

**COASTAL WATER AUTHORITY**

**Minutes of Regular Meeting**

**December 9, 2020**

The Board of Directors (the "Board") of Coastal Water Authority ("CWA") convened its Regular Meeting; open to the public via teleconference, with the following in attendance:

**Directors**

D. Wayne Klotz, P.E., President\*  
Tony L. Council, P.E., First Vice-President\*  
Douglas E. Walker, Second Vice-President\*  
Thomas A. Reiser, Secretary-Treasurer

Jon M. Sjolander\*  
Joseph G. Soliz\*  
Giti Zarinkelk, P.E.\*

**CWA Staff**

Don Ripley  
John Baldwin  
Greg Olinger  
James Lewis\*  
Todd Vu  
Mary Caballero

**City of Houston Staff**

Yvonne Forrest, PW&E\*

**Legal Counsel**

Neil Thomas, Norton Rose Fulbright US LLP\*  
Leslie A. Bacon, Norton Rose Fulbright US LLP\*

All Members of the Board were present thus constituting a quorum. (\* Attended telephonically.)

**I. CALL TO ORDER** – Wayne Klotz

Director Klotz identified himself as President of the Coastal Water Authority Board and then called the teleconference meeting to order at 10:00 A.M.

Director Klotz stated that this telephonic meeting is being audio recorded per the Texas Open Meeting regulations and direction from the Attorney General of Texas. Members of the public may request to listen to the audio recording of this meeting after conclusion of the meeting. Director Klotz stated that he hoped everyone is staying well during this time and that the Board is conducting this meeting via teleconference to protect the safety of the staff, board members, and the public to comply with Governor Abbott's emergency disaster declaration and subsequent guidance from the Office of Attorney General suspending certain provisions of the Open Meetings Act.

**II. PUBLIC COMMENTS**

There were no public comments.

**III. ITEMS FOR CONSIDERATION** – Wayne Klotz

At this time Director Klotz stated he would take Item B out of order and present it first.

**B. Recognition of the reappointment of Jon "Mark" Sjolander, representing Liberty County as reappointed by Texas Governor Greg Abbott.**

Director Klotz recognized the reappointment of Director Sjolander representing Liberty County as reappointed by Governor Abbott.

**A. Minutes of the November 10, 2020 Board Meeting.**

Director Klotz stated that the second item of business was the approval of the Minutes of the Board Meeting of November 10, 2020, as written.

**Motion approving the Minutes of the Board Meeting of November 10, 2020.**

Motion made by Director Zarinkelk, Seconded by Director Sjolander. The Motion carried unanimously.

#### **IV. ONGOING PROJECTS – Don Ripley**

##### **A. Luce Bayou Interbasin Transfer Project.**

The Directors received a copy of CWA's November 2020 Luce Bayou Interbasin Transfer Project (LBITP) Monthly Status Report in their Board Members' Agenda packets.

##### **a. Capers Ridge Pump Station.**

Mr. Ripley stated that the project team conducted the monthly progress meetings on November 5, 2020 and November 18, 2020. The contractor for the Capers Ridge Pump Station (CRPS), Renda/Johnson Brothers JV (RJB), is approximately 95% complete.

Major activities performed by RJB in November 2020 included:

- The electrical instrumentation and control panels and the remote input/output panels were installed on the pump deck
- Continued installation of 48-inch, and 84-inch piping, valves for the discharge piping
- Continued upstream river bank rip rap installation
- Began cofferdam removal
- Delivery of four pump motors
- Installed cabinets, toilets and sinks in control building

Major work activities planned for December 2020 include:

- Continue electrical wiring and panels (workforce impacted by COVID-19)
- Continue the 84-inch discharge piping
- Installation of the flow fill on the crane deck (workforce impacted by COVID-19)
- Begin pump motor installation
- Receive pump motors
- Continue cofferdam removal

Mr. Ripley presented to the Board an update on the following schedule with the most current information:

Capers Ridge Pump Station Schedule:

- Construction completion date: February 15, 2021
- Startup/Testing completion date: April 10, 2021

Critical Path: Discharge piping, 84-inch header, 108-inch pipe launch piping, startup and testing

Near Critical Path: Electric wiring and panels, control wiring and instruments

Schedule Risks (Impacts still being evaluated):

- COVID-19 Infections – Major electrical subcontractor crew in quarantine; crane deck crew in quarantine
- Cofferdam Removal – substantial progress was made in the difficulty in pile extraction therefore the duration may be greatly reduced

Director Klotz asked if there is a common and adequate protocol on COVID-19 being followed at the site. Mr. Ripley stated that RJB has a strict safety protocol in place and is followed by all contractors on site and includes a requirement that workers are tested regularly. There were no further questions and Mr. Ripley presented progress photos taken at the site.

