



# San Jacinto River Authority

**Board of Directors Meeting  
October 28, 2021**



# San Jacinto River Authority

## AGENDA

SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS  
THURSDAY, OCTOBER 28, 2021 - 8:00 A.M.  
GENERAL AND ADMINISTRATION BUILDING - BOARDROOM  
1577 DAM SITE ROAD, CONROE, TEXAS

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Board meetings after September 1, 2021, will be held in person, including the public comment portion of the agenda. The meeting may be viewed via webinar:

Webinar Link: <https://attendee.gotowebinar.com/register/2459204409017773584>

Webinar ID: 724-813-147

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

For listening only without video, the meeting may be accessed via conference call:

+1 (562) 247-8422 and the audio access code is 959-007-161

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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 Meetings of August 26, 2021, and September 23, 2021.

- b. Unaudited Financials**

Consider approval of the unaudited financials for the month of September, 2021.

- c. Work Order No. 2 - Social Media Communications Services**

Consider authorizing the General Manager to execute Work Order No. 2 for professional social media communications services.

## **WOODLANDS**

- d. Interlocal Agreement with Montgomery County**

Consider authorizing the General Manager to execute an Interlocal Agreement with Montgomery County for the concrete encasement of SJRA wastewater infrastructure in The Woodlands.

## **RAW WATER ENTERPRISE**

- e. Sale of Real Property**

Declare to be surplus and authorize the disposal by sale of a 0.145 acre tract, a 0.023 acre tract and a 0.004 acre tract of real property located in the Shannon Owen Survey, A-36, near Montgomery, Texas, and authorize the General Manager to execute all necessary documents to complete the transaction.

- f. Professional Services Agreement and Work Order No. 1 - Lake Conroe Maintenance Facilities Improvements**

Consider authorizing the General Manager to execute a professional services agreement and Work Order No. 1 for design and procurement assistance for the Lake Conroe Maintenance Facilities Improvements Project.

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

## **RAW WATER ENTERPRISE**

- a. Resolution - Water Right Application**

Consider adoption of a resolution authorizing the General Manager to submit a water right application to the Texas Commission on Environmental Quality pursuant to an agreement

between SJRA, Montgomery County Municipal Utility District Nos. 8 and 9, the City of Houston, and the City of Huntsville.

## **GRP**

### **b. GRP Contract Amendment - City of Conroe**

Consider authorizing the General Manager to negotiate and execute an amendment to the City of Conroe's GRP Contract authorizing a non-mandatory surface water connection and an additional point of delivery.

**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.** 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.

**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 - December 9, 2021.

## **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.***



# San Jacinto River Authority

## Board Communication

Item No.	Agenda Item	Date
5a	Consider approval of minutes from the Board of Directors meetings of August 26, 2021, and September 23, 2021.	10/28/2021

### BACKGROUND INFORMATION

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

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Minutes of August 26, 2021, and September 23, 2021

### RECOMMENDED ACTION

Approve the minutes of the August 26, 2021, and September 23, 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 September, 2021.	<b>10/28/2021</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 will be provided under separate cover

**RECOMMENDED ACTION**

Approve the unaudited financial statements for the month of September, 2021.



<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>5c</b>	Consider authorizing the General Manager to execute Work Order No. 2 for professional social media communications services.	<b>10/28/2021</b>

**BACKGROUND INFORMATION**

Firm Name: Pink Cilantro Agency

Type of Services: Professional Social Media Communications Services

Type of Agreement: Professional Services Work Order No. 2  
(Contract No. 21-0036)

**Project Description:**

Professional social media 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 necessarily limited to 1) production of educational graphics 2) production of graphics that explain complex topics 3) animation and videography 4) copy writing 5) website build out 6) content calendar 7) tracking engagement and other metrics.

The project includes discovery, research, development, build out, and launch of public-facing educational and engagement website. Work also includes management of site, campaign optimization according to feedback and predetermined metrics, and additional deliverables as outlined in Work Order No. 2.

The project will aid in explanation of SJRA roles and responsibilities as well as communication of previously developed key strategic messages, a Sunset Committee Staff Recommendation, and will use robust tracking metrics to show progress.

