

**COASTAL WATER AUTHORITY**

**Minutes of Regular Meeting**

**January 8, 2025**

The Board of Directors (the "Board") of Coastal Water Authority ("CWA") convened its Regular Meeting, open to the public, at the CWA Conference Room, 1801 Main Street, Suite 800, Houston, Texas, with the following in attendance:

**Directors**

Tony L. Council, P.E., President (*Absent*)  
Douglas E. Walker, First Vice-President (*Absent*)  
Giti Zarinkelk, P.E., Second Vice-President  
Joseph G. Soliz, Secretary-Treasurer  
Jon M. Sjolander, Assistant Secretary-Treasurer  
Thomas A. Reiser (*Absent*)  
Daniel G. Huberty

**CWA Staff**

Don Ripley  
John Baldwin  
James Lewis  
David Miller  
Todd Vu  
Mary Caballero

**City of Houston Staff**

Greg Eyerly

**General Legal Counsel**

Barron Wallace and Mary Buzak, Bracewell LLP

With the exception of Directors Council, Reiser and Walker, all Members of the Board were present thus constituting a quorum.

Copies of the agenda materials were included in the Board Members' packets.

**I. CALL TO ORDER – Giti Zarinkelk**

**A. Welcome.**

Director Zarinkelk opened the meeting at 10:00 A.M. and welcomed all guests to the meeting. (The sign-in sheets for those in attendance at the meeting are attached hereto.)

**B. Pledge of Allegiance.**

**C. Salute to the Texas Flag.**

**D. Moment of Silence.**

**II. PUBLIC COMMENTS**

There were no public comments.

**III. ITEMS FOR CONSIDERATION – Giti Zarinkelk**

Director Zarinkelk stated that the first item of business was the approval of the December 11, 2024 Board Meeting Minutes.

**A. Minutes of the December 11, 2024 Regular Board Meeting.**

**Motion approving the Minutes of the Regular Board Meeting of December 11, 2024.**

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

Director Zarinkelk stated that the next item of business was the recognition of John J. Baldwin.

At this time, Mr. Ripley read a Resolution acknowledging Mr. Baldwin's contributions to CWA. The Board thanked Mr. Baldwin for his hard work and years of service to CWA. Mr. Ripley recommended the motion as presented.

**B. Recognition of John J. Baldwin.**

**Motion approving a Resolution recognizing John J. Baldwin for his exemplary performance for the Coastal Water Authority.**

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

**IV. OPERATIONS AND MAINTENANCE – James Lewis**

**A. Operations Summary Report.**

Mr. Lewis stated that currently, Lake Houston level is at 42.48 feet. Lake Conroe is at 200.34 feet. Lake Livingston is at 131 feet. During December 2024, the Trinity River Pump Station (TRPS) pumped 20.6 billion gallons which is an average of 667 million gallons per day (MGD). The Lake Houston Pump Station (LHPS) pumped 1.2 billion gallons which is an average of 40 MGD. The Capers Ridge Pump Station pumped 5.4 billion gallons which is an average of 175 MGD.

Mr. Lewis presented raw surface water production for December 2024, noting the total municipal production was 12.4 billion gallons (61%) and industrial production was 7.9 billion gallons (39%)

**B. Trinity River Pump Station – Programmable Automation Controller (PAC) System Upgrade.**

Mr. Lewis stated that the TRPS has sixteen pumps and motors which are controlled and monitored by a process automation controller (PAC) system Hardware components including the input/output modules, controllers, switches, server, computers, and monitors are at their end of operational life and require replacement. In addition, updates to the control and cybersecurity software are necessary. The TRPS PAC system is a unit provided by Eurotherm/Watlow Electric Manufacturing Company (Watlow). CWA completed negotiation of scope and costs for this upgrade with Watlow in December 2024 and reviewed this information with the O&M Oversight Committee (O&M Committee) on December 31, 2024, and the O&M Committee recommended bringing this item forward for Board consideration. Mr. Ripley mentioned that CWA's general legal counsel, Bracewell LLP, reviewed this item for compliance with applicable state laws for this type of purchase. There were no questions from the Board and Mr. Lewis recommended the motion as presented.

