



**Board of Directors Meeting
August 22, 2024**



AGENDA
REGULAR MEETING
SAN JACINTO RIVER AUTHORITY BOARD OF DIRECTORS
THURSDAY, AUGUST 22, 2024 - 8:00 A.M.
GENERAL AND ADMINISTRATION BUILDING - BOARDROOM
1577 DAM SITE ROAD, CONROE, TEXAS 77304

- 1. CALL TO ORDER**
- 2. CEREMONIAL ITEMS**
 - a. Invocation**
 - b. Pledges of Allegiance**
 - c. Receipt of Commendations, Awards, and Honoraria**
- 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:** Aubrey Spear, General Manager
 - b. G & A:** Heather Ramsey, Director of Communications and Public Affairs
 - c. G & A:** Pam Steiger, Chief Financial Officer
 - d. G & A:** Connie Curtis, Director of Technical and Operational Services
 - e. Operating Divisions:** Ed Shackelford, Director of Operations
 - f. Utility Enterprise:** Chris Meeks, Utility Enterprise Manager
 - g. Lake Conroe:** Bret Raley, Lake Conroe Division Manager
 - h. Highlands:** Richard Tramm, Highlands Division Manager
 - i. 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 July 25, 2024.**
- b. Unaudited Financials**

Consider approval of the unaudited financials for the month of May, 2024.
- c. Master Professional Services Agreement - On-Call Structural Engineering Services**

Consider authorizing the General Manager to execute a Master Professional Services Agreement with CivilCorp, LLC, for on-call structural engineering services for all SJRA Divisions.

d. Master Professional Services Agreement - On-Call Structural Engineering Services

Consider authorizing the General Manager to execute a Master Professional Services Agreement with Ascend Consulting & Engineering, PLLC, for on-call structural engineering services for all SJRA Divisions.

e. Master Professional Services Agreement - Staff Augmentation Consulting Services

Consider authorizing the General Manager to execute a Master Professional Services Agreement with Baxter & Woodman, Inc., for staff augmentation consulting services for the Technical Services Department.

f. Master Professional Services Agreement - Staff Augmentation Consulting Services

Consider authorizing the General Manager to execute a Master Professional Services Agreement with Civitas Engineering Group, Inc., for staff augmentation consulting services for the Technical Services Department.

g. Master Professional Services Agreement - Staff Augmentation Consulting Services

Consider authorizing the General Manager to execute a Master Professional Services Agreement with Diaz Engineering, LLC, for staff augmentation consulting services for the Technical Services Department.

h. Master Professional Services Agreement - Staff Augmentation Consulting Services

Consider authorizing the General Manager to execute a Master Professional Services Agreement with Texas Water Engineering, PLLC, for staff augmentation consulting services for the Technical Services Department.

i. Master Professional Services Agreement - Regulatory Support

Consider authorizing the General Manager to execute a Master Professional Services Agreement with Civitas Engineering Group, Inc., for regulatory support for all SJRA Divisions.

j. Master Professional Services Agreement - Regulatory Support

Consider authorizing the General Manager to execute a Master Professional Services Agreement with Plummer Associates, Inc., for regulatory support for all SJRA Divisions.

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

G&A

a. Resolution - Fiscal Year 2025 Operating Budgets

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors approving and adopting a budget for the fiscal year beginning on September 1, 2024, and ending August 31, 2025, inclusive.

b. Rate Order - Woodlands Division Customers

Consider adoption by the San Jacinto River Authority Board of Directors of an amended Rate Order for Woodlands Division Customers, effective September 1, 2024.

c. Rate Order - Raw Water Customers

Consider adoption by the San Jacinto River Authority Board of Directors of an amended Rate Order for raw water customers, effective January 1, 2025.

WOODLANDS

d. Work Order No. 2 - Wastewater Treatment Facility No. 1 Renewal/Replacement Evaluation

Consider authorizing the General Manager to execute Work Order No. 2 with Carollo Engineers, Inc., for Wastewater Treatment Facility No. 1 Renewal/Replacement Evaluation for the Woodlands Division.

