



**Board of Directors Meeting**  
**February 27, 2025**



**Agenda**  
**Regular Meeting**  
**San Jacinto River Authority Board of Directors**  
**Thursday, February 27, 2025 - 8:00 A.M.**  
**General and Administration Building - Boardroom**  
**1577 Dam Site Road, Conroe, Texas 77304**

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*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.*

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**1. Call to Order**

**2. Ceremonial Items**

2.1 Invocation - Reverend Joshua Ray, First Methodist Conroe

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.

**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 January 23, 2025, and Special Meeting of February 12, 2025.

## **5.2 G&A - Unaudited Financials**

Consider approval of the unaudited financials for the months of November and December, 2024.

## **5.3 G&A - Resolution - Authorized Signatories**

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors designating the authorized signatories for all Authority financial transactions with the authorized depository banks and any other financial institutions in order to execute necessary financial transactions to conduct the Authority's financial business.

## **5.4 Raw Water Enterprise - Resolution - Waller County Hazard Mitigation Action Plan Update**

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting the Waller County Hazard Mitigation Action Plan Update, subject to non-substantive edits.

## **5.5 Raw Water Enterprise - Construction Contract for Lake Conroe Dam Crest Road Repairs**

Consider authorizing the General Manager to execute a construction contract with AAA Asphalt Paving, Inc., for Lake Conroe Dam Crest Road Repairs for the Lake Conroe Division.

## **6. Regular Agenda**

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

### **6.1 Woodlands - Seventh Supplemental Agreement with Municipal Utility District No. 39**

Consider authorizing the General Manager to execute the Seventh Supplemental Agreement by and between the San Jacinto River Authority and the Montgomery County Municipal Utility District No. 39, of Montgomery County, Texas.

### **6.2 Woodlands - Resolution - Amended Fiscal Year 2025 Woodlands Division Repair and Replacement Budget**

Consider adoption of resolution of the San Jacinto River Authority Board of Directors adopting an amended Fiscal Year 2025 Repair and Replacement Budget for the Woodlands Division.

### **6.3 Highlands - Resolution - Amended Fiscal Year 2025 Highlands Repair and Replacement Budget**

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting an amended Fiscal Year 2025 Repair and Replacement Budget for the Highlands Division.

### **6.4 G&A - Resolution - Designation of Board President Pro Tempore**

Consider adoption of a resolution of the San Jacinto River Authority Board of Directors designating a President Pro Tempore (President Pro Tem).

## **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 - March 27, 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 Regular meeting of January 23, 2025, and Special meeting of February 12, 2025.	02/27/2025

**BACKGROUND INFORMATION**

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Minutes of January 23, 2025, Regular Meeting, and February 12, 2025, Special Meeting

**RECOMMENDED ACTION**

Approve the minutes of the January 23, 2025, and February 12, 2025, Board of Directors Regular and Special meetings.

Item No.	Agenda Item	Date
5.2	Consider approval of the unaudited financials for the months of November and December, 2024.	02/27/2025

**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 November and December, 2024.

Item No.	Agenda Item	Date										
5.3	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors designating the authorized signatories for all Authority financial transactions with the authorized depository banks and any other financial institutions in order to execute necessary financial transactions to conduct the Authority's financial business.	02/27/2025										
<b>BACKGROUND INFORMATION</b>												
<p>Some banking institutions require that a resolution be duly adopted by an entity naming certain persons to be authorized to execute documents related to financial accounts. This item will update and authorize the following nine (9) individuals to sign checks and other banking instruments on behalf of the Authority.</p> <table border="0" data-bbox="131 663 829 831"> <tr> <td>1. Ronnie Anderson</td> <td>6. Heather Ramsey Cook</td> </tr> <tr> <td>2. Charles E. Boulware</td> <td>7. Connie Curtis</td> </tr> <tr> <td>3. Aubrey Spear</td> <td>8. Pam J. Steiger</td> </tr> <tr> <td>4. Amy Sims</td> <td>9. Jamye Lewis</td> </tr> <tr> <td>5. Ed Shackelford</td> <td></td> </tr> </table>			1. Ronnie Anderson	6. Heather Ramsey Cook	2. Charles E. Boulware	7. Connie Curtis	3. Aubrey Spear	8. Pam J. Steiger	4. Amy Sims	9. Jamye Lewis	5. Ed Shackelford	
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<b>FUNDING SOURCE:</b> N/A												
<b>ATTACHMENTS:</b> Banking Resolution												
<b>RECOMMENDED ACTION</b>												
Adopt a resolution designating the authorized signatories for all Authority financial transactions with the authorized depository banks and any other financial institutions in order to execute necessary financial transactions to conduct the Authority's financial business.												

