

**BOARD OF DIRECTORS  
SAN JACINTO RIVER AUTHORITY  
MINUTES OF REGULAR MEETING  
FEBRUARY 22, 2024**

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A regular meeting of the Board of Directors of the San Jacinto River Authority was held at 8:00 a.m., February 22, 2024, at the San Jacinto River Authority General and Administration Building. Notice of said meeting was posted as required by law. President Ronnie Anderson, Vice President Ed Boulware, Treasurer Mark Micheletti, Secretary Wil Faubel, and Directors Stacey Buick and Stephanie Johnson were present. Secretary ProTem Ricardo Mora was absent. Also in attendance were Aubrey A. Spear, General Manager; Heather Ramsey, Director of Communications and Public Affairs; Ed Shackelford, Director of Operations, Connie Curtis, Director of Technical and Operations Services, Pam Steiger, Chief Financial Officer; Cynthia Bowman, Chief of Staff; and Mitchell Page, General Counsel.

**1. CALL TO ORDER**

The meeting was called to order at 8:00 a.m.

**2. CEREMONIAL ITEMS**

**a. Invocation**

The invocation was delivered by Director Buick.

**b. Pledges of Allegiance**

The Pledges of Allegiance were led by Director Anderson

**c. Receipt of Commendation, Awards, and Honoraria**

Ms. Carole Parsons of the Lake Conroe Area Republican Women presented a plaque related to the National Motto Program.

**3. PUBLIC COMMENTS**

Mr. Dan Krueger spoke about the use of Lake Conroe as a water supply reservoir.

**4. DIVISION UPDATES**

**a. G & A General Manager**

Mr. Spear recognized Mr. Shackelford for his role as Acting General Manager and presented him with a flag that was flown over the State Capitol, along with a certificate of recognition from Senator Brandon Creighton.

**b. G & A Public Relations**

Ms. Ramsey provided updates related to various division and department projects, initiatives, meetings, and tours.

**c. G & A Chief Financial Officer**

Ms. Steiger did not provide an update.

**d. G&A Technical and Operational Services**

Ms. Curtis introduced the new SCADA I&C Manager, Mr. Ross Johnston, and highlighted Engineers' Week by introducing engineers from the Technical Services Department.

**e. Operating Divisions**

Mr. Shackelford did not provide an update.

**f. Utility Enterprise**

Mr. Hilderbrandt provided an update related to a Municipal Utility District (MUD) Director tour that took place on February 8, 2024. He also provided a brief overview of the Strategic Plan Phases I and II.

**g. Lake Conroe**

Mr. Raley provided an update related to the January, 2024, weather event.

**h. Highlands**

Mr. Tramm provided an update related to the emergency siphon repair project.

**i. Flood Management**

Mr. Barrett did not provide an update.

**5. CONSENT AGENDA**

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

**a. Approval of Minutes - Regular Meeting of January 25, 2024.**

**b. Unaudited Financials**

Approve the unaudited financials for the month of January, 2024.

**c. Resolution - List of Qualified Brokers**

Adopt Resolution No. 2024-R-05, of the San Jacinto River Authority Board of Directors adopting a list of qualified brokers authorized to engage in investment transactions with the Authority.

**d. Master Professional Services Agreement - SCADA/I&C Support Services**

Authorize the General Manager to execute a Master Professional Services Agreement with Concentric Integration, LLC, for SCADA/I&C Support Services for all SJRA Divisions.

**e. Master Professional Services Agreement - SCADA/I&C Support Services**

Authorize the General Manager to execute a Master Professional Services Agreement with Signature Automation, LLC, for SCADA/I&C Support Services for all SJRA Divisions.

**f. Construction Contract - Wastewater Treatment Facility No. 2 Storage Building No. 2**

Authorize the General Manager to execute a construction contract with MBCM Management, Inc., in an amount not to exceed \$460,470, for Wastewater Treatment Facility No. 2 Storage Building No. 2 in The Woodlands, and contract modifications up to the amount approved per the Procurement Policy.