**b. Dual 96-Inch Diameter Pipelines.**

Mr. Ripley stated that the contractor for the Dual 96-inch Diameter Pipelines, Thalle Construction (Thalle) is 97% complete through November 2020.

Major activity performed by Thalle in November 2020 included:

- Continued electrical conduit/wiring in the pig retrieval facility building
- Continued 72-inch Victaulic pipe removal/replacement

Major work activities planned for December 2020 include:

- Install new pipe couplings and gaskets
- Conduct final pressure test
- Install concrete pavement

Mr. Ripley presented progress photos taken at the site. Director Klotz asked if once this project is complete, if the pipes will be maintained full of water or emptied while we wait for the pump station to be completed. Mr. Ripley stated that he did not know but assumed the pipes will be full since the completion of the pump station should occur in about sixty days. Mr. Ripley stated he will follow up with a more definite answer at next month's Board meeting. There were no further questions from the Board.

**B. Lake Houston Dam Spillway Improvement Project – Phase 1.**

Mr. Ripley stated that during the month of November, the project team conducted Coordination Meeting No. 15. Black & Veatch continues the development of cost estimates, construction narratives, and benefit cost ratios for the alternatives being evaluated. A project meeting is scheduled for December 10<sup>th</sup> and alternative selection will be discussed in detail. It is expected that the alternative will be decided this month and CWA will be moving forward with the Preliminary Engineering Report (PER) as soon as there is consensus with the City of Houston (COH) and the Harris County Flood Control District (HCFCD). Director Klotz asked what the next step will be should the COH and HCFCD agree to the selection of the alternative. Mr. Ripley stated that when the group approves the alternate it will move directly to the PER. Mr. Ripley asked Mr. Chris Mueller with Black & Veatch to add any additional information to the process. Mr. Mueller stated that was correct and further stated that should all parties concur with the recommendation, there will be documentation in the PER which is due final on February 2, 2021. The next step after that will be a more detailed design engineering and then continue to run the traps on the environmental clearance and permitting required for the project. The recommendation aligns with the broad concept with what was carried into the hazard mitigation grant fund application. There were no further questions from the Board.

**V. MAINTENANCE & OPERATIONS – Greg Olinger**

**A. Monthly Operations Report/Project Updates.**

The Monthly Operations Report for November 2020 was included in the Board Members' Agenda packets.

**B. CWA Easement and Right-of-Way Encroachment General Requirements.**

Mr. Olinger stated that this item is an update to the CWA Easement and Right-of-Way Encroachment General Requirements. The requirements in this document identify the rules and guidelines that utilities or pipeline operators must meet to encroach upon or cross a CWA right-of-way or easement. A copy of the revised document and a log of the changes were provided in the Board Members' packets. This item was briefed to the O&M Oversight Committee on December 1, 2020. There were no questions from the Board and Mr. Olinger recommended the motion as presented.

**Motion authorizing the Executive Director to adopt and publish a revision to the CWA Easement and Right-of-Way General Requirements.**

Motion made by Director Walker, Seconded by Director Reiser. The Motion carried unanimously.

**C. CWA Raw Water Service Connection General Requirements.**

Mr. Olinger stated that this item is an update to the CWA Raw Water Service Connection General Requirements. This document identifies the rules and guidelines that must be met in order to make a service connection to one of CWA's conveyance or distribution systems. A copy of the revised document and a log of the changes were provided in the Board Members' packets. This item was briefed to the O&M Oversight Committee on December 1, 2020. There were no questions from the Board and Mr. Olinger recommended the motion as presented.

**Motion authorizing the Executive Director to adopt and publish a revision to the CWA Raw Water Service Connection General Requirements.**

Motion made by Director Reiser, Seconded by Director Zarinkelk. The Motion carried unanimously.

**D. Mobil Pipeline Co. Road Use Agreement.**

Mr. Olinger stated that this item is a request from Mobil Pipeline Company for CWA's permission for temporary use of the Trinity River access road to facilitate construction of a pipeline on the west side of the Trinity River. The agreement would allow up to one-year of use and would require an upfront payment of a usage fee that will be applied in the future for replacement of the road. Mobil Pipeline will be responsible for any repair of any damage to the road during their use and they will also be required to provide security at the front gate while the road is in use. Mr. Olinger presented an aerial photograph of the location of the access road. A copy of the agreement was included in the Board Members' packets. This item was briefed to the O&M Oversight Committee on December 1, 2020. Upon request from Director Klotz, Mr. Neil Thomas (Norton Rose Fulbright) reviewed the agreement and stated that the agreement was adequate. Mr. Olinger then recommended the motion as presented.