RAW WATER ENTERPRISE

e. Joint Funding Agreement - Water Resource Investigations

Consider authorizing the General Manager to execute a joint funding agreement for water resource investigations with the United States Geological Survey (USGS) for data collection and analysis activities for the period of October 1, 2024, to September 30, 2025.

f. Letter of Engagement - Additional Legal Services Related to Pending Hurricane Harvey Litigation

Consider authorizing the General Manager to execute a Letter of Engagement for additional legal services related to pending Hurricane Harvey litigation.

7. BRIEFINGS AND PRESENTATIONS

a. Presentation regarding the Draft 2024 Raw Water Rate Study Results.

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. Litigation and other litigation related to GRP.

c. Discussion regarding Lake Conroe Park, pursuant to Texas Government Code, Section 551.072.

d. Discussion regarding personnel matters, pursuant to Texas Government Code, Section 551.074.

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 - September 26, 2024.

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.

Item No.	Agenda Item	Date
5a	Consider approval of minutes from the Board of Directors meeting of July 25, 2024.	08/22/2024

BACKGROUND INFORMATION

FUNDING SOURCE: N/A

ATTACHMENTS: Minutes

RECOMMENDED ACTION

Approve the minutes of the July 25, 2024, Board of Directors meeting.

Item No.	Agenda Item	Date
5b	Consider approval of the unaudited financials for the month of May, 2024.	08/22/2024

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: Provided under separate cover

RECOMMENDED ACTION

Approve the unaudited financial statements for the month of May, 2024.

Item No.	Agenda Item	Date
5c	Consider authorizing the General Manager to execute a Master Professional Services Agreement with CivilCorp, LLC, for on-call structural engineering services for all SJRA Divisions.	08/22/2024

BACKGROUND INFORMATION

Firm Name: CivilCorp, LLC
 Project: On-Call Structural Engineering Services
 Type of Agreement: Master Professional Services Agreement
 (Contract No. 24-0024-A)

Project Description/Justification:

Occasionally, SJRA requires professional engineering services to be performed for miscellaneous structural engineering related projects across the Authority. SJRA staff issued a Request for Qualifications for On-Call Structural Engineering Services, received/evaluated seven (7) submittals, and selected CivilCorp, LLC, and one 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 CivilCorp, LLC, within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring structural engineering services from other firms in that time period, if desired. Execution of two (2) Master Professional Services Agreements for structural engineering services allows SJRA staff to expeditiously contract with a highly qualified structural engineering 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 structural engineering 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: August 22, 2027

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with CivilCorp, LLC, for On-Call Structural Engineering Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5d	Consider authorizing the General Manager to execute a Master Professional Services Agreement with Ascend Consulting & Engineering, PLLC, for on-call structural engineering services for all SJRA Divisions.	08/22/2024

BACKGROUND INFORMATION

Firm Name: Ascend Consulting & Engineering, PLLC

Project: On-Call Structural Engineering Services

Type of Agreement: Master Professional Services Agreement
(Contract No. 24-0024-B)

Project Description/Justification:

Occasionally, SJRA requires professional engineering services to be performed for miscellaneous structural engineering related projects across the Authority. SJRA staff issued a Request for Qualifications for On-Call Structural Engineering Services, received/evaluated seven (7) submittals, and selected Ascend Consulting & Engineering, PLLC, and one 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 Ascend Consulting & Engineering, PLLC, within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring structural engineering services from other firms in that time period, if desired. Execution of two (2) Master Professional Services Agreements for structural engineering services allows SJRA staff to expeditiously contract with a highly qualified structural engineering 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 structural engineering 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: August 22, 2027

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with Ascend Consulting & Engineering, PLLC, for On-Call Structural Engineering Services for all SJRA Divisions.

