

**GRP Review Committee
Minutes of Regular Meeting
December 7, 2015**

The San Jacinto River Authority GRP Review Committee meeting was held at 11:30 a.m., December 7, 2015, at the San Jacinto River Authority GRP Division Operations Building located at 6627 Longmire Road, Conroe, Texas 77304. Committee members Mike Mooney, Jackie Chance, Joe Sherwin, Scott Taylor, and Kerry Masson were present.

1. CALL TO ORDER

The meeting was called to order at 11:42 a.m.

2. PUBLIC COMMENTS (maximum of 3 minutes per speaker)

There were no public comments.

3. APPROVAL OF MINUTES

Mr. Chance then indicated that the minutes of the GRP Review Committee meeting on October 26, 2015 were before the Committee for consideration. Motion was made by Mr. Chance, seconded by Mr. Taylor and unanimously carried, to approve the minutes for the GRP Review Committee meeting as presented.

4. GRP ITEMS FOR CONSIDERATION BY THE SJRA BOARD OF DIRECTORS ON DECEMBER 10, 2015:

- a. Consider authorizing the General Manager to execute Consent to Assumption of Professional Services Agreement with Kellogg Brown & Root Services, Inc. (KBR), and Stantec Consulting Services, Inc., for consulting and professional engineering services.

Mr. Smith presented Item 4a to the Committee. He stated that Stantec Consulting Services, Inc. is a New York based company that has acquired certain assets and operations of KBR, including KBR's right, title, interest and obligations in and to the Professional Services Agreement (PSA) and all related Work Orders and Amendments. He requested that the Committee recommend the Consent to Assumption of Professional Services Agreement to (i) affirm the effectiveness of the PSA and the assumption by Stantec, and (ii) confirm and agree that Stantec will assume and have sole responsibility for all liabilities prior to the effective date of assignment. Motion was made by Mr. Chance, seconded by Mr. Masson and unanimously approved to recommend the execution of the Consent to Assumption of Professional Services Agreement with Kellogg Brown & Root Services, Inc., and Stantec Consulting Services, Inc., for the consulting and professional engineering services, as presented.

- b. Consider ratifying the General Manager's execution of an Acknowledgement and Consent to Assignment of Contract for Groundwater Reduction Planning, Alternate Water Supply, and Related Goods and Services assigning GRP Contract from East Montgomery MUD No. 7 to East Montgomery County MUD No. 5.

Mr. Smith continued with Item 4b on the agenda and deferred to Matt Corley, Customer

Service and Compliance Supervisor to give an overview regarding the assignment of the GRP Contract from East Montgomery MUD No. 7 to East Montgomery County Mud No. 5. He explained that at the last meeting, Mr. Page discussed this item, including the transfer in ownership and responsibilities. Due to timing, Mr. Page requested that action be taken to recommend proceeding with the execution of the Acknowledgement and Consent to Assignment of Contract for Groundwater Reduction Planning, Alternate Water Supply, and Related Goods and Services assigning the GRP Contract from East Montgomery County MUD No. 7 to East Montgomery County MUD No. 5. After short discussion, motion was made by Mr. Chance, seconded by Mr. Taylor and unanimously approved to ratify the execution of the Acknowledgement and Consent to Assignment of Contract for Groundwater Reduction Planning, Alternate Water Supply, and Related Goods and Services assigning GRP Contract from East Montgomery County MUD No. 7 to East Montgomery County MUD No. 5

- c. Discuss new Participant(s) in the GRP Program and, in connection therewith, authorize the General Manager, or his designee, to execute letter(s) of assurance to Lone Star Groundwater Conservation District, as requested, and approve the GRP Contract(s) as presented and authorize the execution of same by the General Manager.

Continuing to Item 4c, Mr. Smith deferred to Matt Corley to give an overview of each new Participant.

- East Montgomery County MUD No. 9
- HMW Specialty Utility District (Pleasant Forest)
- C & R Water Supply, Inc. (Creekside Acres)

He explained that East Montgomery County MUD No. 9 would be a new Participant in the GRP and that HMW Specialty Utility District (Pleasant Forest) and C & R Water Supply, Inc. (Creekside Acres) are requesting GRP Contract coverage for service areas that are not currently included under their respective GRP Contracts. Mr. Masson inquired as to applicable fees for Participants requesting to join the GRP late. Mr. Corley explained that there are no applicable catch-up and/or equalization fees for new large volume groundwater users (LVGUs). Motion was made by Mr. Chance, seconded by Mr. Taylor and unanimously approved to recommend execution of letter(s) of assurance to Lone Star Groundwater Conservation District, as requested, and recommend revisions to the exhibits to the GRP Contracts.

5. UPDATE REGARDING GRP DIVISION

- a. Compliance and Customer Service Update

Matt Corley continued by presenting the monthly *GRP Compliance Report* and gave an overview of the information reported. He stated that the final production letters were mailed out to Participants at the end of November, as well as quarterly invoices. Mr. Smith discussed the availability of quarterly payment options for the GRP Participants, which aligns with the Lone Star Groundwater Conservation District's customer payment requirements for SJRA.

b. Operations Update

Mr. Smith gave an overview of the new *Monthly Operations Report – October, 2015* for the GRP Division. He discussed the layout and content. Continuing with updates, Mr. Smith went on to discuss recent personnel changes. He announced Mr. Don Sarich, P.E. as the new Senior Utility O & M Manager and Mr. Ron McCullough, Operations Superintendent.

6. DISCUSSION REGARDING FUTURE AGENDA ITEMS

Mr. Smith stated there would be an update on the City of Willis' proposal for cost sharing. Mr. Corley continued by discussing proposed revisions to the Rate Order for Participants, requesting revisions be considered to update the reporting period requirements from forty-eight (48) days to ten (10) days. He explained that this change would allow for current information to be presented in the *Monthly Operations Report*. A brief discussion ensued regarding electronic metering and the cost of same. Mr. Smith stated that the various water receiving facilities utilize electronic meters, but remaining Participants report online, which relates to approximately 400 to 500 wells. Mr. Mooney then requested an update on recruiting and staffing for the GRP Division. Mr. Sarich provided an update to include the ongoing efforts to recruit a lead operator and two (2) relief operators.

Mr. Masson requested an update on the installation of additional membranes. Mr. Ron Kelling advised that the installation and programming was completed. He continued by stating that work is scheduled to start on the installation of the weir plates in the basin and that work should be completed by mid-January. In closing, Mr. Smith provided an update on the removal of excessive sludge in the basins that resulted from start-up activities.

7. FUTURE MEETING SCHEDULE

- January 25, 2016
- February 22, 2016
- March 21, 2016
- April 25, 2016

8. ADJOURN

Without objection, the meeting was adjourned at 12:15 p.m.



Kimberly Wright
Division Administrative Manager



Mark Smith
GRP Administrator