

**GRP Review Committee
Minutes of Regular Meeting
October 27, 2014**

The San Jacinto River Authority GRP Review Committee meeting was held at 11:30 a.m., October 27, 2014, at the San Jacinto River Authority G & A Building located at 1577 Dam Site Road, Conroe, Texas 77304. Committee Chairman Troy Morris and committee members Jackie W. Chance, Sr., Jason Miller, Mike Mooney, and Al Newton were present.

1. CALL TO ORDER

The meeting was called to order at 11:43 a.m.

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

There were no public comments.

3. APPROVAL OF MINUTES

Mr. Morris then indicated that the minutes of the GRP Review Committee meeting on September 22, 2014, were before the Committee for consideration. Motion was made by Mr. Mooney, seconded by Mr. Miller and unanimously carried, to approve the minutes for the GRP Review Committee meeting on September 22, 2014 as presented.

4. GRP ITEMS FOR CONSIDERATION BY THE SJRA BOARD OF DIRECTORS ON OCTOBER 30, 2014:

GRP Division Manager Mark Smith presented information regarding the following items:

- a. Consider authorizing General Manager to execute Amendment No. 1 to Work Order No. 1 for Construction Materials Testing during Construction for Various Surface Water Transmission Line Segments for the GRP Program.
- b. Consider authorizing General Manager to execute Amendment No. 1 to Work Order No. 1 for Construction Materials Testing during Construction for Various Surface Water Transmission Line Segments for the GRP Program.

Mr. Smith stated that Items 4a and 4b would be presented together. Motion was made by Mr. Newton, seconded by Mr. Mooney and unanimously approved, to recommend (4a) the execution of Amendment No. 1 to Work Order No. 1 with Terracon Consultants, Inc., in the deductive amount of \$250,000.00 for construction materials sampling and testing services for various surface water transmission line segments, and (4b) the execution of Amendment No. 1 to Work Order No. 1 with Aviles Engineering Corporation, in an amount not to exceed \$250,000.00 for construction materials sampling and testing services for various surface water transmission line segments for the GRP Program.

- c. Consider authorizing General Manager to execute Supplemental Agreement with Southern Montgomery County MUD (SMC MUD) for System Improvements.

Mr. Smith continued by discussing the related cost and modifications required to mitigate the impact of surface water on SMC MUD's wastewater treatment plant. He stated that the modifications are in adherence with HDR's recommendations. Motion was made by Mr. Newton, seconded by Mr. Chance and unanimously approved, to recommend execution of the

Supplemental Agreement with Southern Montgomery County MUD, in the estimated amount of \$455,975.00, for system improvements.

- d. Consider authorizing General Manager to execute Work Order No. 2 for establishment and survey of a geological monitoring system for the GRP Program.
- e. Consider authorizing General Manager to execute Professional Services Agreement and Work Order No. 1 for the analysis of geological monitoring data for the GRP Program.

Mr. Morris affirmed that Items 4d and 4e would be presented together. Mr. Smith discussed the establishment and periodic survey of a geological monitoring system for the Surface Water Transmission System. He discussed the data collection and monitoring of same. Mr. Mooney inquired as to the timeline for implementation of the system and the start date for monitoring. Mr. Kelling addressed all related questions. Motion was made by Mr. Mooney, seconded by Mr. Newton and unanimously approved, to recommend: (4d) the execution of Work Order No. 2 with LandTech Consultants, Inc., in an amount not to exceed \$39,097.50 for the establishment and survey of a geological monitoring system for the GRP Program and (4e) the execution of a Professional Services Agreement and Work Order No. 1 with Carl E. Norman, Ph.D, in an amount not to exceed \$19,220.00, for the analysis of geological monitoring data.

- f. Consider authoring General Manager to execute Work Order No. 5 for Final Design and Procurement Phase Services for Surface Water Transmission Line, Segment W3C, for the GRP Program.
- g. Consider authorizing General Manager to execute Work Order No. 6 for Land Acquisition Surveying of Surface Water Transmission Line, Segment W3C, for the GRP Program.
- h. Consider authorizing General Manager to execute Professional Services Agreement and Work Order No. 1 for Final Design of Fiber Optic Network Communications System along Surface Water Transmission Line, Segment W3C, and at the Montgomery County MUD No. 99 Water Receiving Facility for the GRP Program.
- i. Consider authorizing General Manager to execute Work Order No. 2 for Final Design and Procurement Services of Corrosion Protection System for Surface Water Transmission Line, Segment W3C, for the GRP Program.

