



# San Jacinto River Authority

**Board of Directors Meeting  
April 22, 2021**



# San Jacinto River Authority

## AGENDA

**SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS  
NOTICE OF REGULAR PUBLIC MEETING  
THURSDAY, APRIL 22, 2021 - 8:00 A.M.  
PUBLICLY ACCESSIBLE WEBINAR/TELEPHONE CONFERENCE**

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Notice is hereby given to all interested members of the public that the Board of Directors of the San Jacinto River Authority will hold a regular publicly accessible meeting **via webinar / telephone conference call** pursuant to Texas Government Code, Section 551.125, as amended, and as modified by the temporary suspension of various provisions thereof effective March 16, 2020, by the Governor of Texas in accordance with the Texas Disaster Act of 1975, all as related to the Governor's proclamation on March 13, 2020, as renewed, certifying that the COVID-19 pandemic poses an imminent threat of disaster and declaring a state of disaster for all counties in Texas.

**If you choose to participate via the webinar link below, you WILL have the opportunity to provide comments during the designated portion of the meeting.**

**Webinar Link: <https://attendee.gotowebinar.com/register/5938933306862931471>**

*After registering, you will receive a confirmation email containing information about joining the webinar.*

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**If you choose to participate via the [GoToWebinar App](#), you WILL have the opportunity to provide comments during the designated portion of the meeting.**

**Please use Webinar ID: [516-607-627](#)**

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**If you choose to participate in the meeting via the conference call number below, you will NOT have the opportunity to provide comments during the designated portion of the meeting. The conference call phone number is provided for LISTENING PURPOSES ONLY.**

**Telephone conference call phone number:**

**[+1 \(415\) 655-0060](#) and the audio access code is [256-828-251](#)**

*All members of the public may participate in the meeting via webinar, Webinar App, or telephone conference call (listen only option).*

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- 1. CALL TO ORDER**
- 2. PLEDGES OF ALLEGIANCE**
- 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:** Jace Houston, General Manager
  - b. **G & A:** Heather Ramsey Cook, Director of Communications and Public Affairs
  - c. **G & A:** Tom Michel, Director of Finance and Administration
  - d. **Woodlands:** Chris Meeks, Utility Enterprise O&M Manager
  - e. **GRP:** Chris Meeks, Utility Enterprise O&M Manager
  - f. **Lake Conroe:** Bret Raley, Lake Conroe Division Manager
  - g. **Highlands:** Jay Smith, Highlands Division Manager
  - h. **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 25, 2021, and Special Meeting of April 9, 2021.
- b. **Unaudited Financials**

Consider approval of the unaudited financials for the month of March, 2021.
- c. **Resolution - Recognizing Kaaren Cambio for Service on the Board of Directors**

Consider adoption of a Resolution of the Board of Directors of the San Jacinto River Authority recognizing Kaaren Cambio for her service as a member of the Board of Directors.
- d. **Resolution - Recognizing Brenda Cooper for Service on the Board of Directors**

Consider adoption of a Resolution of the Board of Directors of the San Jacinto River Authority recognizing Brenda Cooper for her service as a member of the Board of Directors.
- e. **Resolution - Annual Review of Pension Plan Investment Policy Statement**

Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority accepting review of and affirming the Pension Plan Investment Policy Statement as adopted July 27, 2017.
- f. **Professional Services Agreement - Communications Services**

Consider authorizing the General Manager to execute a Master Professional Services Agreement for professional communications services.

## **WOODLANDS**

### **g. Construction Contract - Water Well No. 23 Rehabilitation**

Consider authorizing the General Manager to execute a construction contract for Water Well No. 23 Rehabilitation in The Woodlands.

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

### **G&A**

#### **a. Election of Secretary Pro Tempore**

Consider election of a member of the Board of Directors of the San Jacinto River Authority to serve as Secretary Pro Tempore.

### **FLOOD MANAGEMENT**

#### **b. Interlocal Agreement - Various Entities**

Consider authorizing the General Manager to negotiate and execute an Interlocal Agreement with City of Humble, Harris County Flood Control District and five (5) Municipal Utility Districts for the Spring Creek Watershed Flood Control Dams Conceptual Engineering Feasibility Study.

#### **c. Interlocal Agreement - Various Entities**

Consider authorizing the General Manager to negotiate and execute an Interlocal Agreement with City of Houston, City of Humble, and Harris County Flood Control District for the Upper San Jacinto River Basin Regional Sedimentation Study.

#### **d. Interlocal Agreement - Various Entities**

Consider authorizing the General Manager to negotiate and execute an Interlocal Agreement with City of Houston and City of Humble for the Lake Conroe-Lake Houston Joint Reservoir Operations Study.

