

**BOARD OF DIRECTORS  
SAN JACINTO RIVER AUTHORITY  
MINUTES OF REGULAR MEETING  
SEPTEMBER 28, 2023**

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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., September 28, 2023, 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, Secretary ProTem Ricardo Mora, Director Stacey Buick, and Director Stephanie Johnson were present. Also in attendance were Ed Shackelford, Acting General Manager and Director of Operations; Tom Michel, Director of Financial and Administrative Services; Heather Ramsey, Director of Communications and Public Affairs; Connie Curtis, Director of Technical and Operational Services, Pam Steiger, Chief Financial Officer; Cynthia Bowman, Chief of Staff/Administrative Services Manager; and Mitchell Page, General Counsel.

**1. CALL TO ORDER**

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

**2. PLEDGES OF ALLEGIANCE**

The Pledges of Allegiance were led by Director Anderson.

**3. PUBLIC COMMENTS**

Mr. David Smith spoke about specific capital improvement projects in The Woodlands.

Mr. Dan Krueger spoke about the City of Houston contract as well as seasonal lake lowering.

**4. DIVISION UPDATES**

**a. G & A:**

Mr. Shackelford commented on various meetings that took place in September.

**b. G & A**

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

**c. G & A**

Mr. Michel provided an update related to the Enterprise Resource Planning Project.

**d. G&A**

Ms. Steiger provided an update related to the upcoming audit.

**e. G&A**

Ms. Curtis provided no comments related to Technical and Operational Services.

**f. Utility Enterprise**

Mr. Jason Williams announced that the GRP Division won First Place in Best Tasting Water (Membrane Facility Only) at the South Central Membrane Association's Annual Conference.

**g. Lake Conroe**

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

**h. Highlands**

Mr. Tramm provided an update related to several projects within the Highlands Division.

**i. Flood Management**

Mr. Barrett provided an update related to grant projects, regional flood planning, and Flood Infrastructure Fund projects.

**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 August 24, 2023.**

**b. Quarterly Investment Report**

Approve the Quarterly Investment Report for the Quarter Ended August 31, 2023.

**c. Revised Retirement Plans Investment Committee Charter**

Adopt a revised Retirement Plans Investment Committee Charter dated September 28, 2023.

**d. Work Order No. 3 Amendment No. 1 - Professional Social Media Consulting Services**

Authorize the Acting General Manager to execute Work Order No. 3 Amendment No. 1 with Pink Cilantro Agency in the amount of \$24,342.88, for Professional Social Media Consulting Services.

**e. Work Order No. 1 - Highlands Reservoir Access Culvert and Structure 5 Improvements**

Authorize the Acting General Manager to execute Work Order No. 1 with Baxter & Woodman Company in an amount not to exceed \$172,215, for construction inspection services for the Highlands Reservoir Access Culvert and Structure 5 Improvements Project in Highlands.

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

**a. Change Order - Enterprise Resource Planning Software**

Mr. Michel, along with Ms. Tracie Moore, Business Analyst, and Ms. Jamye Lewis, Accounting Manager, provided information related to the Enterprise Resource Planning Software (“ERP”) Project. Mr. Michel explained that after gathering extensive data, documentation, report collections, and performing an extensive evaluation of current processes, the vendor proposed to move the Phase 2 Dynamics 365 replacement of the Truebill Accounts Receivable Software System to the current implementation phase, in an effort to save time and money. He stated that the benefits include: a reduced chance of error from connecting data from one system to another by utilizing a single accounting system; more uniformity and a better understanding of a single system; improved connectivity to the credit card processing functionality that is being included as part of the new system; and less overall cost. Director Johnson made a motion to authorize the Acting General Manager to execute a change order with Crowe, LLP, in an amount not to exceed \$197,300, to replace the Truebill Accounts Receivable Software System with Dynamics 365 as part of implementation of the new Enterprise Resource Planning Software. The motion was seconded by Director Boulware and carried unanimously.

**7. BRIEFINGS AND PRESENTATIONS**

**a. Presentation regarding possible changes to the Purchasing Policy related to House Bill 3437 and House Bill 3507.**

Mr. Justin Ford, Procurement Manager, presented information regarding new legislation related to construction services contracts that impact the San Jacinto River Authority’s (“SJRA”) procurement policy and procedures concerning public solicitation thresholds, change order authority, and solicitation requirement thresholds. Mr. Ford explained that House Bill 3437 allows the board of a water district to delegate authority to a director or employee to approve change orders in amounts up to \$150,000, previously \$50,000. He stated that SJRA’s current policy allows approvals up to \$50,000, and proposed the threshold be changed to \$75,000. Mr. Ford explained that House Bill 3507 requires a water district to publicly bid contracts over \$150,000, previously \$75,000. He stated that SJRA’s current policy allows approvals up to \$75,000 and proposed that the threshold be changed to \$100,000. Finally, Mr. Ford explained that House Bill 3507 also shifts the solicitation requirement of contracts with a value of \$25,000 to the new amount of \$150,000. He stated that for informal solicitations related to construction services contracts over \$25,000 and equal to or less than \$100,000, written competitive quotes on uniform written specifications must be solicited from at least three contractors, as formal advertising is not required. Mr. Ford closed by stating that the Finance Committee reviewed and concurred with the proposed changes.

**8. EXECUTIVE SESSION**

The meeting was convened in executive session at 9:14 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), 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 General Manager search pursuant to Texas Government Code Section 551.074, Personnel Matters.

**9. RECONVENE IN OPEN SESSION**

With a quorum of the Board present, the meeting was called into open session at 10:33 a.m.

**10. ANNOUNCEMENTS / FUTURE AGENDA**

It was announced that the next San Jacinto River Authority Regular Board Meeting will take place on October 26, 2023.

**11. ADJOURN**

Without objection, the meeting was adjourned at 10:34 a.m.



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Wil Faubel  
Secretary, Board of Directors

