



**Board of Directors Meeting
May 22, 2025**



Agenda
Regular Meeting
San Jacinto River Authority Board of Directors
Thursday, May 22, 2025 - 9:00 A.M.
General and Administration Building - Boardroom
1577 Dam Site Road, Conroe, Texas 77304

A quorum of the San Jacinto River Authority Board of Directors will be physically present in the Boardroom of the General and Administration Building located at 1577 Dam Site Road, Conroe, Texas, as it is the intent of the Board of Directors to have a quorum physically present at this location. One or more members of the Board of Directors, however, may participate in the meeting by video-conference call as permitted under Section 551.127 of the Texas Government Code.

1. Call to Order

2. Ceremonial Items

2.1 Invocation

2.2 Pledges of Allegiance to the U.S. and Texas Flags

2.3 Receipt of Commendations, Awards, and Honoraria

3. Public Comments (3 minutes per speaker)

4. Work Session

This item consists of updates, briefings, presentations, and discussion items that may require in-depth consideration and discussion by the Board.

4.1 Update by the General Manager regarding meetings, projects, events, issues, and activities pertinent to the Authority.

4.2 Update by the Director of Communications and Public Affairs regarding updates related to various division and department projects, initiatives, tours, meetings, and social media platforms.

4.3 Update regarding invasive water plants in Lake Conroe.

4.4 Update regarding invasive species on canals in the Highlands.

4.5 Update on Lake Conroe Maintenance Building.

4.6 Presentation of Highlands Division 10-Year Project Plan.

4.7 Presentation of the Lake Conroe Division 10-Year Project Plan.

4.8 Presentation of the Water Supply Planning 10-Year Project Plan.

4.9 Presentation of the Bear Branch 10-Year Project Plan.

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.

5.1 G&A - Minutes

Approval of Minutes - Regular Meeting of April 24, 2025.

5.2 G&A - Unaudited Financials

Consider approval of the unaudited financials for the months of March and April, 2025.

5.3 Resolution - San Jacinto River Authority Investment Policy

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting an amended Investment Policy, effective May 22, 2025.

5.4 G&A - Blue Cross Blue Shield Annual Contract Renewal

Consider authorizing the General Manager to execute a contract with Blue Cross Blue Shield of Texas for employee medical and pharmacy benefits for the plan year beginning July 1, 2025, and ending June 30, 2026.

5.5 G&A - Master Professional Services Agreement for On-Call Construction Management and Inspection Services

Consider authorizing the General Manager to execute a Master Professional Services Agreement with Baxter & Woodman, Inc., for on-call construction management and inspection services for all SJRA Divisions.

5.6 G&A - Master Professional Services Agreement for On-Call Construction Management and Inspection Services

Consider authorizing the General Manager to execute a Master Professional Services Agreement with BGE, Inc., for on-call construction management and inspection services for all SJRA Divisions.

5.7 Woodlands - Work Order No. 5 for Woodlands Digital Water System Phase 3

Consider authorizing the General Manager to execute Work Order No. 5 with Carollo Engineers, Inc., for Digital Water System Phase 3 for the Woodlands Division.

6. Regular Agenda

This agenda consists of items requiring individual consideration by the Board of Directors.

6.1 Woodlands - Public Partnership Agreement for Lift Station No. 24 Improvements

Consider authorizing the General Manager to execute a Public Partnership Agreement with the Department of the Army and United States Army Corps of Engineers Galveston District regarding funding for the Lift Station No. 24 Improvements Project for the Woodlands Division.

6.2 Raw Water Enterprise - Resolution - Water Right Amendment Application

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors authorizing the General Manager to submit a water right amendment application to the Texas Commission on Environmental Quality to increase the maximum diversion rate of permitted water from Lake Conroe.

6.3 Lake Conroe - Amendment to the Lake Conroe Park Lease Agreement

Consider authorizing the General Manager to execute an Amendment to the Lake Conroe Park Lease Agreement, dated March 28, 2025, between the San Jacinto River Authority and Lake Conroe Beach Park.

6.4 Lake Conroe - Encroachment Policy

Consider authorizing the Board President to execute the Amended Board Policy for Encroachments on SJRA Acquired Property on or around Lake Conroe.

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.

7.1 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.

7.2 Pursuant to Texas Government Code, Section 551.071, Consultation with Attorney:

- 7.2.1** Discuss litigation related to Hurricane Harvey, including additional legal services to be provided by Hunton Andrews Kurth, LLP;
- 7.2.2** Litigation involving City of Conroe, City of Magnolia, Quadvest, L.P., Woodland Oaks Utility, L.P., related to GRP, and other potential litigation related to GRP;
- 7.2.3** Proposed amendments to the 1944 Agreement and 2009 Water Supply Contract between the San Jacinto River Authority and the City of Houston; and
- 7.2.4** Discussion regarding adjacent property encroachments onto SJRA owned property.

