

**BOARD OF DIRECTORS
SAN JACINTO RIVER AUTHORITY
MINUTES OF REGULAR MEETING
FEBRUARY 24, 2022**

A regular meeting of the Board of Directors of the San Jacinto River Authority was held at 8:00 a.m., February 24, 2022, at the San Jacinto River Authority General and Administration Building. A notice of said meeting was posted as required by law. President Ronnie Anderson, Treasurer Mark Micheletti, Secretary Wil Faubel, Secretary ProTem Ricardo Mora, and Director Stacey Buick were present. Vice President Ed Boulware was absent. Also in attendance were Jace Houston, General Manager; Tom Michel, Director of Financial and Administrative Services; Ed Shackelford, Director of Utility Enterprise Operations; Wayne Owen, Director of Raw Water Operations; Cynthia Bowman, Administrative Services Manager; Mitchell Page, General Counsel; and Jan Bartholomew, Financial Advisor.

1. CALL TO ORDER

The meeting was called to order at 8:01 a.m.

2. PLEDGES OF ALLEGIANCE

The Pledges of Allegiance were led by Director Micheletti.

3. PUBLIC COMMENTS

There were no public comments.

4. DIVISION UPDATES

a. G & A:

Mr. Houston reported that Kathleen Jackson of the Texas Water Development Board visited, received a presentation related to asset management, and toured the Groundwater Reduction Plan facilities.

b. G & A

Mr. Houston provided updates related to various division and department projects and initiatives.

c. G & A

Mr. Michel introduced and recognized members of the Human Resource Department.

d. Utility Enterprise

Mr. Meeks provided no updates related to the Utility Enterprise.

e. Lake Conroe

Mr. Raley provided no update related to the Lake Conroe Division.

f. Highlands

Mr. Smith provided no update related to the Highlands Division.

g. Flood Management

Mr. Barrett provided no update related the Flood Management Division.

5. CONSENT AGENDA

Director Micheletti made a motion to approve the Consent Agenda, as recommended. The motion was seconded by Director Faubel and carried unanimously.

a. Approval of Minutes

Approve the minutes of Regular meeting of January 27, 2022.

b. Unaudited Financials

Approve the unaudited financials for the month of January, 2022.

c. Interlocal Agreement with Montgomery County

Authorize the General Manager to execute an Interlocal Agreement with Montgomery County for the purpose of utilizing their competitively bid contracts.

d. Resolution - List of Qualified Brokers

Adopt Resolution No. 2022-R-02 of the Board of Directors of the San Jacinto River Authority adopting list of qualified brokers authorized to engage in investment transactions with the Authority.

6. REGULAR AGENDA

a. Resolution - Amending the San Jacinto River Authority Employee Handbook

Mr. Michel presented information related to proposed amendments to the Employee Handbook. He explained that the Authority's vacation accruals are slightly below the average in comparison to other entities within the San Jacinto Region. Mr. Michel spoke about the proposed alternative work arrangements policy, stating it would define various work arrangements intended to provide flexibility while improving recruiting of future employees and retaining current employees. He stated that the proposed amendments were reviewed by the Personnel Committee on January 27, 2022, and that the committee recommended approval by the Board of Directors. Director Buick made a motion to adopt Resolution No. 2022-R-03, amending the San Jacinto River Authority Employee Handbook and authorizing the General Manager to incorporate said amendments. The motion was seconded by Director Mora and carried unanimously.

b. Master Professional Services Agreement and Work Order No. 1 - Digital Water System

Mr. Shackelford presented information related to digital water systems. He explained that digital water systems utilize data from various software applications to form an integrated system that provides the architecture and technology for a smarter water system, from the planning phase through operations. Mr. Shackelford stated that The Woodlands Municipal Utility Districts were in

favor of the project. Director Faubel made a motion to authorize the General Manager to execute a Master Professional Services Agreement and Work Order No. 1 with Carollo Engineers, Inc., in the amount of \$365,173, for a Digital Water System for the Woodlands Division. The motion was seconded by Director Micheletti and carried unanimously.

Mr. Houston explained that items 6c, 6d, and 6e would be considered together.

Ms. Kitt Crabb, Project Manager, provided an overview of the South Canal Improvements Phase 2 Project, outlining information for each of the improvement projects and providing a review of the proposals. Director Micheletti made a motion to approve items 6c, 6d, and 6e as presented. The motion was seconded by Director Faubel and carried unanimously.

c. Construction Contract - South Canal Improvements Phase 2

Authorize the General Manager to execute a construction contract with R&T Ellis Excavating, Inc., in the amount of \$5,207,810, for South Canal Improvements Program Phase 2 in Highlands.

d. Work Order No. 5 - South Canal Improvements Phase 2

Authorize the General Manager to execute Work Order No. 5 with Texas Water Engineering, PLLC, in an amount not to exceed \$141,291.64, for construction phase services for South Canal Improvements Program Phase 2 in Highlands.

e. Work Order No. 5 - South Canal Improvements Phase 2

Authorize the General Manager to execute Work Order No. 5 with Aviles Engineering Corporation in an amount not to exceed \$181,432.13, for construction materials testing for South Canal Improvements Program Phase 2 in Highlands.

7. BRIEFINGS AND PRESENTATIONS

a. Presentation of Annual Energy Report for period September 1, 2020, through August 31, 2021

Mr. Houston presented the Annual Energy Report for the period September 1, 2020, through August 31, 2021.

b. Presentation by the Public Communications Department regarding the San Jacinto River Authority website and web videos

Mr. Houston unveiled the new San Jacinto River Authority video that will be used for education purposes. Ms. Michelle Simpson, Communications Project Manager, provided an overview of the new website.

c. Presentation by the Utility Enterprise regarding the Asset Management Program

Mr. Shackelford presented information related to the Utility Enterprise Asset Management Program. In summary, he stated that through Electronic Asset Management (EAM), assets are assessed, evaluated, ranked, and prioritized to determine the likelihood of failure or consequence of failure, which assists in determining specific capital projects that need to be addressed within a ten-year planning period.

8. EXECUTIVE SESSION

There was no executive session.

9. RECONVENE IN OPEN SESSION

Because there was no Executive Session, the meeting was not reconvened.

10. ANNOUNCEMENTS / FUTURE AGENDA

It was announced that the San Jacinto River Authority's next Regular Board Meeting will be held on March 24, 2022.

11. ADJOURN

Without objection, the meeting was adjourned at 9:33 a.m.



Wil Faubel
Secretary, Board of Directors