**g. Professional Services Agreement and Work Order No. 1 - Lift Station No. 1 Gravity Main Bypass and Decommissioning**

Authorize the General Manager to execute a Professional Services Agreement and Work Order No. 1 with Baxter & Woodman, Inc., in an amount not to exceed \$145,163, for final design services and procurement services for Lift Station No. 1 Gravity Main Bypass and Decommissioning in The Woodlands.

**h. Construction Contract - GRP Maintenance Shop Crane Installation**

Authorize the General Manager to execute a construction contract with ProservCrane Group in the amount of \$76,398, for the GRP Maintenance Shop Crane Installation Project for the GRP Division, and contract modifications up to the amount approved per the Procurement Policy.

**i. Resolution - Revised Water Conservation Plans for the Lake Conroe Division and Highlands Division**

Adopt Resolution No. 2024-R-06, of the San Jacinto River Authority Board of Directors adopting revised Water Conservation Plans for the Lake Conroe Division and Highlands Division; authorizing the General Manager to implement such revised Plans; repealing and rescinding prior Plans for the Lake Conroe Division and Highlands Division; and containing other provisions related thereto.

**6. REGULAR AGENDA**

**a. Construction Contract - General and Administration Building HVAC System Replacement**

Ms. Kitt Crabb, Project Manager, provided information related to the General and Administration Building HVAC System Replacement. She explained the bidding process as well as the scope of the project. Director Boulware made a motion to authorize the General Manager to execute a construction contract with ACIS, Inc., in an amount not to exceed \$737,707.51, for the General and Administration Building HVAC System Replacement Project for the General and Administration Division, and contract modifications up to the amount approved per the Procurement Policy. The motion was seconded by Director Buick and carried unanimously.

**It was announced that Regular Agenda Items 6b through 6g would be considered following Executive Session.**

**b. Professional Services Agreement and Work Order No. 1 - Wastewater Owner's Advisor Services**

- c. **Resolution - Chief Administrative Official**
- d. **Resolution - Woodlands Water Reclamation Facility No. 1**
- e. **Work Order No. 1 - Water Reclamation Facility No. 1 Land Acquisition Services**
- f. **Work Order No. 2 - Water Reclamation Facility No. 1 Land Acquisition Services**
- g. **Resolution - Woodlands Town Center Water Line**
- h. **Professional Legal Services**

Mr. Matt Barrett, Flood Management Division Manager, provided information related to the additional funds needed for legal services related to certain water rights matters. Director Buick made a motion to authorize the General Manager to authorize expenditures with Lloyd Gosselink Rochelle & Townsend, P.C., in accordance with the Authority's current and future fiscal years' approved budgets, for professional legal services related to certain water rights matters. The motion was seconded by Director Faubel and carried unanimously.

## **7. BRIEFINGS AND PRESENTATIONS**

- a. **Presentation of Annual Energy Report for period September 1, 2022, through August 31, 2023.**

Mr. Spear stated that the energy report is required to be presented to the Board of Directors annually. He explained that it contains the total amount of electricity, natural gas, propane, and water, and the aggregate cost of each that is used by the Authority in the previous year. The Annual Energy Report for the period September 1, 2022, through August 31, 2023, was presented and delivered to the Board of Directors.

## **8. EXECUTIVE SESSION**

The meeting was convened in executive session at 9:17 a.m., under the following provisions:

- 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), 551.076 (Security Devices), or 551.089 (Security Devices or Security Audits) 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;
  2. Litigation and other litigation related to GRP.
- c. Deliberation regarding security devices or security audits, pursuant to Texas Government Code, Section 551.089 regarding:
  1. Deliberate certain security matters.

## **9. RECONVENE IN OPEN SESSION**

With a quorum of the Board present, the meeting was called into open session at 11:00 a.m.

**The Board of Directors considered the following Regular Agenda Items 6b through 6g, individually.**

**6b. Professional Services Agreement and Work Order No. 1 - Wastewater Owner's Advisor Services**

Mr. Hilderbrandt explained that the Woodlands Division is planning a project to ultimately construct a new Water Reclamation Facility to replace the existing Wastewater Treatment Facility No. 1. He explained the need to ascertain professional owner advisor services to assist in the successful delivery of the project. Director Micheletti made a motion to authorize the General Manager to execute a Professional Services Agreement and Work Order No. 1 with Carollo Engineers, Inc., in an amount not to exceed \$534,096, for wastewater owner's advisor services in The Woodlands.

