Design of the San Jacinto River and Tributaries Sediment Removal and Sand Trap Development Project for the Flood Management Division.

7. BRIEFINGS AND PRESENTATIONS

a. Presentation regarding proposed GRP Fiscal Year 2025 Budget

b. Presentation of Highlands, Lake Conroe, Bear Branch, and RWE 10-Year Project Plans

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.

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 - June 27, 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 April 25, 2024.	05/23/2024

BACKGROUND INFORMATION

STRATEGIC GOAL: Goal 1: Engaged Board of Directors

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

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

Item No.	Agenda Item	Date
5b	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors affirming the San Jacinto River Authority Investment Policy dated June 22, 2023.	05/23/2024

BACKGROUND INFORMATION

The Public Funds Investment Act and Section 49.199, Texas Water Code, requires that the San Jacinto River Authority Board of Directors adopt rules, regulations, and policies (an “Investment Policy”) governing the investment of Authority funds and designating one or more of its officers, employees, or authorized representatives to be responsible for the investment of such funds.

The Authority’s Investment Policy must be reviewed no less often than annually and was last modified by Resolution No. 2023-R-09, which was approved by the Board of Directors during the June 22, 2023, regular meeting.

There are no changes to the current policy, therefore staff recommends affirming the San Jacinto River Authority Investment Policy dated June 22, 2023.

STRATEGIC GOAL: Goal 6: High Performance Administration

FUNDING SOURCE: NA

ATTACHMENTS: Resolution and Investment Policy of June 22, 2023

RECOMMENDED ACTION

Adopt a resolution affirming the San Jacinto River Authority Investment Policy dated June 22, 2023.

Item No.	Agenda Item	Date
5c	Consider authorizing the General Manager to execute a Professional Services Agreement and Work Order No. 1 with Plummer Associates, Inc., for engineering services for Process Water Discharge Optimization Study for the GRP Division.	05/23/2024

BACKGROUND INFORMATION

Firm Name: Plummer Associates, Inc.

Project: Process Water Discharge Optimization

Type of Services: Professional Services

Type of Agreement: Professional Services Work Order Agreement
(Contract No. 24-0011-A)

Project Description:

The GRP Division's Surface Water Treatment Facility (SWTF) treats water from Lake Conroe utilizing chemical dosing, membrane filtration, and granular activated carbon polishing. The process water generated on site is currently discharged to the City of Conroe's (City) sanitary sewer system for treatment and disposal. SJRA pays a contractual rate to the City for discharge of the process water to the City's Southwest Wastewater Treatment Plant (WWTP). The purpose of this study is to perform a feasibility study/alternatives analysis of options to help reduce SJRA's current process water discharge costs. The consultant will investigate membrane optimization and recycle options along with evaluating process water treatment options based on sampling results. The consultant will provide a technical memorandum summarizing the findings, including capital cost estimates of alternatives, a decision matrix, recommendations for optimizing the discharge of the process water from the SWTF.

Key Deliverable(s):	Due Date(s):
Sampling Protocol	60 calendar days after NTP
Sampling Results Summary	135 calendar days after NTP
Alternative 2 PFD & Controls	160 calendar days after NTP
Technical Memorandum No. 1	300 calendar days after NTP

Type of Compensation/Amount: Lump Sum/\$213,848.00

Total Amount: \$213,848.00

Anticipated Completion Date: March 28, 2025

STRATEGIC GOAL: Goal 2: Operational Excellence

FUNDING SOURCE: R&R Fund

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

RECOMMENDED ACTION

Authorize the General Manager to execute a Professional Services Agreement and Work Order No. 1 in an amount not to exceed \$213,848.00 with Plummer Associates, Inc., for engineering services for Process Water Discharge Optimization Study for the GRP Division.

Item No.	Agenda Item	Date
6a	Consider authorizing the General Manager to negotiate and execute Work Order No. 2 with Freese and Nichols, Inc., for Preliminary Design of San Jacinto River and Tributaries Sediment Removal and Sand Trap Development Project for the Flood Management Division.	05/23/2024
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. 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 (agreed upon under Interlocal Agreement approved at SJRA’s April Board meeting). Work Order No. 2 with Freese and Nichols, Inc., will allow for preliminary design to be performed and ultimately result in the recommendation of one or two sand trap(s) for design and construction.		
STRATEGIC GOAL: Goal 3: Water Resource Leadership		
FUNDING SOURCE: Cash, Partner Contributions		
ATTACHMENTS: Map, Work Order No. 2, Scope, Level of Effort, Schedule		
RECOMMENDED ACTION		
Authorize the General Manager to negotiate and execute Work Order No. 2 in an amount not to exceed \$480,000.00 with Freese and Nichols, Inc., for Preliminary Design of the San Jacinto River and Tributaries Sediment Removal and Sand Trap Development Project for the Flood Management Division.		