



# **BAYTOWN AREA WATER AUTHORITY**

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## **NOTICE OF MEETING**

### **BAYTOWN AREA WATER AUTHORITY REGULAR MEETING**

**WEDNESDAY, SEPTEMBER 21, 2022**

**4:30 P.M.**

**COUNCIL CHAMBER, CITY HALL**

**2401 MARKET STREET, BAYTOWN, TEXAS 77520**

## **AGENDA**

### **CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

#### **1. MINUTES**

- a.** Consider approving the minutes of the Baytown Area Water Authority Regular Meeting held on August 17, 2022.

#### **2. ELECTION OF OFFICERS**

- a.** Consider the election of officers for President, Vice President, and Secretary; and the appointment of an Assistant Secretary.

#### **3. REPORTS**

- a.** Receive a report on future expansion of BAWA East Surface Water Treatment Plant.

#### **4. MANAGER'S REPORT**

- a.** The next Baytown Area Water Authority meeting is scheduled for Wednesday, October 19, 2022, at 4:30 p.m., in the Council Chamber located at City Hall, 2401 Market Street, Baytown, Texas 77520.

#### **5. ADJOURN**

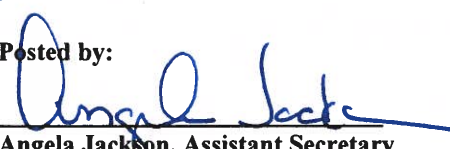
**PUBLIC NOTICE IS GIVEN THAT IN ADDITION TO ANY EXECUTIVE SESSION LISTED ABOVE, THE AUTHORITY RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE SECTIONS 551.071 - 551.090 TO DISCUSS ANY OF THE MATTERS LISTED ABOVE.**

THE AUTHORITY IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE ACCOMMODATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST. FOR ASSISTANCE PLEASE CALL 281-420-6522, FAX 281-420-6586, OR CONTACT 281-420-6522 VIA RELAY TEXAS AT 711 OR 1-800-735-2988 FOR TYY SERVICES. FOR MORE INFORMATION CONCERNING RELAY TEXAS, PLEASE VISIT: [HTTP://RELAYTEXAS.COM](http://RELAYTEXAS.COM).

Approved for posting:

  
Rick Davis, General Manager

Posted by:

  
Angela Jackson, Assistant Secretary

Posted this 16th day of September 2022, at 5:00 P.M.





**BAYTOWN AREA WATER AUTHORITY  
MEETING**

**1. a.**

**Meeting Date:** 09/21/2022

**Subject:** August 17, 2022, BAWA Meeting Minutes

**Prepared For:** Angela Jackson, City Clerk's Office

**Prepared By:** Raquel Martinez, City Clerk's Office

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**Information**

**ITEM**

Consider approving the minutes of the Baytown Area Water Authority Regular Meeting held on August 17, 2022.

**PREFACE**

This item allows for the Board to review and approve the meeting minutes of the Baytown Area Water Authority Regular Meeting held on August 17, 2022.

**RECOMMENDATION**

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**Fiscal Impact**

**Attachments**

August 17, 2022, BAWA Draft Minutes

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**DRAFT**  
**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**OF THE BAYTOWN AREA WATER AUTHORITY**

August 17, 2022

The Board of Directors of the Baytown Area Water Authority (BAWA) met in a Regular Meeting on Wednesday, August 17, 2022, at 4:31 P.M., in the Council Chamber of the Baytown City Hall, 2401 Market Street, Baytown, Texas with the following in attendance:

Brenda Bradley Smith	President
Mike Wilson	Vice President
Frank McKay III	Secretary
Jimmy Smith	Director
Brandon Benoit	Director
Rick Davis	General Manager
Jerris Mapes	General Counsel
Angela Jackson	Assistant Secretary

President Bradley Smith convened the August 17, 2022, BAWA Board Regular Meeting with a quorum present at 4:31 P.M., all members were present with the exception of Director Brandon Benoit who arrived at 4:32 P.M.

**1. MINUTES**

**a. Consider approving the minutes of the Baytown Area Water Authority Regular Meeting held on July 20, 2022.**

A motion was made by Vice President Mike Wilson, and seconded by Director Jimmy Smith to approve the July 20, 2022, Baytown Area Water Authority Board Regular Meeting minutes, as submitted. The vote was as follows:

Ayes: President Brenda Bradley Smith, Vice President Mike Wilson, Secretary FrankMcKay III, Director Jimmy Smith

Other: Director Brandon Benoit (Not Present for Vote)

Nays: None

Approved

**2. PROPOSED RESOLUTIONS**

**a. Consider a resolution awarding the South Lagoon Sludge Removal Contract to Synagro of Texas-CDR, Inc.**

BAWA Superintendent Michael Gay presented agenda item 2.a. and stated that Resolution No. 2022-12 awards the South Lagoon Sludge Removal Contract to Synagro of Texas-CDR, Inc., in the amount of \$162,080, and explained that during the water treatment process raw water goes through a sedimentation stage which aids in the removal of solid particles. The solid particles, known as sludge, are then collected and discharged into a sludge lagoon. Over time the sludge lagoon accumulates and requires sludge removal to restore the storage capacity. He further stated that this project will remove all sludge and vegetation from the South Sludge lagoon restoring the lagoon to its original dexterity.