7.3 Pursuant to Texas Government Code, Section 551.072, Real Property:

- 7.3.1** Discussion regarding Lake Conroe Park.

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 - June 26, 2025.

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.

Item No.	Agenda Item	Date
5.1	Consider approval of minutes from the Board of Directors meeting of April 24, 2025.	05/22/2025

BACKGROUND INFORMATION

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the April 24, 2025, Board of Directors meeting.

Item No.	Agenda Item	Date
5.2	Consider approval of the unaudited financials for the months of March and April, 2025.	05/22/2025

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.

FUNDING SOURCE: N/A

ATTACHMENTS: Unaudited financials will be provided under separate cover

RECOMMENDED ACTION

Approve the unaudited financial statements for the months of March and April, 2025.

Item No.	Agenda Item	Date
5.3	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting an amended Investment Policy, effective May 22, 2025.	05/22/2025

BACKGROUND INFORMATION

The Public Funds Investment Act and Section 49.199, Texas Water Code, requires that the Board of Directors of the Authority adopt rules, regulations, and policies (an “Investment Policy”) governing the investment of Authority funds and designating one or more of its officers, employees, or authorized representatives to be responsible for the investment of such funds.

The Authority’s Investment Policy must be reviewed no less often than annually and was last modified by the Board of Directors on June 22, 2023.

This amendment addresses the following changes to the Investment Policy:

- Modification to the list of Investment Representatives due to changes in personnel and titles.

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution and Proposed Investment Policy

RECOMMENDED ACTION

Adopt a resolution adopting an amended Investment Policy, effective May 22, 2025.

Item No.	Agenda Item	Date
5.4	Consider authorizing the General Manager to execute a contract with Blue Cross Blue Shield of Texas for employee medical and pharmacy benefits for the plan year beginning July 1, 2025, and ending June 30, 2026.	05/22/2025

BACKGROUND INFORMATION

The current contract with Blue Cross Blue Shield of Texas (BCBSTX) for employee medical and pharmacy benefits is set to expire on June 30, 2025. Staff is recommending the renewal of the BCBSTX contract for the plan year beginning July 1, 2025, and ending June 30, 2026. The proposed contract maintains continuity of coverage and provider access for employees and their dependents. Board approval is requested to authorize execution by the General Manager of the contract for the upcoming plan year.

FUNDING SOURCE: General Fund

ATTACHMENTS: Proposed Blue Cross Blue Shield contract

RECOMMENDED ACTION

Authorize the General Manager to execute a contract with Blue Cross Blue Shield of Texas for employee medical and pharmacy benefits for the plan year beginning July 1, 2025, and ending June 30, 2026.

Item No.	Agenda Item	Date
5.5	Consider authorizing the General Manager to execute a Master Professional Services Agreement with Baxter & Woodman, Inc., for on-call construction management and inspection services for all SJRA Divisions.	05/22/2025

BACKGROUND INFORMATION

Firm Name: Baxter & Woodman, Inc.

Project: On-Call Construction Management and Inspection Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 25-0021-A)

Project Description/Justification:

Occasionally, SJRA requires professional construction management and inspection services to be performed for projects across the Authority. SJRA staff issued a Request for Qualifications for On-Call Construction Management and Inspection Services, received/evaluated fifteen (15) submittals, and selected Baxter & Woodman, Inc., and one (1) other firm as the most highly qualified to perform these services on an as-needed basis for any SJRA division. The attached Master Professional Services Agreement will allow staff to contract with Baxter & Woodman, within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring construction management and inspection services from other firms in that time period, if desired. Execution of two (2) Master Professional Services Agreements for construction management and inspection services allows SJRA staff to expeditiously contract with a highly qualified construction management and inspection firm that has the technical expertise and resources available to meet the needs of the SJRA on concurrent projects. 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. Each project-specific Work Order will provide for all labor, expenses, and materials required to perform construction management and inspection services for each specific project. Work Orders under this Master Professional Services Agreement may be issued hereunder for three (3) years from the effective date of the Agreement.

Anticipated Completion Date: May 22, 2028

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with Baxter & Woodman, Inc., for on-call construction management and inspection services for all SJRA Divisions.

Item No.	Agenda Item	Date
5.6	Consider authorizing the General Manager to execute a Master Professional Services Agreement with BGE, Inc., for on-call construction management and inspection services for all SJRA Divisions.	05/22/2025

BACKGROUND INFORMATION

Firm Name: BGE, Inc.

