



**Board of Directors Meeting
September 26, 2024**



**AGENDA
REGULAR MEETING
SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 26, 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 August 22, 2024.
- b. Unaudited Financials**

Consider approval of the unaudited financials for the months of April (Revised), May, June, and July, 2024.

- c. Quarterly Investment Report**

Consider approval of the Quarterly Investment Report for the Quarter Ended August 31, 2024.

RAW WATER ENTERPRISE

d. Work Order No. 5 - Lake Houston Pump Station to Siphon 6 Main Canal Levee Improvements

Consider authorizing the General Manager to execute Work Order No. 5 with Halff Associates, Inc., for final design services for Lake Houston Pump Station to Siphon 6 Main Canal Levee Improvements in Highlands.

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

RAW WATER ENTERPRISE

a. Professional Services Agreement and Work Order No. 1 - Levee Improvements Between Siphon 7 and Siphon 9

Consider authorizing the General Manager to execute a Professional Services Agreement and Work Order No. 1 with Halff Associates, Inc., for preliminary design of levee improvements between Siphon 7 and Siphon 9 in Highlands.

b. Easement - The Woodlands Township

Consider authorizing the General Manager to execute an easement from the San Jacinto River Authority to The Woodlands Township related to a pathway easement along Kuykendahl Road.

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.

c. Discussion regarding Lake Conroe Park, pursuant to Texas Government Code, Section 551.072.

d. Deliberation regarding security devices or security audits, pursuant to Texas Government Code, Section 551.089: 1. Deliberate certain security matters.

e. Discussion regarding personnel matters, pursuant to Texas Government Code, Section 551.074.

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 - October 24, 2024.

10. ADJOURN

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 August 22, 2024.	09/26/2024

BACKGROUND INFORMATION

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the August 22, 2024, Board of Directors meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the months of April (Revised), May, June, and July, 2024.	09/26/2024

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.

FUNDING SOURCE: N/A

ATTACHMENTS: Unaudited Financials will be provided under separate cover

RECOMMENDED ACTION

Approve the unaudited financial statements for the months of April (Revised), May, June, and July, 2024.

Item No.	Agenda Item	Date
5c	Consider approval of the Quarterly Investment Report for the Quarter Ended August 31, 2024.	09/26/2024

BACKGROUND INFORMATION

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

FUNDING SOURCE: N/A

ATTACHMENTS: Quarterly Investment Report will be provided under separate cover

RECOMMENDED ACTION

Approve the quarterly investment report for the quarter ended August 31, 2024.

Item No.	Agenda Item	Date								
5d	Consider authorizing the General Manager to execute Work Order No. 5 with Halff Associates, Inc., for final design services for Lake Houston Pump Station to Siphon 6 Main Canal Levee Improvements in Highlands.	09/26/2024								
BACKGROUND INFORMATION										
Firm Name: Halff Associates, Inc. Project: Lake Houston Pump Station to Siphon 6 Main Canal Levee Improvements Type of Agreement: Professional Services Agreement (Contract No. 16-036 WO5) Project Description/Justification: The Highlands Main Canal Improvements from Lake Houston Pump Station to Siphon 6 is based on an identified need to increase the capacity, reliability, efficiency, and freeboard in this section of the canal. The canal has significant issues including erosion, local slides, and animal damage that has been documented as an issue as far back as 2016. This project was initially started in 2017 but was postponed due to other higher priority projects and needs in the Highlands system. Continued worsening levee conditions in recent years have prioritized the need to proceed with this project as various levee sections in the project limits exhibit high erosion and potential for further damage which would result in increased long-term maintenance and repair costs. The project has been reinitiated with the original design engineer, Halff Associates, Inc., who completed Work Order 4 for Preliminary Engineering in August 2024. This scope of construction work is anticipated to consist of drainage improvements, land clearing and grubbing, levee regrading and widening, backfilling, hydro mulching, installation of erosion protection, and riprap above geotextile fabric along bends. Work Order Scope: Work Order No. 5 includes project management, final design services, environmental evaluation, CCTV Services, hydraulic modeling update, construction cost estimation, and procurement phase services. The plan set and specifications resulting from this work order will be used for construction. <table><tr><td>Key Deliverable(s):</td><td>Due Date(s):</td></tr><tr><td>60% Design Submittal</td><td>January 17, 2025</td></tr><tr><td>90% Design Submittal</td><td>March 14, 2025</td></tr><tr><td>100% Design Submittal</td><td>April 23, 2025</td></tr></table> Type of Compensation/Amount: Lump Sum/\$209,491.00 Cost Plus Multiplier with Not-to-Exceed/\$20,550.00 Total Amount: \$230,041.00 Construction Cost: \$6,101,000.00 (Est.) Anticipated Completion Date: July 16, 2025 *See attached Exhibit 1 for additional information on prior work orders and amendments.			Key Deliverable(s):	Due Date(s):	60% Design Submittal	January 17, 2025	90% Design Submittal	March 14, 2025	100% Design Submittal	April 23, 2025
Key Deliverable(s):	Due Date(s):									
60% Design Submittal	January 17, 2025									
90% Design Submittal	March 14, 2025									
100% Design Submittal	April 23, 2025									
FUNDING SOURCE: R&R										
ATTACHMENTS: Exhibit 1, Map, Work Order No. 5, Scope, Level of Effort, Schedule										
RECOMMENDED ACTION										
Authorize the General Manager to execute Work Order No. 5 in an amount not to exceed \$230,041.00 with Halff Associates, Inc., for final design services for Lake Houston Pump Station to Siphon 6 Main Canal Levee Improvements in Highlands.										