Item No.	Agenda Item	Date
5e	Consider authorizing the General Manager to execute a Master Professional Services Agreement with Baxter & Woodman, Inc., for staff augmentation consulting services for the Technical Services Department.	08/22/2024

BACKGROUND INFORMATION

Firm Name: Baxter & Woodman, Inc.
 Project: Technical Services Department Staff Augmentation
 Type of Agreement: Master Professional Services Agreement
 (Contract No. 24-0026-A)

Project Description/Justification:

Occasionally, SJRA requires professional engineering and GIS services to be performed for miscellaneous engineering and GIS related projects across the Authority. SJRA staff issued a Request for Qualifications for staff augmentation support for engineering services, received/evaluated fourteen (14) submittals, and selected Baxter & Woodman, Inc., and three other firms 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, 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 engineering services from other firms in that time period, if desired. Execution of four Master Professional Services Agreements for Staff Augmentation allows SJRA staff to expeditiously contract with a highly qualified engineering 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 civil engineering 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: August 22, 2027

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 staff augmentation consulting services for the Technical Services Department.

Item No.	Agenda Item	Date
5f	Consider authorizing the General Manager to execute a Master Professional Services Agreement with Civitas Engineering Group, Inc., for staff augmentation consulting services for the Technical Services Department.	08/22/2024

BACKGROUND INFORMATION

Firm Name: Civitas Engineering Group, Inc.
 Project: Technical Services Department Staff Augmentation
 Type of Agreement: Master Professional Services Agreement
 (Contract No. 24-0026-B)

Project Description/Justification:

Occasionally, SJRA requires professional engineering and GIS services to be performed for miscellaneous engineering and GIS related projects across the Authority. SJRA staff issued a Request for Qualifications for staff augmentation support for engineering services, received/evaluated fourteen (14) submittals, and selected Civitas Engineering Group, Inc., and three other firms 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 Civitas Engineering Group, 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 engineering services from other firms in that time period, if desired. Execution of four Master Professional Services Agreements for Staff Augmentation allows SJRA staff to expeditiously contract with a highly qualified engineering 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 civil engineering 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: August 22, 2027

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with Civitas Engineering Group, Inc., for staff augmentation consulting services for the Technical Services Department.

Item No.	Agenda Item	Date
5g	Consider authorizing the General Manager to execute a Master Professional Services Agreement with Diaz Engineering, LLC, for staff augmentation consulting services for the Technical Services Department.	08/22/2024

BACKGROUND INFORMATION

Firm Name: Diaz Engineering, LLC

Project: Technical Services Department Staff Augmentation

Type of Agreement: Master Professional Services Agreement
(Contract No. 24-0026-C)

Project Description/Justification:

Occasionally, SJRA requires professional engineering and GIS services to be performed for miscellaneous engineering and GIS related projects across the Authority. SJRA staff issued a Request for Qualifications for staff augmentation support for engineering services, received/evaluated fourteen (14) submittals, and selected Diaz Engineering, LLC, and three other firms 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 Diaz Engineering, LLC, within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring engineering services from other firms in that time period, if desired. Execution of four Master Professional Services Agreements for Staff Augmentation allows SJRA staff to expeditiously contract with a highly qualified engineering 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 civil engineering 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: August 22, 2027

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with Diaz Engineering, LLC, for staff augmentation consulting services for the Technical Services Department.

Item No.	Agenda Item	Date
5h	Consider authorizing the General Manager to execute a Master Professional Services Agreement with Texas Water Engineering, PLLC, for staff augmentation consulting services for the Technical Services Department.	08/22/2024

BACKGROUND INFORMATION

Firm Name: Texas Water Engineering, PLLC
 Project: Technical Services Department Staff Augmentation
 Type of Agreement: Master Professional Services Agreement
 (Contract No. 24-0026-D)

Project Description/Justification:

Occasionally, SJRA requires professional engineering and GIS services to be performed for miscellaneous engineering and GIS related projects across the Authority. SJRA staff issued a Request for Qualifications for staff augmentation support for engineering services, received/evaluated fourteen (14) submittals, and selected Texas Water Engineering, PLLC, and three other firms 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 Texas Water Engineering, PLLC, within a three (3) year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring engineering services from other firms in that time period, if desired. Execution of four Master Professional Services Agreements for Staff Augmentation allows SJRA staff to expeditiously contract with a highly qualified engineering 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 civil engineering 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: August 22, 2027

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with Texas Water Engineering, PLLC, for staff augmentation consulting services for the Technical Services Department.