Mr. Smith stated that Items 4f, 4g, 4h, and 4i were related and could be considered together. He described the Segment W3C extension as being part of Phase 1 of the GRP Program. Mr. Kelling discussed the related cost and Montgomery County MUD 99's portion of same. Mr. Chance made a motion, seconded by Mr. Newton and unanimously approved, to recommend: (4f) the execution of Work Order No. 5 with IDS Engineering Group, Inc., in the amount of \$151,010.00 for final design and procurement phase services for Surface Water Transmission Line, Segment W3C; (4g) the execution of Work Order No. 6 with IDS Engineering Group, Inc., in an amount not to exceed \$26,000.00 for land acquisition surveying of Surface Water Transmission Line, Segment W3C; (4h) the execution of Professional Services Agreement and Work Order No. 1 with EMA, Inc., in the amount of \$99,800.00 for design of fiber optic network connections system along Surface Water Transmission Line, Segment W3C, and at the Montgomery County MUD No. 99 Water Receiving Facility; and (4i) execution of Work Order No. 2 with V&A Consulting Engineers, Inc., in an amount not to exceed \$20,756.00, for final design and procurement services of corrosion protection system for Surface Water Transmission Line, Segment W3C for the GRP Program.

- j. Consider authorizing General Manager to execute Work Order No. 16 for Final Transient Analysis, Transmission System Startup and Commissioning Plan, Development of electronic Operations Manual (eOM), and Population of CMMS for the GRP Program.

Mr. Morris proceeded to the next item on the agenda for consideration. Mr. Smith introduced the item, and Mr. Kelling described the tasks to be completed under the proposed item. He stated that AECOM Technical Services, Inc. completed the transmission system hydraulic transient analysis and that they would continue by developing a final document to assist with startup, which will help in soliciting Request for Proposals for the cleaning and disinfection of transmission lines. Mr. Miller inquired as to the inclusion of operations and maintenance (O&M) cost in the amount presented for consideration. Mr. Smith explained that this item did not include O&M cost, only startup related tasks. Mr. Fenney elaborated on the plan for startup and the deliverables to be provided per Work Order No. 16. Mr. Miller expressed concern over the amount of the contract. Mr. Mooney requested that GRP staff discuss further the deliverables to be produced, including the: Letter Report on HTM Results, Final eOM Narrative, CMMS Asset Data Sheets, and Final Transmission Line Commissioning Project Manual. Hector Ortiz, Utility Operations Manager for the GRP Division discussed the startup process, and Mr. Kelling addressed the need for the manuals and the labor intensive tasks of compiling the needed information. Mr. Morris briefly discussed the pricing and provided a comparison to same. Mr. Newton made a motion, seconded by Mr. Mooney and unanimously approved, to recommend execution of Work Order No. 16 with AECOM Technical Services, Inc., in an amount not to exceed \$580,306.00, for final transient analysis, transmission system startup and commissioning plan, development of electronic operations manual (eOM), and population of CMMS for the GRP Program.

- k. Consider authorizing General Manager to execute Work Order No. 19 for Surface Water Facility startup and operation assistance for the GRP Program.

Mr. Smith discussed HDR's role in designing the plant and the need for assistance with providing Surface Water Plant startup support to SJRA staff. Mr. Kelling discussed the key deliverables with this item, including: the development a Sampling Plan, BAC Process Plans and Specifications, and TPDES Discharge Permit. Mr. Newton inquired as to the possibility of utilizing internal staff for same. Mr. Kelling explained there will be a transition period that will require the facilitation of same by the designer of the plant, HDR Engineering, Inc. Mr. Morris recommended reliable training manuals and modules in the electronics and emphasized the need to pass available information and knowledge on to other GRP staff members. Mr. Mooney made a motion, seconded by Mr. Chance and unanimously approved, to recommend the execution of Work Order No. 19 with HDR Engineering, Inc., in an amount not to exceed \$358,351.00, for Surface Water Facility startup and operation assistance for the GRP Program.

- l. Consider authorizing General Manager to execute Amendment No. 1 to Work Order No. 9 for Preliminary and Final Design, Procurement, Topographic Survey, Metes & Bounds, and Geotechnical Investigation of Communications Conduit and Ground Boxes for the GRP Program.