**6c. Resolution - Chief Administrative Official**

Mr. Hilderbrandt explained the need for the designation of a Chief Administrative Official stating their official responsibility is supervising, directing, and authorizing the management of the Authority's properties, rights-of-way, easements, and other property interests, as well as acquisition of additional properties, rights-of-way, easements, and other interests, whether by donation, purchase, or exercise of the power of eminent domain. Director Johnson made a motion to adopt Resolution No. 2024-R-07, of the San Jacinto River Authority Board of Directors designating a Chief Administrative Official for land and property acquisition. The motion was seconded by Director Faubel and carried unanimously.

**6d. Resolution - Woodlands Water Reclamation Facility No. 1**

Mr. Hilderbrandt explained that the Chief Administrative Official is authorized, with the assistance of and in consultation with the Authority's consultants and attorneys, to take certain actions with respect to the design and development of the facilities and the acquisition of the property interests for the construction and operation of a new wastewater treatment facility adjacent to Wastewater Treatment Facility No. 1. Director Faubel moved that the San Jacinto River Authority Board of Directors adopt Resolution No. 2024-R-08, and authorize the acquisition of properties and property interests, including but not limited to fee simple interests, for the construction and operation of new wastewater treatment facilities adjacent to Water Reclamation Facility No. 1. The motion was seconded by Director Buick and carried unanimously.

**6e. Work Order No. 1 - Water Reclamation Facility No. 1 Land Acquisition Services**

Mr. Hilderbrandt explained that Property Acquisition Services, LLC, will provide professional land acquisition consulting services to assist the Authority in the acquisition of land rights by fee title for parcels for the construction of the Woodlands Water Reclamation Facility No. 1 Project. Director Johnson made a motion to authorize the General Manager to execute Work Order No. 1 with Property Acquisition Services (PAS), LLC, in an amount not to exceed \$215,500, for land acquisition services for Water Reclamation Facility No. 1 in The Woodlands. The motion was seconded by Director Boulware and carried unanimously.

**6f. Work Order No. 2 - Water Reclamation Facility No. 1 Land Acquisition Services**

Mr. Hilderbrandt explained that Gratia Geomatics, LLC, will provide professional surveying services to assist the Authority in the acquisition of land rights by fee title for parcels for the construction of the Woodlands Water Reclamation Facility No. 1 Project. Director Faubel made a motion to authorize the General Manager to execute Work Order No. 2 with Gratia Geomatics, LLC, in an amount not to exceed \$147,386.38, for professional surveying services for Water Reclamation Facility No. 1 land acquisition in The Woodlands.

**6g. Resolution - Woodlands Town Center Water Line**

Mr. Hilderbrandt explained that the Chief Administrative Official, with the assistance of and in consultation with the Authority's consultants and attorneys, will take certain actions with respect to the design and development of the facilities and the acquisition of the property interests for the construction and operation of water lines and related facilities in the vicinity of The Woodlands Town Center. Director Faubel moved that the San Jacinto River Authority Board of Directors, in a single record vote applicable to all units of property, adopt Resolution No. 2024-R-09, and authorize the use of power of eminent domain to acquire properties and property interests, including but not limited to permanent and temporary easements, for the construction and operation of water lines and related facilities in the vicinity of The Woodlands Town Center, along the alignments generally depicted on the attachment to the resolution, and delegate authority to initiate condemnation proceedings to the Chief Administrative Official designated by the Board from time to time. The motion was seconded by Director Micheletti and carried unanimously.

**10. ANNOUNCEMENTS / FUTURE AGENDA**

It was announced that the next San Jacinto River Authority Special Board Meeting will take place on March 28, 2024.

**11. ADJOURN**

Without objection, the meeting was adjourned at 11:17 a.m.



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Wil Faubel  
Secretary, Board of Directors