Item No.	Agenda Item	Date
5i	Consider authorizing the General Manager to execute a Master Professional Services Agreement with Civitas Engineering Group, Inc., for regulatory support for all SJRA Divisions.	08/22/2024

BACKGROUND INFORMATION

Firm Name: Civitas Engineering Group, Inc.
 Project: Water and Wastewater Regulatory Support
 Type of Agreement: Master Professional Services Agreement
 (Contract No. 24-0025-A)

Project Description/Justification:

SJRA requires water and wastewater regulatory support for compliance with local, state, and federal requirements and requirements and regulations on an on-call basis for specific tasks and projects. These services are provided to each of the operating divisions of the SJRA. To procure the services of a consultant to provide the regulatory support services, SJRA staff issued a Request for Qualifications for regulatory support services, received/evaluated five (5) submittals, and selected Civitas Engineering Group, Inc., and one other firm as the most highly qualified to perform these services as tasks or projects are required for any SJRA division. The attached Master Professional Services Agreement will allow staff to contract with Civitas Engineering Group, Inc., within a three-year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring regulatory support services from other firms in that time period if desired. Execution of two Master Professional Services Agreements for regulatory support services allows SJRA staff to expeditiously contract with the most highly qualified water and wastewater regulatory support firm who has the staffing ability to meet the needs of 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 regulatory support services for each specific project. This Master Professional Services Agreement shall be effective and applicable Work Orders may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Anticipated Completion Date: August 22, 2027

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with Civitas Engineering Group, Inc., for regulatory support for all SJRA Divisions.

Item No.	Agenda Item	Date
5j	Consider authorizing the General Manager to execute a Master Professional Services Agreement with Plummer Associates, Inc., for regulatory support for all SJRA Divisions.	08/22/2024

BACKGROUND INFORMATION

Firm Name: Plummer Associates, Inc.
 Project: Water and Wastewater Regulatory Support
 Type of Agreement: Master Professional Services Agreement
 (Contract No. 24-0025-B)

Project Description/Justification:

SJRA requires water and wastewater regulatory support for compliance with local, state, and federal requirements and requirements and regulations on an on-call basis for specific tasks and projects. These services are provided to each of the operating divisions of the SJRA. To procure the services of a consultant to provide the regulatory support services, SJRA staff issued a Request for Qualifications for regulatory support services, received/evaluated five (5) submittals, and selected Plummer Associates, Inc., and one other firm as the most highly qualified to perform these services as tasks or projects are required for any SJRA division. The attached Master Professional Services Agreement will allow staff to contract with Plummer Associates, Inc., within a three-year period, will allow for termination for cause or convenience within that timeframe, and does not prohibit SJRA from procuring regulatory support services from other firms in that time period if desired. Execution of two Master Professional Services Agreements for regulatory support services allows SJRA staff to expeditiously contract with the most highly qualified water and wastewater regulatory support firm who has the staffing ability to meet the needs of 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 regulatory support services for each specific project. This Master Professional Services Agreement shall be effective and applicable Work Orders may be issued hereunder for three (3) years from the Effective Date of the Agreement.

Anticipated Completion Date: August 22, 2027

FUNDING SOURCE: To Be Determined

ATTACHMENTS: Master Professional Services Agreement

RECOMMENDED ACTION

Authorize the General Manager to execute a Master Professional Services Agreement with Plummer Associates, Inc., for regulatory support for all SJRA Divisions.