**Motion authorizing the Executive Director to execute a Road Use Agreement with Mobil Pipeline Company for access on the Trinity River Pump Access Road and receive a lump sum payment of \$650,000.00 to grant said access.**

Motion made by Director Reiser, Seconded by Director Zarinkelk. The Motion carried unanimously.

**E. General Engineering Consultant – Trinity River System.**

Mr. Olinger stated that this item is for a General Engineering Services Work Order for the GEC. During the annual operating fund budgeting process, we include funding for general engineering services in each of the operating funds. These services include necessary studies, encroachment application reviews, land/easement acquisitions, preliminary engineering, designs, and construction phase services. This requested action is to request a work order based authorization to the GEC for as-needed general engineering support on the Trinity River System. Each work item under this authorization would include a separately negotiated scope/fee/schedule. A copy of the LAN Work Order No. TR-2021-1 was provided in the Board Members' packet. This item was briefed to the Professional Engineering Services Committee (PESRC) on December 1, 2020. Director Klotz asked if \$150,000 represents a half of what CWA budgets for GEC on an annual basis. Mr. Olinger stated that is correct. There were no further questions from the Board and Mr. Olinger recommended the motion as presented.

**Motion authorizing the Executive Director to issue a work order to Lockwood Andrews & Newnam, Inc. in the amount of \$150,000.00 for general engineering consultant services related to the maintenance and operation of the Coastal Water Authority's Trinity River System to be performed in 2021, such work order being contingent on City of Houston's approval of a CWA 2021 Operating Budget including such expenditure.**

Motion made by Director Reiser, Seconded by Director Zarinkelk. The Motion carried unanimously.

**F. Information Technology Services Contract Extension – PennComp, LLC.**

Mr. Olinger stated that this item is relating to the Information Technology (IT) Services Contract. Our current provider, PennComp, LLC has provided a proposal to provide the same level of service as the three years at the same overall cost. The scope includes IT preventative maintenance and system monitoring, IT help desk and back up to CWA's IT Manager, Mr. Vu. Mr. Olinger noted that Penncomp has continued to provide reliable service and Mr. Vu continues to do an excellent job of managing the IT contract. This item was briefed to the PESRC on December 1, 2020. A copy of PennComp's proposal and pricing chart was provided in the Board Members' packet. Director Klotz seconded Mr. Olinger's comment regarding Mr. Vu's great job performance. There were no questions from the Board and Mr. Olinger recommended the motion as presented.

**Motion authorizing the Executive Director to issue a 12-month contract extension in the amount of \$40,000.00 to PennComp, LLC for IT Support Services.**

Motion made by Director Walker, Seconded by Director Council. The Motion carried unanimously.

**VI. BUSINESS REVIEW – John Baldwin**

**A. Monthly Financial Statements for the Previous Month.**

Mr. Baldwin stated that this item is the Financial Statements for the month ending November 30, 2020. Mr. Baldwin stated that all five of the operating budgets are in good shape as far as expenditures are concerned and each of the budgets are running slightly under budget. There were no questions from the Board on the financials. A copy of the financial report was included in the Board Members' packets. There were no questions from the Board.

**VII. DISBURSEMENTS – John Baldwin**

Mr. Baldwin stated that this item is the disbursements for the month on the various construction funds. A copy of the summary of disbursements for the month were included in the Board Members' Packets. The disbursements to be approved by the Board included: the Bayport Capital Improvement Fund – in the amount of \$71,883.04; the Special Project Equity Fund – in the amount of \$298,006.57; the Construction Fund – Series 2013 (Luce Bayou Project) – in the amount of \$39,331.75; the Construction Fund – Series 2015 (Luce Bayou Project) – in the amount of \$6,552.41; the Construction Fund – Series 2016 (Luce Bayou Project) – in the amount of \$356,326.72; and the Construction Fund – Series 2017 Loan (Luce Bayou Project) – in the amount of \$621,682.87. There were no questions from the Board and Mr. Baldwin recommended the motion as presented.

**Motion approving the Disbursement of Funds as presented.**

Motion made by Director Reiser, Seconded by Director Council. The Motion carried unanimously.

**VIII. OLD BUSINESS** – Don Ripley

There were no old business items to discuss.

**IX. NEW BUSINESS** – Don Ripley

There were no new business items to discuss.

**X. EXECUTIVE SESSION** – Wayne Klotz

There was no executive session.

**XI. ADJOURNMENT** – Wayne Klotz

The meeting was adjourned at 10:40 A.M.



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Thomas A. Reiser, Secretary-Treasurer