Item No.	Agenda Item	Date
5.4	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors adopting the Waller County Hazard Mitigation Action Plan Update, subject to non-substantive edits.	02/27/2025

**BACKGROUND INFORMATION**

The Federal Disaster Mitigation Act of 2000 and Federal Emergency Management Agency ("FEMA") require communities to adopt a hazard mitigation action plan (HMAP) to be eligible for the full range of pre-disaster and post-disaster federal funding for mitigation purposes. FEMA requires that communities update their plans every five years to maintain funding eligibility. SJRA does not have its own HMAP, and therefore has historically been ineligible for a variety of federal funding opportunities. Waller County is currently in the process of performing a five-year update to its HMAP. SJRA has coordinated with the County to include information on its operating divisions, including hazards experienced and critical facilities at risk of damage and potentially eligible for mitigation. Despite currently owning and operating no infrastructure in Waller County, inclusion in Waller County's plan may allow SJRA to apply for federal funding for mitigation actions outside the County. Potential mitigation actions included in the plan that SJRA could pursue include: installation of generators; facility hardening/retrofitting; installation of rain/stream gauges; construction of flood mitigation reservoirs; and channel improvements (desnagging, desilting, etc.). Inclusion in the Waller HMAP does not obligate SJRA to perform any projects or spend any funds. Some minor, non-substantive edits to the draft HMAP update may be required before final completion. SJRA staff will coordinate with Waller County and other participating entities on annual reviews of, and updates to, the HMAP.

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Resolution, Map

**RECOMMENDED ACTION**

Adopt a resolution adopting the Waller County Hazard Mitigation Action Plan Update, subject to non-substantive edits.



Item No.	Agenda Item	Date
5.5	Consider authorizing the General Manager to execute a construction contract with AAA Asphalt Paving, Inc., for Lake Conroe Dam Crest Road Repairs for the Lake Conroe Division.	02/27/2025

**BACKGROUND INFORMATION**

Firm Name: AAA Asphalt Paving, Inc.  
 Project: Lake Conroe Dam Crest Road Repairs  
 Type of Agreement: Minor Construction Services Agreement  
 (Contract No. 25-0002-A)

**Project Description/Justification:**

The existing road located on the crest of the dam is used by SJRA staff, local law enforcement, and first responders to access critical infrastructure and facilities. Large cracks along the southern edge of the asphalt pavement have formed and SJRA has identified the need for repairs. The project consists of approximately 1,100 linear feet of pavement repair from the gate at the Lake Conroe Division office to the dam spillway. The proposed repair will include removal of existing asphalt and base material, moisture stabilization of the existing subgrade, placement of geogrid, and new base material and asphalt. Lean concrete will be used to support the roadway edge and shoulder. Repairs to the road will protect the structural integrity of the pavement and embankment of the dam in addition to providing access to SJRA offices and infrastructure. Proposal amount includes base amount and alternative bid line-item numbers 16 and 17 as indicated in the attached Proposal Form.