## **7. BRIEFINGS AND PRESENTATIONS**

**a.** Presentation regarding Trinity River Option Agreement.

**b.** Presentation regarding proposed GRP Fiscal Year 2022 Budget and Rate Order Amendment.

## **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. Expedited Declaratory Judgement Act litigation and other litigation related to GRP; and
  - 3. Pending litigation styled *Lake Conroe Assn., et. al. v. City of Houston and San Jacinto River Authority*, Cause No. 21-03-04382, in the 284th District Court, Montgomery County, Texas.

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 27, 2021

## 11. 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.*



# San Jacinto River Authority

## Board Communication

Item No.	Agenda Item	Date
5a	Consider approval of minutes from the Board of Directors Regular meeting of March 25, 2021, and Special meeting of April 9, 2021.	04/22/2021

### BACKGROUND INFORMATION

**STRATEGIC GOAL:** Goal 1: Engaged Board of Directors

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Minutes

### RECOMMENDED ACTION

Approve the minutes of the March 25, 2021, and April 9, 2021, Board of Directors meetings.



<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>5b</b>	Consider approval of the unaudited financials for the month of March, 2021.	<b>04/22/2021</b>

**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, 2021.



# San Jacinto River Authority

## Board Communication

Item No.	Agenda Item	Date
5c	Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority recognizing Kaaren Cambio for her service as a member of the Board of Directors.	04/22/2021

### BACKGROUND INFORMATION

**STRATEGIC GOAL:** Goal 1: Engaged Board of Directors

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Resolution

### RECOMMENDED ACTION

Adopt a resolution of the Board of Directors of the San Jacinto River Authority recognizing Kaaren Cambio for her service as a member of the Board of Directors.





# San Jacinto River Authority

## Board Communication

Item No.	Agenda Item	Date
5d	Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority recognizing Brenda Cooper for her service as a member of the Board of Directors	04/22/2021

### BACKGROUND INFORMATION

**STRATEGIC GOAL:** Goal 1: Engaged Board of Directors

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Resolution

### RECOMMENDED ACTION

Adopt a resolution of the Board of Directors of the San Jacinto River Authority recognizing Brenda Cooper for her service as a member of the Board of Directors.



<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>5e</b>	Consider adoption of a resolution of the Board of Directors of the San Jacinto River Authority accepting review of and affirming the Pension Plan Investment Policy Statement as adopted July 27, 2017.	<b>04/22/2021</b>

**BACKGROUND INFORMATION**

The Board of Directors of the Authority established a defined benefit pension plan effective November 1, 1970. The pension plan provides retirement benefits to vested employees upon normal retirement at the age of 65 and in some cases early retirement at the age of 55. The Board created a new retirement benefit program for employees hired on or after August 1, 2016, freezing pension plan participation for employees hired before August 1, 2016. The Plan's overall goal is to pay benefits as described by the pension plan in such a way that the cost and risk are manageable to the Authority.

In order to document the Authority's compliance with the fiduciary standards related to the pension plan administration, the Authority established a Retirement Plans Investment (RPI) Committee on January 26, 2012.

The Pension Plan Investment Policy Statement describes the responsibilities of the Plan Administrator(s), RPI Committee, and the Investment Advisor. The Policy Statement lays out the investment objectives, guidelines, and targeted fund allocations that the RPI Committee must use. The Pension Plan Investment Policy Statement is required to be reviewed annually by the Board of Directors separate from, but in a similar manner to, the Authority's public funds investment policy and strategies.

The Authority last reviewed the Pension Plan Investment Policy Statement on September 24, 2020. The RPI Committee reviewed the Pension Plan Investment Policy Statement on March 3, 2021, and recommends no changes at this time. Therefore, it is recommended that the Board affirm the Pension Plan Investment Policy Statement as adopted July 27, 2017.

**STRATEGIC GOAL:** Goal 6: High Performance Administration

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Resolution, Pension Plan Investment Policy Statement dated July 27, 2017, and Annual Report to the Board of Directors from the Pension Plan Investment Committee.

**RECOMMENDED ACTION**

Adopt a resolution of the Board of Directors of the San Jacinto River Authority accepting review of and affirming the Pension Plan Investment Policy Statement as adopted July 27, 2017.



<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>5f</b>	Consider authorizing the General Manager to execute a Master Professional Services Agreement for professional communications services.	<b>04/22/2021</b>

**BACKGROUND INFORMATION**

Firm Name: Glass House Strategy

Type of Services: Professional Communications Services

Type of Agreement: Professional Services Work Order Agreement  
(Contract No. 21-0035)

**Project Description:**

Professional public communications services to support SJRA programs and projects as an extension of existing SJRA Public Communications Department staff.

