

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

June 15, 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 June 15, 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, thus constituting a quorum.

Also present at the meeting were: David Dybala with Jacobs Engineering Group, Inc. (“Jacobs”), the District’s Engineer; Breah Campbell with Environmental Development Partners (“EDP”), Operator for the District; Phyllis Herbst and Barbara Fellingner, the District’s Bookkeeper; Felipe Gonzalez Hernandez, the District’s Tax Assessor; Dwayne Grigar with Fort Bend County Precinct 1; members of the public, the names of which are on the attached attendance sheet; 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. BOOKKEEPER’S REPORT

The Board first considered the Bookkeeper’s Report presented by Ms. Herbst, a copy of which is attached hereto, 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 Fleck, seconded by Supervisor Casher, 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.

2. TAX REPORT

The President then recognized Mr. Hernandez, who presented to the Board the Tax Report.

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

3. 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 18, 2017 were presented for approval.

Upon motion duly made by Supervisor Carron, seconded by Supervisor Fleck, the Board voted unanimously to approve the minutes, as presented.

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 Medina, seconded by Supervisor Casher, 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.

G. Resolution Regarding Unclaimed Property

The Board noted the Resolution Regarding Unclaimed Property was approved at the May meeting.

H. Right of Entry Agreement with Fort Bend County (the “County”)

Mr. Willis then presented to the Board for approval a Right of Entry Agreement with the County (the “ROE”). Mr. Willis explained that the ROE would allow the District to conduct the requisite tests and studies on the property owned by the County to be leased to the District for its new water plant site.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Carreon, the Board voted unanimously to approve the ROE.

4. OPERATOR’S REPORT/TERMINATION OF SERVICE

The Board next recognized Ms. Campbell, who submitted to and reviewed with the Board the Operator’s Report, a copy of which is attached hereto.

Ms. Campbell reported as follows:

- The District pumped a total of 7,645,000 gallons of water for the month.
- The District has 750 connections.
- The billed to pumped ratio was 79.7%.
- Ms. Campbell reported that repairs to the fire hydrants, authorized at the December meeting, have been completed. Ms. Campbell noted that the water blasting and painting project of 204 fire hydrants, authorized in January, has been completed.
- Ms. Campbell reported that the Consumer Confidence Report, approved in May, will be mailed to District customers around June 23, 2017.
- GM Services completed the performance testing of the District’s water well. There were no problems noted during the inspection.

A. Approval of Repairs to Water System.

The relocate/adjust of water lines identified in conflict with the road widening project from Nail Road to South Post Oak (Station 73 to Station 105) has been completed.

Nail Road east to the Bayou (Station 105 to Station 121, was previously approved and completed. TXDOT has since changed the scope of work within this area, which now requires another portion of line relocation for an estimated cost of \$37,519.00. A letter request from TXDOT is currently pending receipt prior to any work being performed.

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

Ms. Campbell reported that the booster pump replacement, authorized at the May meeting, is in process.

Ms. Campbell requested authorization to repair the motor on the booster pump for the water plant for an estimated cost of \$8,720.00. The warranty was voided due to rain water infiltrating the motor. Upon motion duly made by Supervisor Fleck, seconded by Supervisor Casher, the Board voted unanimously to authorize EDP to repair the booster pump motor at a cost of \$8,720.00.

B. Approval of Requests for Water Taps.

EDP installed residential taps and meters at 8 locations for a total of \$5,460.00.

C. 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.

5. ENGINEER'S REPORT

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

A. Status of Projects.

1. Teleview Terrace Water and Wastewater Plumbing Contract

- The contractor has completed the majority of the project, except for plugging water wells and site cleanup. The contractor anticipates completion around mid-July.
- Mr. Dybala presented to the Board for consideration and approval Pay Estimate No. 4 from Reddico Construction Co., Inc. ("Reddico") in the amount of \$88,882.29. Mr. Dybala recommended approval of the Pay Estimate. Upon motion duly made and seconded, the Board voted unanimously to approve Pay Estimate No. 4.
- Mr. Dybala presented to the Board for approval Change Order No. 2 to the contract in the approximate amount of \$22,520. Mr. Dybala explained that the Change Order adds two properties to the contract, and provides for the installation of a wastewater sample well on one property. Upon motion duly made by Supervisor Fleck, seconded by Supervisor Carreon, the Board voted unanimously to approve Change Order No. 2.