No. Proposals Received/Proposal Receipt Date: 3 / January 10, 2025  
 Highest Ranked Offeror / Proposed Cost: AAA Asphalt Paving, Inc. / \$132,959.00  
 Second Ranked Offeror / Proposed Cost: SpawGlass Construction Corp. / \$318,215.00  
 Third Ranked Offeror / Proposed Cost: Forde Construction Company, Inc. / \$412,770.00

Engineer: Terracon Consultants, Inc.  
 Proposal Amount: \$132,959.00  
 Engineer's Estimate: \$189,755.00  
 Contract Days: 150 Calendar Days

**FUNDING SOURCE:** R&R

**ATTACHMENTS:** Map, Summary, Proposal Form, Agreement

**RECOMMENDED ACTION**

Authorize the General Manager to execute a construction contract in the amount of \$132,959.00 with AAA Asphalt Paving, Inc., for Lake Conroe Dam Crest Road Repairs for the Lake Conroe Division, and contract modifications up to the amount approved per the Purchasing Policy.

Item No.	Agenda Item	Date
6.1	Consider authorizing the General Manager to execute the Seventh Supplemental Agreement by and between the San Jacinto River Authority and Montgomery County Municipal Utility District No. 39, of Montgomery County, Texas.	02/27/2025

**BACKGROUND INFORMATION**

The Authority and Montgomery County Municipal Utility District No. 39, of Montgomery County, Texas (the "Customer") entered into that certain "Contract for Financing, Construction and Operation of Regional Water Supply and Waste Disposal Facilities," dated as of October 25, 1999 (the "Contract"). The Contract provides a procedure for obtaining water supply and waste disposal facilities by the Authority to serve the needs of Customer by the acquisition, construction, improvement, enlargement, extension or repair of the Water Supply and Waste Disposal Systems.

Customer and the Authority have heretofore entered into a series of supplemental agreements and supplemental financing agreements to the Contract (the "Prior Agreements") for the purpose of supplementing and implementing the Contract to make specific provision for the reservations of, and acknowledgments of or arrangements for payments for, capacities in and to the Water Supply and Waste Disposal Systems to serve the needs of Customer. Pursuant to the Prior Agreements, the Authority has sold and assigned to Customer, and Customer has purchased, accepted, and made or arranged to make payment for, among other matters, reserved water supply, wastewater treatment and wastewater collection and transportation capacities in and to the Water Supply and Waste Disposal Systems.

Customers desire to reserve water supply capacity sufficient to serve an aggregate total of 2,654 single family residential equivalent connections and wastewater treatment, collection, and transportation capacity sufficient to serve an aggregate total of 2,824 single family residential equivalent connections. This is 415 single family residential equivalent connections greater than what the Customer currently has reserved.

The proposed Seventh Supplemental Agreement makes specific provisions for the purchase and provision of additional capacities by the Customer in and to the Water Supply and Waste Disposal Systems. Pursuant to the Fifth Supplemental Agreement, the rate for such existing capacities is the rate specified in the Sixth and Final Accounting; and pursuant to the Sixth and Final Accounting, the rate for water supply capacity is \$1,827.57 per single family residential equivalent connection, and the rate for wastewater treatment, collection and transportation capacity is \$1,569.46 per single family residential equivalent connection. For the additional 415 connections, Customer will make a lump sum, cash payment to the Authority in the amount of \$1,409,767.45 (consisting of \$758,441.55 for water supply capacity and \$651,325.90 for wastewater treatment, collection, and transportation capacity) for the purchase of the additional capacities described above not later than March 31, 2025.

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Seventh Supplemental Agreement

**RECOMMENDED ACTION**

Consider authorizing General Manager to execute the Seventh Supplemental Agreement by and between the San Jacinto River Authority and Montgomery County Municipal Utility District No. 39, of Montgomery County, Texas.