Work is anticipated to include, but it not necessary limited to, an assessment of SJRA’s approach to public communications and education along with recommendations for improvements, evaluation of website design along with recommendations for improvements, production of graphic design materials, audio-visual products, and printed educational materials.

SJRA staff issued a Request for Proposals for public communications consulting services, received seven (7) submittals, and selected Glass House Strategy as the most highly qualified to perform these services in conjunction with the Public Communications Department under the direction of the Director of Communications and Public Affairs.

The attached Master Professional Services Agreement will allow staff to contract with Glass House Strategy within a three-year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring additional services from other firms in that time period, if desired.

Subsequent project-specific Work Orders issued under this Master Professional Services Agreement will be presented to the Board of Directors for approval in accordance with SJRA’s procurement policy. Work Orders may be issued under this Master Professional Services Agreement for three (3) years from the effective date of the agreement.

Agreement Expiration Date: April 22, 2024

**STRATEGIC PLAN:** Goal 5: Effective Stakeholder Communications

**FUNDING SOURCE:** General Funds

**ATTACHMENTS:** Master Services Agreement

**RECOMMENDED ACTION**

Authorize the General Manager to execute a Master Professional Services Agreement for professional communications services.



<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>5g</b>	Consider authorizing the General Manager to execute a construction contract for Water Well No. 23 Rehabilitation in The Woodlands.	<b>04/22/2021</b>

**BACKGROUND INFORMATION**

Firm Name: Weisinger Incorporated  
 Project: Water Well No. 23 Rehabilitation  
 Type of Services: Construction  
 Type of Agreement: Standard Construction Agreement  
 (Contract No. 20-0082)

**Project Description:**

The project involves rehabilitation and/or replacement of pumping equipment and materials for San Jacinto River Authority Woodlands Division Water Well No. 23 along with associated work to the water well in-ground facility. The rehabilitation includes removal of sedimentation from the well, cleaning the well screens, furnishing a new pump bowl assembly, installing a new column assembly, as well as installing new associated piping.

No. Proposals Received/Proposal Receipt Date: Three (3) / March 25, 2021

Highest Ranked Offeror / Proposed Cost: Weisinger Incorporated / \$210,845.00  
 Second Ranked Offeror / Proposed Cost: Alsay Incorporated / \$236,562.00  
 Third Ranked Offeror / Proposed Cost: C&C Water Services / \$224,740.00

Engineer: SJRA Technical Services Department

Proposal Amount: \$210,845.00

Engineer’s Estimate: \$240,000.00

Contract Days: 180 Calendar Days

**STRATEGIC GOAL:** Goal 2: Operational Excellence

**FUNDING SOURCE:** R&R

**ATTACHMENTS:** Map, Summary, Proposal Form, Agreement

**RECOMMENDED ACTION**

Authorize the General Manager to execute a construction contract in the amount of \$210,845.00 with Weisinger Incorporated for Water Well No. 23 Rehabilitation.



<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>6a</b>	Consider election of a member of the Board of Directors of the San Jacinto River Authority to serve as Secretary Pro Tempore.	<b>04/22/2021</b>

**BACKGROUND INFORMATION**

At the February 25, 2021, San Jacinto River Authority Board of Directors meeting, the Board elected Director Cooper to the position of Secretary Pro Tempore. Due to Director Cooper's recent resignation from the Board of Directors, it will elect a member to serve as Secretary Pro Tempore.

**STRATEGIC GOAL:** Goal 1: Engaged Board of Directors

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** N/A

**RECOMMENDED ACTION**

Approve the election of a member of the Board of Directors of the San Jacinto River Authority to serve as Secretary Pro Tempore.



<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>6b</b>	Consider authorizing the General Manager to negotiate and execute an Interlocal Agreement with City of Humble, Harris County Flood Control District and five (5) Municipal Utility Districts for the Spring Creek Watershed Flood Control Dams Conceptual Engineering Feasibility Study.	<b>04/22/2021</b>

**BACKGROUND INFORMATION**

Texas Water Development Board (TWDB) has awarded grant funding from the Flood Infrastructure Fund (FIF) to SJRA for a continuation of the Spring Creek Siting Study, a sub-task of the San Jacinto Regional Watershed Master Drainage Plan project (SJDMP) led by Harris County Flood Control District with SJRA as one of multiple partners.

The Spring Creek Siting Study explored multiple alternative projects and detention siting locations to provide flood mitigation benefits to the Spring Creek watershed. Two of the more cost-effective alternatives identified in the Spring Creek watershed – dams on Walnut Creek and Birch Creek – were recommended for implementation in the SJMDP.

