

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

June 16, 2016

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 16, 2016, 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, the District’s Bookkeeper; Michael Gutierrez with Fort Bend County Precinct 1; members of the public, the names of which are on the attached attendance sheet; and Michael R. Willis 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. PRIVATE WELL POLICY

The Board first considered adopting policies and parameters for retention of private well facilities under certain limited circumstances. In connection therewith, the Board discussed a permit process for property owners with lots equal to or greater than 20,000 square feet in area (the “Policy”). The Board recognized Ms. Campbell, who advised that it is EDP’s recommendation for the Board to adopt an application fee of \$500, and an inspection/renewal fee of \$200.

Upon motion duly made by Supervisor Fleck, seconded by Supervisor Casher, the Board voted to adopt the EDP’s recommendation, subject to final review of same upon determination of actual costs.

2. BOOKKEEPER’S REPORT

The Board next 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.**

No Investment Report was given.

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

3. **TAX REPORT**

The Board next considered the Tax Report, presented by Ms. Herbst.

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

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 and town hall meetings held on April 21, 2016, respectively, the special meeting held on May 12, 2016, and the regular meeting held on May 19, 2016 were presented for approval.

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

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

Mr. Willis updated the Board concerning the Orbit CCN transfer application. No action was necessary in connection therewith.

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 Casher, the Board voted unanimously to approve the Regional Plant Committee Report.

D. Regional Facilities Contract

Mr. Willis then presented the Fourth Amendment to the Regional Facilities Contract (the “Amendment”).

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

E. Five Year Financing Plan

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

F. Amend Rate Order

No action was taken in connection with the Rate Order.

G. Appointment of Tax Assessor/Collector

No action was taken in connection with appointing a Tax Assessor/Collector.

H. Resolution Regarding Annual Review of Emergency Preparedness Plan

No action was taken in connection with the Emergency Preparedness Plan.

I. Electronic Payment Agreement with First Billing

No action was taken in connection with the Electronic Payment Agreement.

5. 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 6,184,000 gallons of water for the month.
- The District has 589 connections.
- The billed to pumped ratio was 79.9%.
- Ms. Campbell reported that the Consumer Confidence Report, approved at the May meeting, was distributed to District customers on June 10th.
- Supervisor Carreon inquired about issues at 1519 Trammel Fresno and 3719 Lissie.

A. Approval of Repairs to Water System.

Ms. Campbell noted that EDP is repairing Booster Pump No. 2 at the water plant, as approved at the May meeting.

B. Approval of Requests for Water Taps.

Ms. Campbell reported that EDP installed a residential tap and meter at one location for a total of \$862.50.

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 Medina, seconded by Supervisor Casher, the Board voted unanimously (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.

6. 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 Engineer and the Attorney will meet after June 16, 2016 to finalize the plumbing contract.

2. Marbill Estates/Portion of Ridgewood Estates/Teague Road

- A pre-construction meeting was held on May 26, 2016 and the notice to proceed date for the project was established as June 20, 2016. The construction duration is 300 calendar days.

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

- Town hall meetings will begin once construction of the Water and Wastewater System is underway.

4. Phase II Water Distribution System within Public Right-of-Way

- The Project is nearing completion.
- Mr. Dybala presented to the Board Pay Estimate No. 5 in the amount of \$669,336.39 from Reddico Construction Co., Inc. Mr. Dybala recommended approval of the Pay Estimate. Upon motion duly made and seconded, the Board voted unanimously to approve Pay Estimate No. 5.
- Mr. Dybala presented to the Board Pay Estimate No. 6 from Geotest Engineering in the amount of \$9,316.05. Mr. Dybala recommended approval of the Pay Estimate. Upon motion duly made and seconded, the Board voted unanimously to approve Pay Estimate No. 6.

5. Phase II Water Plumbing Contract

- Town hall meetings are complete. The Engineer and the Attorney will meet soon to prepare the plumbing contract.

6. Phase III Water Plumbing Contract

- The project is in contract bidding phase.

7. Davis and West Davis Waterline Project

- The project was bid on June 15, 2016 and five bids with the low bidder being G&A Boring Direccional (“GA”), with a bid amount of \$166,638.00. Mr. Dybala recommended awarding the project to GA. Upon motion duly made and seconded, the Board voted unanimously to award the project to GA.
- Mr. Dybala presented a proposal from Geotest Engineering for material testing services in the amount of \$5,913.00. Upon motion duly made and seconded, the Board voted unanimously to approve the proposal.

8. Fresno Gardens North Wastewater Collection System

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

9. Fresno Gardens North Wastewater Plumbing Contract

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

10. Gateway Acres Subdivision Wastewater Collection System

- Jacobs is working on construction drawings for agency review. Supervisor Carreon requested that all sewer manholes in this project be constructed at a level at least one half foot higher than the level of the public streets due to flooding issues. Mr. Dybala noted that he would take this suggestion into consideration, and further noted that each manhole is being fitted with an inflow prevention device.

11. Gateway Acres Subdivision Wastewater Plumbing Contract

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

B. Authorize Engineer to prepare plans and specifications for Projects

- No action required.

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

- Teview Terrace lift station and force main – 07/16/2016.
- Water Treatment Plant Expansion – 01/04/2017
- Phase III Waterline Improvements – 03/07/2017
- Teview Terrace Water/Wastewater System – 04/21/17

2. FY08 EPA STAG Grant

- Maximum reimbursable amount from FY08 STAG Grant = \$239,000; Reimbursement Requests submitted to date: \$29,994.96; Amount received: \$29,994.96.
- Deadline has been extended to June 30, 2016. Such funds will be used for water service connections. Jacobs is working on further extending this deadline.

3. FBC FY14 CDBG Funds

- The CDBG notified the District that it will receive \$217,467.00 in funds for the next water and wastewater system plumbing contract.

E. Requests for Water and Sewer Service

- Mr. Dybala updated the Board on the status of commercial applications, detailed in the attached Engineer's Report.

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

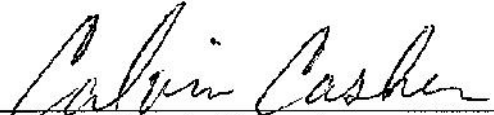
7. HEAR FROM THE PUBLIC

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

There being no further business to come before the Board, upon a motion duly made and seconded, the Board voted unanimously to adjourn.

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PASSED, ADOPTED, and APPROVED this August 25, 2016.


Secretary, Board of Supervisors

