

**MINUTES OF THE MEETING OF  
FORT BEND COUNTY FRESH WATER SUPPLY DISTRICT NO. 1**

July 20, 2017

STATE OF TEXAS	§
	§
COUNTY OF FORT BEND	§

The Board of Supervisors (the “Board”) of Fort Bend County Fresh Water Supply District No. 1 of Fort Bend County, Texas (the “District”), met in regular session, open to the public, on July 20, 2017, commencing at 6:00 p.m. at the Mustang Community Center, 4521 FM 521 North, Fresno, Fort Bend County, Texas, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to wit:

Paul Hamilton	President
Greg Fleck	Vice President
Calvin Casher	Secretary
Rodrigo Carreon	Assistant Secretary
Rosa Linda Medina	Assistant Secretary

All members of the Board were present except Supervisor Carreon, thus constituting a quorum.

Also present at the meeting were: David Dybala with Jacobs Engineering Group, Inc. (“Jacobs”), the District’s Engineer; Phyllis Herbst and Barbara Fellingner, the District’s Bookkeeper; Felipe Gonzalez Hernandez, the District’s Tax Assessor; members of the public, the names of whom are on file in the official records of the District; and Michael Willis and Ryan LaRue of Sanford Kuhl Hagan Kugle Parker Kahn LLP (“SK Law”), the District’s Attorney.

The meeting was called to order and the following business was transacted.

**1. FINANCIAL ADVISOR’S REPORT**

No action taken in connection with the Financial Advisor’s Report.

**2. BOOKKEEPER’S REPORT**

The Board first considered the Bookkeeper’s Report presented by Ms. Herbst and Ms. Fellingner, A copy of which is on file in the official records of the District, and the invoices and checks presented for payment as follows:

**A. Approval of Bills.**

The Board reviewed the bills presented for payment.

**B. Review Investment Report.**

The Board reviewed the investment report.

**C. Review Collateral Pledge Report.**

No Collateral Pledge Report was given.

Upon motion duly made by Supervisor Medina, seconded by Supervisor Fleck, the Board voted unanimously to (1) accept the Bookkeeper's Report as presented; and (2) authorize the payment of the checks and invoices listed therein.

**3. TAX REPORT**

The President then recognized Mr. Hernandez, who presented to the Board the Tax Report, a copy of which is on file in the official records of the District.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Fleck, the Board voted unanimously to approve the Tax Report.

**4. ATTORNEY'S REPORT**

The Board recognized Mr. Willis, who presented the Attorney's report as follows:

**A. Approval of Minutes.**

Proposed minutes of the regular meeting held on May 15, 2017, were presented for approval. Upon a motion duly made by Supervisor Fleck, seconded by Supervisor Medina, the Board voted unanimously to approve the minutes of the regular meeting held on May 15, 2017.

Proposed minutes of the regular meeting held on June 15, 2017, were presented for approval. Upon a motion duly made by Supervisor Medina, seconded by Supervisor Casher, the Board voted unanimously to approve the minutes of the regular meeting held on June 15, 2017.

**B. Report on Certificates of Convenience and Necessity ("CCNs").**

No action was taken on the CCNs.

**C. Regional Plant Committee Report.**

Supervisor Hamilton presented to the Board the Regional Plant Committee Report.

Upon motion duly made by Supervisor Fleck, seconded by Supervisor Medina, the Board voted unanimously to approve the Regional Plant Committee Report.

**D. Regional Facilities Contract**

No action was taken in connection with the Regional Facilities Contract.

**E. Five Year Financing Plan**

No action was taken in connection with the Five-Year Financing Plan.

**F. Application to TWDB**

No action was taken on this matter.

## **5. OPERATOR'S REPORT/TERMINATION OF SERVICE**

Next, the Board discussed the Operator's Report previously submitted by Ms. Campbell, a copy of which is on file in the official records of the District.

Ms. Campbell previously reported as follows:

- The District pumped a total of 8,483,000 gallons of water for the month.
- The District has 626 connections.
- The billed to pumped ratio was 85.6%.
- Ms. Campbell reported that the repair of the booster pump and the booster pump motor at the water plant was in progress.
- Ms. Campbell reported that the check valve on the booster pump at the water plant was leaking and requested authorization to replace the check valve at an estimated cost of \$6,091.00, plus an estimated cost of \$1,600.00 for EDP time and materials. Upon motion duly made and duly seconded, the Board voted unanimously to authorize EDP to replace the check valve.
- Ms. Campbell reported that the previously approved Consumer Confidence Report (the "CCR") had been filed with the TCEQ and mailed to customers on June 20<sup>th</sup>.