Item No.	Agenda Item	Date
6a	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors approving and adopting a budget for the fiscal year beginning on September 1, 2024, and ending August 31, 2025, inclusive.	08/22/2024

BACKGROUND INFORMATION

The Board of Directors is required to adopt a budget for all operating funds for Fiscal Year 2025, which begins September 1, 2024, and ends August 31, 2025. The preliminary budgets proposed were reviewed by the Finance Committee on January 12, 2024, and May 17, 2024, with the proposed budgets presented to the Board of Directors at a Regular meeting on July 25, 2024.

Staff, along with the Finance Committee, recommend approval of the final proposed operating budgets for Fiscal Year 2025.

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution and Fiscal Year 2025 Operating Budgets

RECOMMENDED ACTION

Adopt a resolution of the San Jacinto River Authority Board of Directors approving and adopting a budget for the fiscal year beginning on September 1, 2024, and ending August 31, 2025, inclusive.

Item No.	Agenda Item	Date
6b	Consider adoption by the San Jacinto River Authority Board of Directors of an amended Rate Order for Woodlands Division Customers, effective September 1, 2024.	08/22/2024

BACKGROUND INFORMATION

Since September 1, 2023, the San Jacinto River Authority’s Woodlands Division’s wholesale water and wastewater rates have been \$2.78 per 1,000 gallons and \$5.65 per 1,000 gallons, respectively. Each year, the division reviews certain aspects of their operations such as level of service, water sales, and costs of business. This year, the assumption is that water sales will increase approximately 2% over last year, while costs of chemicals and utilities, etc., will slightly decrease. These assumptions led to a 1.8% decrease in the proposed wholesale water rate, and no proposed change to the wholesale wastewater rate for Fiscal Year 2025. The Woodlands Division’s Proposed Operating Budget and Rates for Fiscal Year 2025 was approved by the Woodlands MUD Trustees on August 14, 2024.

Proposed Fiscal Year 2025 Woodlands Division Wholesale Water Rate: \$2.73 per 1,000 gallons.

Proposed Fiscal Year 2025 Woodlands Division Wholesale Wastewater Rate: \$5.65 per 1,000 gallons.

All other provisions of the Rate Order remain the same.

FUNDING SOURCE: N/A

ATTACHMENTS: Proposed Woodlands Division Customers Rate Order (Redlined and Non-Redlined).

RECOMMENDED ACTION

Adopt an amended Rate Order for Woodlands Division Customers, effective September 1, 2024, establishing the revised wholesale water and wastewater rates of \$2.73 per 1,000 gallons and \$5.65 per 1,000 gallons, respectively.

Item No.	Agenda Item	Date
6c	Consider adoption by the San Jacinto River Authority Board of Directors of an amended rate order for raw water customers, effective January 1, 2025.	08/22/2024

BACKGROUND INFORMATION

The San Jacinto River Authority’s Calendar Year 2024 prevailing raw water rate is \$0.58 per 1,000 gallons (\$188.99 per acre-foot). Revisions to the rate order for raw water customers are proposed for Board approval:

Calendar Year 2025 Prevailing Raw Water Rate: \$0.61 per 1,000 gallons (\$198.77 per acre-foot), effective January 1, 2025.

FUNDING SOURCE: N/A

ATTACHMENTS: Order (Redlined and Non-Redlined)

RECOMMENDED ACTION

Adopt an amended Rate Order for Raw Water Customers, effective January 1, 2025, establishing the revised prevailing raw water rate of \$0.61 per 1,000 gallons (\$198.77 per acre foot).