The project was presented to the Board of Directors Communications Committee on October 13, 2021, and received the support of the committee.

Total amount: \$150,000

Agreement Expiration Date: May 27, 2024

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

**FUNDING SOURCE:** To be determined

**ATTACHMENTS:** Work Order No. 2

**RECOMMENDED ACTION**

Authorize the General Manager to execute Work Order 2 in an amount not to exceed \$150,000.00 with Pink Cilantro Agency for professional social media communications services.



<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>5d</b>	Consider authorizing the General Manager to execute an Interlocal Agreement with Montgomery County for the concrete encasement of SJRA wastewater infrastructure in The Woodlands.	<b>10/28/2021</b>

**BACKGROUND INFORMATION**

Montgomery County Precinct 3 has an ongoing project to expand Kuykendahl road in the Woodlands, the road expansion encroaches onto SJRA owned property by the Bear Branch Reservoir as well as an existing SJRA easement maintained by the Woodlands Division. Within the SJRA easement there is wastewater infrastructure that SJRA has requested be concrete encased by Montgomery County Precinct 3's contractor to provide additional protection.

In exchange for concrete encasing the SJRA infrastructure, Montgomery County Precinct 3 has requested SJRA provide funds for the work. The funding will be provided by the Woodlands Division. This interlocal agreement memorializes this agreement between SJRA and Montgomery County.

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

**FUNDING SOURCE:** Cash

**ATTACHMENTS:** Interlocal Agreement with Exhibits

**RECOMMENDED ACTION**

Authorize the General Manager to execute an Interlocal Agreement with Montgomery County for the concrete encasement of SJRA wastewater infrastructure in The Woodlands.





<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>5e</b>	Declare to be surplus and authorize the disposal by sale of a 0.145 acre tract, a 0.023 acre tract and a 0.004 acre tract of surplus real property located in the Owen Shannon Survey, A- 36, near Montgomery, Texas, and authorize the General Manager to execute all necessary documents to complete the transaction.	<b>10/28/2021</b>

**BACKGROUND INFORMATION**

The Authority has received an enquiry from a property-owner along the shore of Lake Conroe who is interested in purchasing a small tract of SJRA property immediately adjacent to the landowner's. Staff has valued the tract in accordance with procedures approved by the Board of Directors and recommends that the property be declared surplus and authorized to be sold via deed without warranty.

Buyer: Howard M. Hester Jr.

Description: A 0.145 acre parcel, a 0.023 acre parcel and a 0.004 acre parcel in the Owen Shannon Survey, A-36.

Location: 19492 Bolin Road Montgomery, TX 77356

MCAD Land Value: \$451,520.00 / 144,619 Sq. Ft. = \$3.12

SJRA Tract Value:

Tract 1: (\$3.12 X 6,301 Sq. Ft.) / (0.8 factor) = \$24,573.90

Tract 2: (\$3.12 X 1,015 Sq. Ft.) / (0.8 factor) = \$3,958.50

Tract 3: (\$3.12 X 191 Sq. Ft.) / (0.8 factor) = \$744.90

Attorney Closing Cost: \$2,000.00

Disposal Sale Price: \$31,277.30

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

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** MCAD Data Sheet, Metes and Bounds, Survey Map

**RECOMMENDED ACTION**

Declare to be surplus and authorize the disposal of a 0.145 acre tract, a 0.023 acre tract and a 0.004 acre tract of real property located in the Shannon Owen Survey, A-36, near Montgomery, Texas, at a price of \$31,277.30, and authorize the General Manager to execute all necessary documents to complete the transaction.