Secretary Frank McKay III questioned how many vendors submitted their bids as well as the price. Mr. Gay responded that nine companies were contacted to submit a bid and only three bids were received, with Synagro of Texas-CDR, Inc., being the lowest bid. Further, Mr. Gay stated that it should equal with a unit price of \$10.13 per cubic feet, multiplied by 16,000 cubic yards, for a total contract amount of \$162,080. Vice President Mike Wilson questioned if the City had used the vendor before and if so, were they satisfied with their previous service, and Mr. Gay confirmed the same.

A motion was made by Director Brandon Benoit, and seconded by Vice President Mike Wilson to approve Resolution No. 2022-12, related to Item 2.a. The vote was as follows:

Ayes: President Brenda Bradley Smith, Vice President Mike Wilson, Secretary Frank McKay III, Director Jimmy Smith, Director Brandon Benoit

Nays: None

Approved

#### RESOLUTION NO. 2022-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BAYTOWN AREA WATER AUTHORITY AWARDING THE SOUTH LAGOON SLUDGE REMOVAL PROJECT TO SYNAGRO OF TEXAS-CDR, INC., SUBJECT TO THE APPROVAL OF THE CITY COUNCIL OF THE CITY OF BAYTOWN, TEXAS; AUTHORIZING PAYMENT IN THE AMOUNT OF ONE HUNDRED SIXTY-TWO THOUSAND EIGHTY AND NO/100 DOLLARS (\$162,080.00) TO SYNAGRO OF TEXAS-CDR, INC.; MAKING OTHER PROVISIONS RELATED THERETO; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

### **3. REPORTS**

#### **a. Receive Baytown Area Water Authority's Quarterly Financial and Investment Reports for the Quarter Ending June 30, 2022.**

Finance Director Victor Brownlees presented the Baytown Area Water Authority Quarterly Financial and Investment Reports for the Quarter Ending June 30, 2022, and stated that the last

quarter has followed the same pattern as previous quarters and that Revenues were slightly behind at the 72%, at the third-quarter mark, but that it was more than compensated by underspending which is mostly covered under Personnel Services which was only at 62% of the budget. On the Capital Improvement Project side there has been significant progress in spending, not only the current year budget, but spending down on the substantial fund balance and directed any questions from the Board to Assistant Director of Public Works and Engineering Andrea Brinkley. Lastly, Mr. Brownless stated that overall performance remains strong and on target to end the year with healthy fund balances on the Operating and on the Capital side. He noted aspirations were to invest even heavier on the Capital side for infrastructure next year, which the newly approved budget reflects this.

**4. MANAGER'S REPORT**

**a. The next Baytown Area Water Authority meeting is scheduled for Wednesday, September 21, 2022, at 4:30 p.m., in the Council Chamber located at City Hall, 2401 Market Street, Baytown, Texas 77520.**

General Manager Rick Davis introduced the new Assistant City Manager, Mr. Jason Reynolds, and stated that he will now be the Presiding Manager for the Baytown Area Water Authority Board, and his responsibilities also encompass the Economic Development and Finance Department. He reminded the Board that their next regular BAWA meeting is scheduled for September 21, 2022.

**5. ADJOURN**

With there being no further business to discuss, President Brenda Bradley Smith adjourned the August 17, 2022, BAWA Board Regular Meeting at 4:38 P.M.

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Angela Jackson, Assistant Secretary  
City of Baytown



**BAYTOWN AREA WATER AUTHORITY  
MEETING**

**2. a.**

**Meeting Date:** 09/21/2022

**Subject:** BAWA Election of Officers

**Prepared For:** Angela Jackson, City Clerk's Office

**Prepared By:** Raquel Martinez, City Clerk's Office

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**Information**

**ITEM**

Consider the election of officers for President, Vice President, and Secretary; and the appointment of an Assistant Secretary.

**PREFACE**

The Board of Directors of the Baytown Area Water Authority must elect from its members a President, Vice President, and Secretary; and may appoint an Assistant Secretary.

Each officer of the Board serves for a term of one year and vacancies shall be filled for the unexpired term by the Board. The new terms commence September 1, 2022 and expire on August 31, 2023.

The current officers are:

- Brenda Bradley Smith, President;
- Mike Wilson, Vice President;
- Frank McKay III, Secretary; and
- City Clerk, as Assistant Secretary.

**RECOMMENDATION**

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**BAYTOWN AREA WATER AUTHORITY  
MEETING**

**3. a.**

**Meeting Date:** 09/21/2022

**Subject:** Receive a report on future expansion of BAWA East Surface Water Treatment Plant

**Prepared For:** Frank Simoneaux, Public Works/Engineering/BAWA

**Prepared By:** Sterling Beaver, Public Works/Engineering/BAWA

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**Information**

**ITEM**

Receive a report on future expansion of BAWA East Surface Water Treatment Plant.

**PREFACE**

Discuss future considerations/options for the expansion of the BAWA East Surface Water Treatment Plant.

**RECOMMENDATION**

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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