**Motion finding that the Trinity River Pump Station – PAC System Upgrade will support the cybersecurity of CWA's facilities and it is impracticable for CWA to obtain bids due to the nature of the purchase and authorizing the Executive Director to issue a work order to Eurotherm/Watlow Electric Manufacturing Company in the amount of \$157,978.00 for the Trinity River Pump Station – PAC System Upgrade.**

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

**C. Upcoming Bids/Procurement.**

Mr. Lewis noted that CWA's procurement policy requires the Board to be notified of upcoming purchases expected to be greater than \$150,000 and reported that CWA is planning to advertise bids for the following items:

- Annual Substation Testing Contract
- Lynchburg Pump Station (LPS):
  - Pump and Motor Rebuild of P-107
  - Pump and Motor Rebuild of P-211
- TRPS:
  - Pump and Motor Rebuild of P-7

V. **ONGOING PROJECTS** – David Miller

A. **Lake Houston Dam Rehabilitation Project.**

Mr. Miller stated that the Lake Houston Dam Repair Project is the \$10,000,000 FEMA/TDEM pre-disaster mitigation grant project awarded to the City of Houston (COH) in 2024. CWA and the COH are parties to an interlocal agreement for implementation of projects at the Lake Houston Dam. The scope of the dam repair project includes inspections to identify damaged concrete and voids below and around the dam structure, followed by design/engineering of the repair methods and implementation of the repairs by a construction contractor. CWA selected Freese and Nichols, Inc. (FNI) in November 2024 to perform the inspections and develop the repair methods. CWA and FNI completed negotiations of the scope and fee in December 2024 for the investigations and development of an engineering report. The investigations will include ground penetrating radar, underwater diver inspections, bathymetry surveying and non-destructive testing to identify void locations, quantify associated risks and develop alternatives to reduce or eliminate the risks. The FNI scope and fee were reviewed with the Professional Engineering Services Review Committee (PESRC) on December 31, 2024, and the PESRC recommended bringing this item forward for Board consideration.

In response to a question from Director Huberty, Mr. Miller stated that the inspections and development of the engineering report, which will include the recommendations for the improvements needed for the repairs, will take about six months. The engineering report also will include a risk-based evaluation analysis of dam stability and constructability of the void repairs. Mr. Ripley noted that in March 2025, CWA will begin a study associated with replacing the dam.

In response to a question from Director Sjolander, Mr. Ripley stated that hydraulics and hydrology studies performed during Phase 1 of the project identified upstream benefits (flood level reductions) and confirmed negligible downstream impacts. There were no further questions from the Board and Mr. Miller recommended the motion as presented.

**Motion authorizing the Executive Director to execute a contract with Freese and Nichols, Inc. in the amount of \$474,626.00 for Inspection and Engineering Services associated with the Lake Houston Dam Rehabilitation Project.**

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

B. **Lynchburg Pump Station – B-System Improvements P-201/P-206.**

Mr. Miller stated that as discussed over the past few Board Meetings, the LPS - B-System Improvement Project will add two new 55,000 gallons per minute pumps, motors and variable frequency drives to the LPS – B-System to increase discharge capacity for its customers. It also includes improvements to the ammonia and chlorine systems which pre-treat the raw water before delivery to the COH's East Water Purification Plant (EWPP) and Southeast Water Purification Plant. The project was designed by CWA's general engineering consultant, BGE, Inc (BGE). CWA will be ready to advertise for construction bids this month and expects to have a construction contractor selected by March/April 2025 and the associated construction contract ready for Board

consideration by May 2025. CWA is currently anticipating project completion late this year or in early 2026. This item was reviewed with the PESRC on December 31, 2024, and the PESRC recommended bringing this item forward for Board consideration. There were no questions from the Board and Mr. Miller recommended the motion as presented.