Item No.	Agenda Item	Date
6d	Consider authorizing the General Manager to execute Work Order No. 2 with Carollo Engineers, Inc., for Wastewater Treatment Facility No. 1 Renewal/Replacement Evaluation for the Woodlands Division.	08/22/2024

BACKGROUND INFORMATION

Firm Name: Carollo Engineers, Inc.
 Project: Wastewater Treatment Facility No. 1 Renewal/Replacement Evaluation
 Type of Agreement: Professional Services Agreement
 (Contract No. 24-0008-A)

Project Description/Justification:

The Woodlands Division of the San Jacinto River Authority (SJRA) is planning a project to ultimately repair or replace the existing Wastewater Treatment Facility (WWTF) No. 1. SJRA previously completed a feasibility study and master plan for a new Water Reclamation Facility (WRF) to replace the existing WWTF No. 1. SJRA, in conjunction with the Woodlands MUDs, determined that an additional feasibility study was needed to answer pending questions of the MUDs. The additional feasibility study is necessary to advance the project to the next phase, engineering design. Carollo currently has a Wastewater Owner’s Advisor contract with SJRA. The current Work Order No. 1 will be terminated, and a new scope of services is proposed for Work Order No. 2.

Work Order Scope:

Work Order No. 2 includes project management and controls activities, an evaluation of renewal/replacement alternatives, including treatment technologies, cost estimates, delivery methods, manpower estimates, and a recommended path forward. The recommendations resulting from this work order will be presented to the Stakeholders for approval to move forward with either a renewal or replacement option and will be followed by subsequent work orders to support the project during future design, construction, and start-up phases.

Key Deliverable(s):	Due Date(s):
Scoring Decision Matrix	November 1, 2024
Condition Assessment Update	November 30, 2024
Alternatives Evaluation and Delivery Report	March 24, 2025

Type of Compensation/Amount: Lump Sum/\$499,584.00

Total Amount: \$499,584.00

Anticipated Completion Date: April 30, 2025

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

FUNDING SOURCE: R&R

ATTACHMENTS: Exhibit 1, Map, Work Order No. 2, Scope, Level of Effort, Schedule

RECOMMENDED ACTION

Authorize the General Manager to execute Work Order No. 2 in an amount not to exceed \$499,584.00 with Carollo Engineers, Inc., for Wastewater Treatment Facility No. 1 Renewal/Replacement Evaluation for the Woodlands Division.

Item No.	Agenda Item	Date
6e	Consider authorizing the General Manager to execute a joint funding agreement for water resource investigations with the United States Geological Survey (“USGS”) for data collection and analysis activities for the period October 1, 2024, to September 30, 2025.	08/22/2024

BACKGROUND INFORMATION

For many years, the San Jacinto River Authority (“SJRA”) has maintained an annual joint funding agreement with the USGS, whereby the USGS provides certain water quantity and quality data collection activities that are beneficial to SJRA.

The services provided under the agreement include:

- Surface water data collection and analysis for Lake Conroe and specified upstream and downstream locations; and
- Water quality data collection and analysis at Lake Conroe, various locations in The Woodlands, and on the SJRA canal near the Lake Houston Pump Station.

The total cost of the program is shared between SJRA and the USGS as outlined in the agreement, and services are provided by the USGS.

USGS and SJRA’s contribution for 2025 is \$29,950 and \$183,950, respectively, bringing the overall total for this project to \$213,900.

FUNDING SOURCE: Lake Conroe Division: \$143,450; Bear Branch: \$23,700; and Highlands Division: \$16,800.

ATTACHMENTS: USGS Joint Funding Agreement for Water Resource Investigations

RECOMMENDED ACTION

Authorize the General Manager to execute a joint funding agreement for water resource investigations with the USGS for data collection and analysis activities for the period October 1, 2024, through September 30, 2025, in the amount of \$183,950 (SJRA’s portion).

Item No.	Agenda Item	Date
6f	Consider authorizing the General Manager to execute a Letter of Engagement for additional legal services related to pending Hurricane Harvey litigation.	08/22/2024

BACKGROUND INFORMATION

This item will be discussed in Executive Session under Section 551.071, Consultation with Attorney.

FUNDING SOURCE: Lake Conroe Division Operating Budget

ATTACHMENTS: N/A

RECOMMENDED ACTION

Authorize the General Manager to execute a Letter of Engagement for additional legal services related to pending Hurricane Harvey litigation.