Mr. Smith discussed the need to include a complete communication network to connect the Surface Water Transmission System Segments W2 and W3 to SJRA's Wastewater Treatment Plant No.1. Mr. Newton made a motion, seconded by Mr. Mooney and unanimously approved, to recommend execution of Amendment No. 1 to Work Order No. 9 with Binkley & Barfield, Inc., in the amount of \$61,006.51, for preliminary and final design, procurement, topographic survey, metes and bounds, and geotechnical investigation of communications conduit and ground boxes for the GRP Program.

- m. 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.

Moving on to the next item on the agenda, Mr. Smith explained the contract modification requested by GRP Participant, Quadvest, L.P. to include McCall Sound/Sonoma Ridge and the request of Wood Trace Municipal Utility District No. 1 to join the GRP as a new Participant. He explained that based on the historical use and future projections provided by both, Wood Trace MUD No. 1 and Quadvest, L.P. that the current water capacity would allow for the requested changes. Mr. Chance made a motion, seconded by Mr. Miller and unanimously approved, to recommend the execution of letters of assurance for Quadvest L.P. (McCall Sound/Sonoma Ridge) and Wood Trace MUD No. 1 to Lone Star Groundwater Conservation District, as requested, and to recommend the execution of the GRP Contract with Wood Trace Municipal Utility District No. 1.

5. UPDATE REGARDING GRP DIVISION

Matt Corley, Customer Service and Compliance Supervisor presented an update on site visits, compliance statistics, Participate information and updates, and the status of Participant accounts. He stated that Water Conservation Plans and Drought Contingency Plans are due from Participants in May 2015.

Mr. Smith continued by providing the Committee with an update on the ongoing recruiting and staffing efforts in the GRP Division. Hector Ortiz, Utility Operations Manager discussed the operator positions recently filled and the remaining positions for operators and maintenance technicians.

Steve Fenney, Technical Services Manager presented an update on construction through September 30, 2014. He started by discussing the startup preparations occurring at the Raw Water Intake and Pump Station. In conclusion, he discussed the timeline for commissioning the High Service Pump Station.

Doug Haude, Project Manager then presented the update for the Surface Water Transmission System through September 30, 2014. Mr. Haude presented updated financial data, the project status for each of the transmission lines, Surface Water Receiving Facilities, Standpipe, and fiber optic communication and construction. Mr. Chance took the opportunity to thank the City of Conroe for their assistance with the needed easements, which allowed for the successful completion of the various projects.

Mr. Smith continued with GRP updates, including an update on the agreement with The Woodlands Township for reforestation efforts. He stated that there is a need to hold off in some areas until heavy construction is more complete. He discussed the City of Conroe's system improvements and the cost for same. Ms. Melissa Mack spoke on behalf of the City of Conroe to discuss the bid process utilized and the estimated costs for the recommended improvements. She stated that they will be keeping the Committee updated on the status.

To complete the update, Mr. Smith stated that the following activities were ongoing in the GRP Division, including: staffing, training plans to go along with the startup, population of the computerized maintenance management system (CMMS), implementation of new billing system (TruePoint), and the development of policies and procedures. Mr. Smith stated that Lone Star Groundwater and Conservation District (LSGCD) will be issuing new permits to Participants for 2016, after the adoption of revised rules and regulations. Ms. Samantha Reiter with LSGCD briefly provided an update on the status of the review and revisions to the rules and regulations.

6. DISCUSSION REGARDING FUTURE AGENDA ITEMS

Mr. Smith stated that future items to look for include a water allocation plan. He also referenced the *Monthly Progress Report* – September 2014 for additional information on upcoming GRP activities/items.

In closing, Mr. Smith stated that nominations for the GRP Review Committee candidates were received, ballots sent out, and votes for the nominees are due to the GRP Administrator by November 1, 2014. He stated the votes will be tallied and the results announced at the December meeting.

7. FUTURE MEETING SCHEDULE

November – No Meeting
December 8, 2014
January 20, 2014 – Tuesday
February 23, 2014

8. ADJOURN

Without objection, the meeting was adjourned at 12:52 p.m.

Kimberly Wright
Division Administrative Manager



Mark Smith
GRP Administrator