### **A. Approval of Repairs to Water System.**

Ms. Campbell informed the Board that the relocation and adjustment of water lines identified in conflict with the road widening project from Nail Road to South Post Oak from Station 73 to Station 105 had been completed.

Additionally, Ms. Campbell informed the Board that Nail Road East to the bayou was approved at the September 22<sup>nd</sup> meeting, (Station 105 to Station 121) had been completed, and the second portion of the water line relocation had been completed.

South Post Oak to Indiana (Station 63 to Station 74) had been completed.

### **B. Approval of Requests for Water Taps.**

EDP installed residential taps and meters at 5 locations for a total of \$3,412.50.

### **C. Write-Off List**

Consideration was then given to the Write-Off List. Ms. Campbell requested six accounts totaling \$669.01 from October 2016 through March 2017 be written off.

### **D. Operator Service Agreement Amendment Report**

Ms. Campbell reported to the Board that June 25<sup>th</sup> marked EDP's five-year anniversary as the District's Operator. Ms. Campbell requested that the Board consider a service rate adjustment and an Addendum to the service agreement between the District and EDP.

### **E. Termination of Water Service.**

Consideration was then given to the termination of water service to the delinquent accounts listed on the Termination List in the Operator's Report. The Board noted that there were no customers present at the meeting who wished to address the Board regarding their water bills or to protest termination of water service.

Upon motion duly made by Supervisor Fleck, seconded by Supervisor Medina, the Board voted (i) to authorize the Operator to terminate service to the accounts listed on the Termination List with the assistance of a peace officer, if necessary; and (ii) approve the Operator's Report, including the request to write off 669.01 from the District's accounts.

## **6. ENGINEER'S REPORT**

The Board recognized Mr. Dybala, who presented the Engineer's Report as follows:

### **A. Status of Projects.**

#### **1.) Televue Terrace Water and Wastewater Plumbing Contract**

- Contractor has completed a majority of the project except for the plugging of eight (8) water wells and site cleanup. Jacobs anticipates completion in August 2017.
- Mr. Dybala presented to the Board for consideration and approval Invoice Nos. 4 and 5 from Geotest Engineering, Inc. ("Geotest"), in the amounts of \$8,699.05 and \$165.00, respectively, for material testing services. Mr. Dybala recommended approval of the Invoices. Upon motion duly made and seconded, the Board voted unanimously to approve Invoice Nos. 4 and 5.
- Mr. Dybala reported that the Orbit CCN water wells were plugged on June 29<sup>th</sup>, and all Orbit customers transferred to the District, except for F&R Tax Services at 4719 FM 521.

#### **2.) Water and Wastewater Plumbing Contract for Marbill Estates, and Ridgewood Estates Subdivisions, and North and South Teague Road**

- Contractor continues to complete construction of water and waste water services lines and decommission of septic tanks. Jacobs anticipates completion before the end of the year.
- Mr. Dybala presented to the Board for consideration and approval Pay Estimate No. 1 from Reddico Construction Co. ("Reddico") in the amount of \$195,119.11. Mr. Dybala recommended approval of the Pay Estimate. Upon motion duly made and seconded, the Board voted unanimously to approve Pay Estimate No. 1.
- Mr. Dybala presented to the Board for consideration and approval Invoice No. 1 from Geotest in the amount of \$257.00 for material testing services. Mr. Dybala recommended approval of the Invoice. Upon motion duly made and seconded, the Board voted unanimously to approve Invoice No. 1.
- Mr. Dybala presented to the Board for consideration and approval Change Order No. 1 from Reddico to the contract in the amount of \$223,490.00 for the addition of 20 properties to the project and the extension of the District's water and wastewater lines to the end of Mark Terrace Road. Upon motion duly made by Supervisor Fleck, seconded by Supervisor Casher, the Board voted unanimously to approve Change Order No. 1.

- Mr. Dybala noted that he anticipates one final change order to add properties at the August Board meeting.