Project: On-Call Construction Management and Inspection Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 25-0021-B)

Project Description/Justification:

Occasionally, SJRA requires professional construction management and inspection services to be performed for projects across the Authority. SJRA staff issued a Request for Qualifications for On-Call Construction Management and Inspection Services, received/evaluated fifteen (15) submittals, and selected BGE, Inc., and one (1) other firm as the most highly qualified to perform these services on an as-needed basis for any SJRA division. The attached Master Professional Services Agreement will allow staff to contract with BGE, Inc., within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring construction management and inspection services from other firms in that time period, if desired. Execution of two (2) Master Professional Services Agreements for construction management and inspection services allows SJRA staff to expeditiously contract with a highly qualified construction management and inspection firm that has the technical expertise and resources available to meet the needs of the SJRA on concurrent projects. 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. Each project-specific Work Order will provide for all labor, expenses, and materials required to perform construction management and inspection services for each specific project. Work Orders under this Master Professional Services Agreement may be issued hereunder for three (3) years from the effective date of the Agreement.

Anticipated Completion Date: May 22, 2028

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with BGE, Inc., for on-call construction management and inspection services for all SJRA Divisions.

Item No.	Agenda Item	Date
5.7	Consider authorizing the General Manager to execute Work Order No. 5 with Carollo Engineers, Inc., for Digital Water System Phase 3 for the Woodlands Division.	05/22/2025

BACKGROUND INFORMATION

Firm Name: Carollo Engineers, Inc.

Project: Woodlands Division Digital Water System (DWS) Phase 3

Type of Agreement: Master Professional Services Agreement
(Contract No. 22-0011-A)

Project Description/Justification:

The SJRA Woodlands Division previously procured professional services to develop a Digital Water System (DWS), which is an advanced infrastructure analytics platform. Two phases of development have occurred, which included developing the framework and platform for the DWS, creating dashboards related to operations management, project plan development and budgeting, and asset management. To do so, the consultant reviewed all of the existing information on-hand from SJRA, cleaned up the data with SJRA's assistance, and created virtual links from the source information to the DWS. This allowed viewing and manipulation of the data without changing the source data. For Phase 3, additional dashboards will be developed to link to the Woodlands Water Model and Financial Model to allow for simplified manipulation of data and creation of scenarios from these sources.

Work Order Scope:

Work Order No. 5 includes all labor and materials required to perform engineering services for the Woodlands Division DWS Phase 3.

Key Deliverable(s):	Due Date(s):
Integration of WaterSight with DWS	September 30, 2025
Woodlands Financial Model Dashboard	January 7, 2026
Pilot ETL Between D365 and DWS	January 23, 2026

Type of Compensation/Amount: Cost Plus Multiplier with Not-to-Exceed/\$257,353.00

Total Amount: \$257,353.00

Anticipated Completion Date: January 30, 2026

*See attached Exhibit 1 for additional information on prior work orders and amendments.

FUNDING SOURCE: Woodlands Division R&R Fund

ATTACHMENTS: Exhibit 1, Work Order No. 5, Scope, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 5 in an amount not to exceed \$257,353.00 with Carollo Engineers, Inc., for Digital Water System Phase 3 for the Woodlands Division.

Item No.	Agenda Item	Date
6.1	Consider authorizing the General Manager to execute a Public Partnership Agreement with the Department of the Army and United States Army Corps of Engineers Galveston District regarding funding for the Lift Station No. 24 Improvements Project for the Woodlands Division.	05/22/2025
BACKGROUND INFORMATION		
<p>Firm Name: Department of the Army and United States Army Corps of Engineers Galveston District</p> <p>Project Lift Station No. 24 Improvements</p> <p>Type of Agreement: Public Partnership Agreement</p> <p>Project Description/Justification:</p> <p>The Project Partnership Agreement (PPA) will allow the U.S. Army Corps of Engineers (USACE), Galveston District (SWG) to enter into an agreement with San Jacinto River Authority (SJRA) to provide Federal funding assistance with a twenty-five percent Non-Federal Sponsor match from SJRA for the Lift Station (LS) No. 24 improvements project.</p> <p>The current LS No. 24 site includes two wet well lift stations (LS No. 24A installed in 1999; LS No. 24B installed in 2004), and a control/generator building. During Hurricane Harvey in 2017, the entire site flooded with a water depth of approximately 4 feet. In 2024, federal funding became available to allow for reconfiguration of the site to mitigate the effects of future flooding. These improvements will include the decommissioning and demolition of LS No. 24A to centralize the pumping system, re-routing and connecting the LS No. 24A force main to LS No. 24B to serve as an alternative force main to LS No. 24B's force main, demolition of existing control/generator building including all controls, PLC panels and electrical components, and construction of a new elevated (12-inches above Hurricane Harvey flood level) control/generator building with new controls, PLC panels, and electrical components. The generator and automatic transfer switch (ATS) were previously replaced after the flood event with new units and will be relocated from the existing building to the new building. The project will include the design and construction of a new control/generator building/platform at a higher elevation, and the abandonment of the older, smaller wet well lift stations and diversion of flow into LS No. 24B. It has been confirmed the LS No. 24B can accommodate the added flows.</p> <p>Anticipated Project Cost: \$2,433,333.00 (Est.)</p> <p>Anticipated Project Start Date: September 2025 (Design)</p> <p>Anticipated Project Completion Date: December 2027 (Construction)</p>		
FUNDING SOURCE: R&R, Federal Grant		
ATTACHMENTS: Cover Letter, Public Partnership Agreement, Summary Letter Report		
RECOMMENDED ACTION		
Authorize the General Manager to execute a Public Partnership Agreement with the Department of the Army and United States Army Corps of Engineers Galveston District regarding funding for the Lift Station No. 24 Improvements Project for the Woodlands Division.		