Item No.	Agenda Item	Date
6.2	Consider adoption of a resolution of San Jacinto River Authority Board of Directors adopting an amended Fiscal Year 2025 Repair and Replacement Budget for the Woodlands Division.	02/27/2025

**BACKGROUND INFORMATION**

Pursuant to the Seventh Supplemental Agreement, the Woodlands Division of the San Jacinto River Authority (SJRA) would receive unbudgeted capital contributions from Montgomery County Municipal Utility District No. 39 (MUD 39) in the amount of \$1,409,767.45 (consisting of \$758,441.55 for water supply capacity and \$651,325.90 for wastewater treatment, collection, and transportation capacity).

The proposed budget amendment in the amount of \$1,409,767.45 addresses the authorization for invoicing MUD 39 to receive the contracted capital contributions.

Below are the details of the proposed budget amendment for the Woodlands Division.

<b>R&amp;R Fund:</b>	<b>Current FY2025 Budget</b>	<b>Proposed Amendment</b>	<b>Proposed Amended FY2025 Budget</b>
Operating Revenues:			
Capital Contributions	\$ 0.00	\$ 1,409,767.45	\$ 1,409,767.45

**FUNDING SOURCE:** Woodlands Repair and Replacement Fund

**ATTACHMENTS:** Resolution and Exhibit "A"

**RECOMMENDED ACTION**

Adopt a resolution of Board of Directors of the San Jacinto River Authority adopting an amended Fiscal Year 2025 Repair and Replacement Budget for the Woodlands Division.

Item No.	Agenda Item	Date
6.3	Consider adoption of a resolution of San Jacinto River Authority Board of Directors adopting an amended Fiscal Year 2025 Repair and Replacement Budget for the Highlands Division.	02/27/2025

**BACKGROUND INFORMATION**

The Highlands Division of the San Jacinto River Authority (SJRA) is planning two projects to improve the Highlands East Canal Transfer Pump Station (ECTPS) and the Highlands Emergency Operations Center (EOC). The ECTPS project was budgeted to begin final design during Fiscal Year 2025. During the initial project kick off meetings, SJRA determined the need to perform an update to master planning performed in 2021 of both the ECTPS and the EOC.

Texas Water Engineering is currently working on this study under the staff augmentation contract with SJRA. The proposed budget amendment in the amount of \$16,221.00 addresses the funding move between the two projects in the Repair and Replacement (R&R) Fund for the Highlands Division as well as addresses this minor scope change.

Below are the details of the proposed budget amendment for the Highlands Division.

<b>R&amp;R Fund:</b>	<b>Current FY2025 Budget</b>	<b>Proposed Amendment</b>	<b>Proposed Amended FY2025 Budget</b>
Capital Improvements:			
East Canal Transfer Pump Station Campus Improvements (HECPI)	\$ 60,000.00	\$ (8,110.50)	\$ 51,889.50
Emergency Operations Center Improvements (HDEOC)	\$ 0.00	\$ 8,110.50	\$ 8,110.50

**FUNDING SOURCE:** Highlands Repair and Replacement Fund

**ATTACHMENTS:** Resolution and Exhibit "A"

**RECOMMENDED ACTION**

Adopt a resolution of San Jacinto River Authority Board of Directors adopting an amended Fiscal Year 2025 Repair and Replacement Budget for the Highlands Division.

Item No.	Agenda Item	Date
6.4	Consider adoption of a resolution of the San Jacinto River Authority Board of Directors designating a President Pro Tempore (President Pro Tem).	02/27/2025

**BACKGROUND INFORMATION**

The Board of Directors finds it necessary to choose a President Pro Tempore to preside over the Board of Directors meetings in the absence of both the President and the Vice President.

The position of Secretary is incompatible with the duties of the President Pro Tem, therefore the member chosen to fill this position shall be the most senior Board Member present at the duly called meeting of the Board.

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** Resolution

**RECOMMENDED ACTION**

Adopt a resolution of the San Jacinto River Authority Board of Directors designating a President Pro Tem.