**3.) Phase II Water Plumbing Contract (Including Davis and West Davis Roads)**

- Contractor currently working on installation of water service lines throughout project. Jacobs anticipates completion of the project by end of this year.
- Mr. Dybala presented to the Board for consideration and approval Pay Estimate No. 1 from T-Construction, LLC (“T-Construction”), for construction of the project in the amount of \$230,085.90. Mr. Dybala recommended approval of the Pay Estimate. Upon a motion duly made and seconded, the Board voted unanimously to approve Pay Estimate No. 1.
- Mr. Dybala presented to the Board for consideration and approval Change Order No. 2 in the amount of \$69,000.00 from T-Construction for the addition of 23 properties to the project. Upon a motion from Supervisor Fleck, seconded by Supervisor Casher, the Board voted unanimously to approve Change Order No. 2.
- Mr. Dybala noted that he anticipates one final change order to add properties at the August Board meeting.

**4.) Fresno Gardens North Wastewater Collection System**

- Jacobs is in the process of completing construction drawings for agency review.

**5.) Fresno Gardens North Wastewater Plumbing Contract**

- Townhall meetings will be conducted once the public wastewater lines for this area are under construction.

**6.) Gateway Acres Subdivision Wastewater Collection System**

- Jacobs is working on construction drawings for agency review.

**7.) Fresno Ranchos Subdivision Wastewater Lift Station and Force Main.**

- Jacobs is in the process of completing a preliminary engineering report for Board approval. The surveyor completed the topographic survey for the project, and the District awaits a lease agreement with Fort Bend County for use of Fort Bend County’s property as a lift station site.

**8.) Gateway Acres Subdivision Wastewater Plumbing Contract**

- Townhall meetings will be conducted once the public wastewater lines are under construction.

**B. Authorize Engineer to prepare plans and specifications for Projects**

**1.) Water Plant No. 2**

- Mr. Dybala presented to the Board for consideration and approval a proposal in the amount of \$5,573.50 from RODS SUE to perform a subsurface utility investigation to

locate the CenterPoint 4” steel gas line on Fort Bend County Property. Upon a motion from Supervisor Fleck, seconded by Supervisor Casher, the Board voted unanimously to approve the RODS SUE proposal.

**C. Report on Status of Project Funding and Take Necessary Action Thereto**

**1.) One Year Warranty Expiration Dates**

- Phase II waterline improvements – 09/19/2017
- Davis and W. Davis waterlines – 10/17/2017
- Marbill and Ridgewood Estates Water and Wastewater Lines – 03/15/2018
- Phase III Water Service Lines – 05/17/18

**2.) \$1,000,000 Interest Free Loan**

- Jacobs recommends that the remaining approximately \$13,000 be used during the District’s Phase II Water Service Lines Project

**3.) Third TWDB CWSRF Loan**

- Jacobs is working to secure the loan in order to complete the Fresno Gardens North Subdivision Wastewater System, Gateway Acres Subdivision Wastewater System, and Fresno Ranchos Subdivision Lift Station and Force Main Project

**4.) FY08 EPA STAG Grant**

- District has \$216,347.60 in remaining funds to be used during Phase 2 Water Service Line Project and Phase 3 Water Service Line Project
- Reimbursement requests submitted to Fort Bend County:
  - #1 for \$90,575.60 on 5/25/17
  - #2 for \$59,935.59 on 5/25/17
  - #3 for \$24,919.57 on 6/14/17
  - #4 for \$40,916.84 on 7/12/17Waiting for payment on all requests.
- Remaining funds to be accessed is \$-0-.

**5.) FBC FY14 CDBG Funds**

- The District has received \$217,467.00 in funds from Fort Bend County CDBG Department to be used for the following projects:
  1. Televue Terrace Subdivision Water and Wastewater Plumbing Contract
  2. Marbill Estates and portion of Ridgewood Estates Subdivisions and North and South Teague Road Water and Wastewater Plumbing Contract.
- After pending requests, the District will have approximately \$42,509.72 remaining.

**D. Projections for District Water and Wastewater Projects**

- Project exhibits have been updated

**E. Discuss Emergency Preparedness Plan**

- Emergency Preparedness Plan will be reviewed in April 2018 to determine if any updates are required.

**F. Requests for Water and Sewer Service**

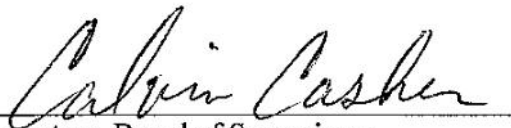
- There were no new requests for service.

Upon motion duly made by Supervisor Medina, seconded by Supervisor Fleck, the Board voted unanimously to approve the Engineer's Report.

**7. HEAR FROM THE PUBLIC**

At this time, the Board opened the meeting to comments from the public.

PASSED, ADOPTED, and APPROVED this August 17, 2017.

  
Secretary, Board of Supervisors