**Motion authorizing the Executive Director to advertise the Construction Package related to the Lynchburg Pump Station – B-System Improvements P-201/P-206.**

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

**C. Trinity River Distribution System – B-2 Pipeline Project.**

Mr. Miller stated the B-2 Pipeline Project consists of sixteen miles of new 48-inch to 96-inch diameter pipelines routed through Deer Park, La Porte and Pasadena, Texas. The purpose of the project is to provide redundancy to the existing B-System Pipeline and C-System Pipeline as well as provide increased capacity to the EWPP and industrial customers along State Highway 225.

CWA completed preparation of the Request for Qualifications (RFQs) for Program Management and Pipeline Segment Design Services in December 2024. Upon Board approval, CWA will advertise the RFQ on January 9, 2025, and conduct a mandatory pre-proposal conference on January 16, 2025. Statements of Qualifications will be due on February 13, 2025. The RFQ and the schedule were reviewed with the PESRC on December 31, 2024, and the PESRC recommended bringing this item forward for Board consideration. There were no questions from the Board and Mr. Miller recommended the motion as presented.

**Motion authorizing the Executive Director to advertise a Request for Qualifications for Engineering Services related to the Trinity River Distribution System B-2 Pipeline Project.**

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

**D. General Engineering Consultant.**

Mr. Miller stated that this item is related to the issuance of a general Trinity River System work order to CWA's general engineering consultant, BGE. At the beginning of each year CWA requests Board approval of a general work order in the amount of \$150,000 to cover miscellaneous tasks expected to be needed in the coming year including surveys, crossing applications, GIS support, etc. Once the specific scope and fee for the tasks are determined, individual work orders will be prepared. This item was reviewed with the PESRC on December 31, 2024, and the PESRC recommended bringing this item forward for Board consideration. There were no questions from the Board and Mr. Miller recommended the motion as presented.

**Motion authorizing the Executive Director to execute a work order to BGE, 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.**

Motion made by Director Sjolander, Seconded by Director Huberty. 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 draft financial statements for the month ending December 31, 2024, which is also the end of CWA's 2024 fiscal year. CWA will be working on any needed adjustments to the December 31, 2024 year-end final report which will be presented to the Board at next month's meeting. The final report will also be reviewed by CWA's auditors sometime during early

February 2025. Mr. Baldwin noted that all five of the Operating Budgets came in under budget, and the revenue streams are all on schedule. There were no questions from the Board.

Mr. Baldwin noted that the COH's City Council has approved all of CWA's 2025 Operating Budgets for the Lake Houston Facilities; the Luce Bayou Water System Project; and the Trinity River Conveyance System.

**B. Notification of Procured Items.**

In accordance with CWA's Amended and Restated Resolution (2023-1) Delegating Authority to Executive Officers, Mr. Baldwin presented to the Board the items that CWA procured in December 2024 that came in between \$25,000 to \$75,000: a purchase order to HVJ Associates, Inc. for engineering work on the Lynchburg Reservoir slope failure at CWA's Trinity River System; a purchase order to Automation Solutions, Inc. for monitoring sites at CWA's Lake Houston Facility; and a purchase order to Ayamtech LLC for an Arc Flash and Short Circuit Study at the LHPS. 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. The disbursements to be approved by the Board included the Bayport Capital Improvement Fund – in the amount of \$2,270.00; Special Project Equity Fund – in the amount of \$230,359.58; the Project Fund – in the amount of \$2,370,407.66; and the Lake Houston Dam Spillway Improvement Project – in the amount of \$116,977.00. 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 Sjolander, Seconded by Director Huberty. The Motion carried unanimously.

**VIII. OLD BUSINESS – Don Ripley**

No items to discuss.

**IX. NEW BUSINESS – Don Ripley**

No items to discuss.

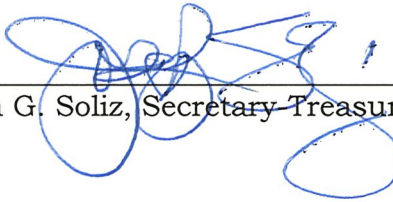
**X. EXECUTIVE SESSION – Giti Zarinkelk**

There was no executive session.

**XI. ADJOURNMENT – Giti Zarinkelk**

The meeting was adjourned at 10:24 A.M.

[Signature page follows]



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Joseph G. Soliz, Secretary-Treasurer