<b>Item No.</b>	<b>Agenda Item</b>	<b>Date</b>
<b>5f</b>	Consider authorizing the General Manager to execute a professional services agreement and Work Order No. 1 for design and procurement assistance for the Lake Conroe Maintenance Facilities Improvements Project.	<b>10/28/2021</b>

**BACKGROUND INFORMATION**

Firm Name:	Halff Associates, Inc.
Project:	Lake Conroe Maintenance Facilities Improvements
Type of Services:	Professional Engineering Services
Type of Agreement:	Professional Services Work Order Agreement (Contract No. 21-0061-1)
Project Description:	<p>The Lake Conroe Division maintenance and operations staff utilize multiple facilities that provide office space, workspace, and equipment storage. These Lake Conroe campus facilities are used for daily operations as well as during emergencies and are in need of replacement due to their structural condition and limited workspace. Improvements include but are not limited to the demolition of the existing maintenance facility and offices, rehabilitation of remaining existing facilities and construction of a new building including a maintenance shop and office space. The facility improvements will increase the efficiency, safety, and maintenance capabilities of the Lake Conroe Division staff. Work includes labor and materials required to perform design and procurement phase services for the Lake Conroe Maintenance Facilities Improvements Projects.</p>
Key Deliverable(s):	Due Date(s):
Master Plan Update Submittal	Within 60 Calendar Days of Notice-to-Proceed
30% Design Submittal	Within 120 Calendar Days of Notice-to-Proceed
60% Design Submittal	Within 180 Calendar Days of Notice-to-Proceed
90% Design Submittal	Within 240 Calendar Days of Notice-to-Proceed
100% Design Submittal	Within 300 Calendar Days of Notice-to-Proceed
Type of Compensation/Amount: =	Lump sum/\$458,803.56 Cost Plus Multiplier with Not-to-Exceed/\$177,661.14
Total Amount:	\$636,464.70
Construction Cost:	\$2,730,000.00 (est.)
Anticipated Completion Date:	February 6, 2023

**STRATEGIC PLAN:** Goal 2: Operational Excellence

**FUNDING SOURCE:** R&R

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

**RECOMMENDED ACTION**

Authorize the General Manager to execute a professional services agreement and Work Order No. 1 in an amount not to exceed \$636,464.70 with Halff Associates, Inc., for design and procurement assistance for the Lake Conroe Maintenance Facilities Improvements Project.



# San Jacinto River Authority

## Board Communication

Item No.	Agenda Item	Date
6a	Consider adoption of a resolution authorizing the General Manager to submit a water right application to the Texas Commission on Environmental Quality pursuant to an agreement between SJRA, Montgomery County Municipal Utility District Nos. 8 and 9, the City of Houston, and the City of Huntsville.	10/28/2021

### BACKGROUND INFORMATION

In July 2017, SJRA entered into an agreement with Montgomery County Municipal Utility District Nos. 8 and 9 (the MUDs), the City of Houston (Houston), and the City of Huntsville (Huntsville) regarding permit applications submitted to, and subsequently approved by, the Texas Commission on Environmental Quality (TCEQ), the MUDs, and the City of Huntsville for bed and banks conveyance and subsequent diversion of return flows from Lake Conroe. As part of that agreement, the MUDs and City of Huntsville agreed to provide SJRA and the City of Houston with a total of twenty-one percent of the quantity of return flows conveyed to Lake Conroe (the Water Commitment) pursuant to the above-referenced permits (Water Use Permit Nos. 12510 and 12754). This resolution provides authorization for the General Manager or his designee to prepare, submit, and perform other necessary actions related to application(s) to the TCEQ for a water right authorizing SJRA and City of Houston to divert the Water Commitment, to include employment of necessary consultants to assist in these activities.

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

**FUNDING SOURCE:** Cash

**ATTACHMENTS:** Map, Resolution

### RECOMMENDED ACTION

Adopt a resolution authorizing the General Manager to submit a water right application to the Texas Commission on Environmental Quality pursuant to an agreement between SJRA, Montgomery County Municipal Utility District Nos. 8 and 9, the City of Houston, and the City of Huntsville.



Item No.	Agenda Item	Date
6b	Consider authorizing the General Manager to negotiate and execute an amendment to the City of Conroe's GRP Contract authorizing a non-mandatory surface water connection and an additional point of delivery.	10/28/2021

**BACKGROUND INFORMATION**

This item will be discussed during Executive Session.

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

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** N/A

**RECOMMENDED ACTION**

Authorize the General Manager to negotiate and execute an amendment to the City of Conroe's GRP Contract authorizing a non-mandatory surface water connection and an additional point of delivery.