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

- The contractor has begun construction of the project. Jacobs anticipates the project will be complete by the end of the year.

3. Phase II Water Plumbing Contract

- The project is under construction.
- Mr. Dybala presented to the Board for approval Change Order No. 1 to the contract in the approximate amount of \$48,000. Mr. Dybala explained that the Change Order adds approximately 16 properties to the project. Upon motion duly made by Supervisor Casher, seconded by Supervisor Medina, the Board voted unanimously to approve Change Order No. 1.

4. Phase III Water Plumbing Contract

- The project has been completed. The District has connected 154 properties and plugged 56 wells.
- Mr. Dybala presented to the Board for consideration and approval Pay Estimate No. 3 and final from Reddico Construction Co., Inc. (“Reddico”) in the amount of \$124,704.53. Mr. Dybala recommended approval of the Pay Estimate. Upon motion duly made and seconded, the Board voted unanimously to approve Pay Estimate No. 3.
- Mr. Dybala also requested the Board’s approval of the Certificate of Final Completion (the “Certificate”) and the District’s Acceptance of Project Completion (the “Acceptance”). Upon motion duly made and seconded, the Board voted unanimously to approve the Certificate and the Acceptance.

5. Fresno Gardens North Wastewater Collection System

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

6. Fresno Gardens North Wastewater Plumbing Contract

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

7. Gateway Acres Subdivision Wastewater Collection System

- Jacobs is working on construction drawings for agency review. Supervisor Carreon requested that Jacobs consider increasing manholes to six inches or one foot higher than the public roads to help prevent storm water from entering the sanitary sewer system. Supervisor Carreon also requested two or more wastewater line exits to be connected to the main trunk line and lift station, possibly at Alice Road, Louise Road and Lissie Road.

8. Fresno Ranchos Subdivision Wastewater Lift Station and Force Main.

- Jacobs is in the process of completing a preliminary engineering report for Board approval.

9. Gateway Acres Subdivision Wastewater Plumbing Contract

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

B. Authorize Engineer to prepare plans and specifications for Projects

- Mr. Dybala requested the Board’s approval of a proposal from LBG Guyton to conduct a (i) Well Siting Study for \$9,000 and, (ii) a Potential Hazard Study for \$7,500 in connection with the WP No. 2 site (collectively, the “LBG Proposal”). Mr. Dybala further presented to the Board for approval a proposal from Jacobs to prepare and Environmental Assessment for the proposed WP No. 2 site for \$36,000 (the “Jacobs Proposal”). Upon motion duly made and seconded, the Board voted unanimously to approve the LBG Proposal and the Jacobs Proposal.

C. Authorize advertisement for bids for construction of water and wastewater projects

- No further action required.

D. Report on Status of Project Funding

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

2. FY08 EPA STAG Grant

- Maximum reimbursable amount from FY08 STAG Grant = \$216,347.60; Reimbursement Requests submitted to date:
 1. \$90,575.60 on 5/25/17 – waiting for payment.
 2. \$59,935.59 on 5/25/17 – waiting for payment.
 3. \$24,919.57 on 6/14/17 – waiting for payment.

Total funds remaining to be accessed - \$40,916.84.

3. FBC FY14 CDBG Funds

- The CDBG notified the District that it will receive \$217,467.00 in funds for the water and wastewater system plumbing contracts. After pending requests, the District will have approximately \$65,402.57 remaining.

4. 3rd TWDB CWSRF Loan

- No action required.

E. Requests for Water and Sewer Service

- Mr. Dybala presented to the Board for approval an application for commercial service for Fresno Motors. Upon motion duly made and seconded, the Board voted unanimously to accept the application.

F. Trammel Fresno Road Widening Project

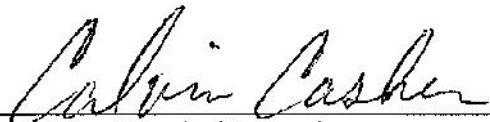
- Mr. Dybala requested the Board's approval for EDP to coordinate with G&A Boring the work necessary to relocate the District's waterline from Kansas Road to the end of the prior work done west of Mustang Bayou. Upon motion duly made and seconded, the Board voted unanimously to approve such coordination and work.

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

6. HEAR FROM THE PUBLIC

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

PASSED, ADOPTED, and APPROVED this July 20, 2017.


Secretary, Board of Supervisors