This project will include a conceptual-level design for each of the two dams, as well as definition of benefits and costs for each dam and a combination of the two dams. The outcome of this study will allow project sponsors to determine the most feasible and economical alternative(s) for possible future development.

For this project, City of Humble, Harris County Flood Control District, and five (5) Municipal Utility Districts (the Partners) have each agreed to fund a portion of the fifty percent local match required by the FIF grant. SJRA will perform in-kind services in an effort to reduce the local match amount to be funded by the Partners. This interlocal agreement memorializes the agreement between SJRA and the Partners for local match funding for the project.

The grant funding contract between SJRA and TWDB for this project will be presented to the Board of Directors for consideration at a later date.

**STRATEGIC GOAL:** Goal 3: Water Resource Leadership

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Draft Interlocal Agreement

**RECOMMENDED ACTION**

Authorize the General Manager to negotiate and execute an Interlocal Agreement with City of Humble, Harris County Flood Control District and five (5) Municipal Utility Districts for the Spring Creek Watershed Flood Control Dams Conceptual Engineering Feasibility Study.



<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>6c</b>	Consider authorizing the General Manager to negotiate and execute an Interlocal Agreement with City of Houston, City of Humble and Harris County Flood Control District for the Upper San Jacinto River Basin Regional Sedimentation Study.	<b>04/22/2021</b>

**BACKGROUND INFORMATION**

Texas Water Development Board (TWDB) has awarded grant funding from the Flood Infrastructure Fund (FIF) to SJRA to perform a regional sedimentation study of the Upper San Jacinto River Basin (Lake Houston Watershed).

The Upper San Jacinto River Basin Regional Sedimentation Study will identify which sub-watersheds in the basin produce the most sediment and which store the most sediment. With this information, sub-watersheds and individual locations can be prioritized for improvements, and conceptual solutions (potential future projects/efforts with the goal of reducing sediment inputs and/or enhancing sediment storage to mitigate the loss of floodway conveyance), as well as non-construction best management practices, can be developed and analyzed. All identified projects, efforts, and practices will be ranked and included in an implementation plan, and ultimately all information developed as part of this project will be compiled into a regional sediment management plan which can guide sedimentation mitigation efforts in the future.

For this project, City of Houston, City of Humble, and Harris County Flood Control District (the Partners) have each agreed to fund a portion of the fifty percent local match required by the FIF grant. SJRA will perform in-kind services in an effort to reduce the local match amount to be funded by the Partners. This interlocal agreement memorializes the agreement between SJRA and the Partners for local match funding for the project.

The grant funding contract between SJRA and TWDB for this project will be presented to the Board of Directors for consideration at a later date.

**STRATEGIC GOAL:** Goal 3: Water Resource Leadership

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Draft Interlocal Agreement

**RECOMMENDED ACTION**

Authorize the General Manager to negotiate and execute an Interlocal Agreement with City of Houston, City of Humble and Harris County Flood Control District for the Upper San Jacinto River Basin Regional Sedimentation Study.



<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>6d</b>	Consider authorizing the General Manager to negotiate and execute an Interlocal Agreement with City of Houston and City of Humble for the Lake Conroe-Lake Houston Joint Reservoir Operations Study.	<b>04/22/2021</b>

**BACKGROUND INFORMATION**

Texas Water Development Board (TWDB) has awarded grant funding from the Flood Infrastructure Fund (FIF) to perform a joint reservoir operations study for Lake Conroe and Lake Houston.

The City of Houston is currently in the preliminary design phase of a project to add new gates at the Lake Houston dam, which could greatly increase the controlled release capacity of the dam. This study will develop a joint reservoir operations and communications strategy for Lake Conroe and Lake Houston, with the main goal of determining the most efficient and safe operation of the two reservoirs in series by evaluating multiple individual components of operational strategy. The project is planned to include evaluation of synced operations protocols, joint notification protocols and public communication strategies, pre-releases and related impacts on water supply, and the use of forecasting tools.

For this project, City of Houston and City of Humble (the Partners) have each agreed to fund a portion of the local match required by the FIF grant. SJRA will perform in-kind services in an effort to reduce the local match amount to be funded by the Partners. This interlocal agreement memorializes the agreement between SJRA and the Partners for local match funding for the project.

The grant funding contract between SJRA and TWDB for this project will be presented to the Board of Directors for consideration at a later date.

**STRATEGIC GOAL:** Goal 3: Water Resource Leadership

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Draft Interlocal Agreement

**RECOMMENDED ACTION**

Authorize the General Manager to negotiate and execute an Interlocal Agreement with City of Houston and City of Humble for the Lake Conroe-Lake Houston Joint Reservoir Operations Study.