Item No.	Agenda Item	Date
6.2	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors authorizing the General Manager to submit a water right amendment application to the Texas Commission on Environmental Quality to increase the maximum diversion rate of permitted water from Lake Conroe.	05/22/2025
BACKGROUND INFORMATION		
<p>SJRA and the City of Houston are co-owners of Certificate of Adjudication No. 10-4963, as amended, relative to the impoundment and diversion of water in Lake Conroe. The Certificate currently limits the Authority and the City to a combined maximum diversion rate of permitted water from Lake Conroe of seven hundred (700) cubic feet per second. SJRA and the City desire to amend the Certificate to increase the combined maximum diversion rate to up to two thousand (2,000) cubic feet per second. 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 Texas Commission on Environmental Quality to amend the Certificate, including employment of necessary consultants to assist in these activities.</p>		
FUNDING SOURCE: Cash		
ATTACHMENTS: Map, Resolution		
RECOMMENDED ACTION		
<p>Adopt a resolution of the San Jacinto River Authority Board of Directors authorizing the General Manager to submit a water right amendment application to the Texas Commission on Environmental Quality to increase the maximum diversion rate of permitted water from Lake Conroe.</p>		

Item No.	Agenda Item	Date
6.3	Consider authorizing the General Manager to execute an Amendment to the Lake Conroe Park Lease Agreement, dated March 28, 2025, between the San Jacinto River Authority and Lake Conroe Beach Park.	05/22/2025

BACKGROUND INFORMATION

On March 27, 2025, the San Jacinto River Authority (“SJRA”) Board of Directors approved a lease agreement with Lake Conroe Beach Park (“concessionaire”) for the operation of Lake Conroe Park. Following the execution of the agreement on March 28, 2025, Lake Conroe Beach Park staff requested permission to change the name of the park from Lake Conroe Park to Lake Conroe Beach Park. They concluded that adding “Beach” to the name adds another component in the revitalization effort of the park.

Because Section 2.01, “Use of Park”, of agreement stipulates that the name of the park will remain as “Lake Conroe Park”, an amendment to the agreement must be approved by the Board of Directors in order for the park to be renamed.

The proposed amendment also amends Section 4.01, “Authorized Park Purposes”, by adding language that gives the General Manager the authority to mitigate any potential liabilities related to approved activities and uses of the park.

The Lake Conroe Park Committee met on May 9, 2025, and had no opposition to the proposed name change.

FUNDING SOURCE: N/A

ATTACHMENTS: Amendment to Lake Conroe Park Lease Agreement

RECOMMENDED ACTION

Approve authorizing the General Manager to execute an Amendment to the Lake Conroe Park Lease Agreement, dated March 28, 2025, between the San Jacinto River Authority and Lake Conroe Beach Park.

Item No.	Agenda Item	Date
6.4	Consider authorizing the Board President to execute the Amended Board Policy for Encroachments on SJRA Acquired Property on or around Lake Conroe.	05/22/2025

BACKGROUND INFORMATION

In 2006, the San Jacinto River Authority (SJRA) Board of Directors adopted a policy delineating implementation procedures regarding encroachments on SJRA property regardless of the property being a permanent or perpetual easement or a fee strip. The adopted policy included recordable encroachment forms that were never used.

Over the years, SJRA has had a number of requests for encroachments in the permanent easement, the perpetual easement, and the fee owned land. The encroachments range from a bulkhead, a boat dock/deck, to permanent structures such as a house, swimming pool, a retaining wall, and outdoor kitchens. SJRA is also aware of a number of encroachments that did not seek approval to encroach on SJRA property in advance of the encroachment.

The goal of the amended encroachment policy is to address existing unapproved encroachments, new requests for encroachments, and establish a methodology for assessing administrative fees and a one-time fee for the encroachment to occupy SJRA property.

FUNDING SOURCE: N/A

ATTACHMENTS: Proposed Amended Encroachment Policy and related forms

RECOMMENDED ACTION:

Authorize the SJRA Board President to execute the Amended Encroachment Agreement Policy and authorize the General Manager to implement the amended policy.