Item No.	Agenda Item	Date
6a	Consider authorizing the General Manager to execute a Professional Services Agreement and Work Order No. 1 with Halff Associates, Inc. for preliminary design of levee improvements between Siphon 7 and Siphon 9 in Highlands.	09/26/2024

BACKGROUND INFORMATION

Firm Name: Halff Associates, Inc.

Project: Levee Improvements Between Siphon 7 and Siphon 9

Type of Agreement: Professional Services Agreement
(Contract No. 24-0033-A)

Project Description/Justification:

The SJRA Highlands Division delivers raw water to multiple customers through the 24/7 operation of a canal system in East Harris County. Raw water from Lake Houston is delivered through the Main Canal, which includes the approximately 5,700 linear foot segment between Siphon 7 and Siphon 9. The levee sections located between Siphon 7 and Siphon 9 are experiencing multiple issues including erosion, local slides, animal damage in the form of nutria holes, and inadequate riprap. Due to existing conditions and potential hydraulic constraints, SJRA has identified the need to repair and improve the existing levees between Siphon 7 and Siphon 9 to ensure continued, reliable conveyance of raw water to meet customer demands.

Work Order Scope:

Work Order No. 1 will include preliminary design of the levee improvements, surveying, geotechnical investigation, environmental assessment, and hydraulic modeling along the Main Canal segment between Siphon 7 and Siphon 9. The preliminary engineering report will identify canal deficiencies and evaluate the extent of improvements necessary to repair levee damage and regrade levees to increase capacity and meet long-term water demands.

Key Deliverable(s):	Due Date(s):
Draft Preliminary Engineering Report	January 10, 2025
Final Preliminary Engineering Report	February 7, 2025

Type of Compensation/Amount: Lump Sum/\$218,015.00

Total Amount: \$218,015.00

Construction Cost: \$2,758,000.00 (Est.)

Anticipated Completion Date: February 7, 2025

FUNDING SOURCE: R&R

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 \$218,015.00 with Halff Associates, Inc., for preliminary design of levee improvements between Siphon 7 and Siphon 9 in Highlands.

Item No.	Agenda Item	Date
6b	Consider authorizing the General Manager to execute an easement from the San Jacinto River Authority to The Woodlands Township related to a pathway easement along Kuykendahl Road.	09/26/2024
BACKGROUND INFORMATION		
The Woodlands Township secured funding for a proposed pedestrian pathway/trail along the west side of Kuykendahl Road between Lake Woodlands Drive and Research Forest Drive. The proposed pathway/trail will primarily be located in a landscape reserve except for where it crosses the Authority's property. The proposed pathway/trail will transition from being below street level, because the street is above the flood plain, to adjacent and level with the street where it connects to the existing Kuykendahl Road bridge over Bear Branch. The proposed pathway/trail will cross the Authority's utilities, but the pathway/trail is not in conflict. The Township is requesting two easements from the Authority to traverse our fee owned property. The total easement is approximately 0.3 acres. This is a small amount of land, and the Authority did not have an independent appraisal performed and relied on the information depicted on the Montgomery County Appraisal District. The value of the two easements is approximately \$3,500. The cost of an independent appraisal would be approximately \$2,000 per tract, where the cost to appraise would be greater than the cost of the easements. Please recall Montgomery County MUDs 7, 46, 47, 60 and 67 pay the Authority to maintain Bear Branch Reservoir and drainage system. Additionally, the MUDs also paid for the purchase of the Authority's ownership of the Bear Branch Reservoir and drainage system. We counseled with the Woodlands Water Agency, the managing agency for the MUDs, to determine their interest in being compensated for granting the easements. The Woodlands Water Agency, on behalf of the MUDs, declined the compensation due to the cost vs. the benefit. Grantee: The Woodlands Township Description: Pathway Easement North: A 0.2640 acre parcel in the Alexander Smith Survey, Abstract Number 499 Pathway Easement South: A 0.0265 acre parcel in the Alexander Smith Survey, Abstract Number 499 Location: The Woodlands, Montgomery County, Texas		
FUNDING SOURCE: N/A		
ATTACHMENTS: Easement (Including Metes & Bounds Survey)		
RECOMMENDED ACTION		
Authorize the General Manager to execute an easement from the San Jacinto River Authority to The Woodlands Township related to a pathway easement along Kuykendahl Road.		