



Upon motion duly made by Supervisor Casher, seconded by Supervisor Medina, and after full discussion, 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 Board deferred action on the Tax Report until the next Board meeting.

## **3. ATTORNEY'S REPORT**

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

### **A. Approval of Minutes.**

The proposed minutes of the meetings held on December 21, 2017, were presented for approval. Upon a motion made by Supervisor Medina, seconded by Supervisor Carreon, and after full discussion, the Board voted unanimously to approve the minutes of the meetings held on December 21, 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 a motion made by Supervisor Casher, seconded by Supervisor Medina, and after full discussion, 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 Texas Water Development Board for Project and Issuance of Bonds, Series 2017.**

No action was taken on this matter.

### **G. Discuss Strategic Partnership Agreement with the City of Houston and the City of Pearland**

No action was taken on this matter.

### **H. Discuss and take action on requesting Fort Bend County Municipal Utility District No. 23 provide water and sanitary sewer services to Teal Gardens.**

No action was taken on this matter.

## **I. Approve Resolution Regarding Eminent Domain.**

Mr. Willis then reminded the Board that legislation enacted by the Texas Legislature requires governmental entities with eminent domain authority to report annually to the Texas State Comptroller certain District information relating to its eminent domain authority, noting that this year's report is required to be filed on or before February 1, 2018. Mr. Willis also reviewed with the Board a Resolution Evidencing Annual Review and Authorizing Filing with Comptroller of Public Accounts of State of Texas Documentation of Eminent Domain Authority and recommended approval of said resolution.

Supervisor Carreon supports the District preparing an information sheet for distribution to District residents discussing property easements and how residents may obtain an easement to enable installation of water and wastewater facilities.

Upon motion by Supervisor Casher, seconded by Supervisor Carreon, the Board voted unanimously to adopt the Resolution Evidencing Annual Review and Authorizing Filing with Comptroller of Public Accounts of State of Texas Documentation of Eminent Domain Authority. A copy of said resolution is on file in the official records of the District.

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

Next, the Board recognized Ms. Campbell who submitted to and reviewed with the Board the Operator's Report, a copy of which is on file in the official records of the District.

Ms. Campbell reported as follows:

- EDP installed 4 residential taps and meters.
- The District has 879 residential connections, 292 full service residential connections, and 1,322 total connections.
- The District pumped a total of 10,205,000 gallons of water for the month.
- The billed to pumped ratio was 86.9%.

### **1. Trammel Fresno Road Widening Project**

Ms. Campbell informed the Board that the investigation to confirm the potential interference from California street west to Chimney rock had been completed and that such information has been presented to the District Engineer for evaluation of the necessity to relocate utilities.

### **2. North Fort Bend Water Authority Bill Insert**

Ms. Campbell informed the Board that North Fort Bend Water Authority (NFBWA) will be raising its rates effective January 1, 2018. The old rate was \$3.23 per 1,000 gallons and the new rate will be \$3.55 per 1,000 gallons. Ms. Campbell presented a copy of a flyer from NFBWA informing residents of the rate increase and reported that the flyer will be included with the District's water bills to be mailed to customers approximately January 17<sup>th</sup>.

### **3. Write-Off List**

Ms. Campbell presented a current write-off report for the Board's consideration and approval.

### **4. Well Production Reports**

Ms. Campbell presented well performance report for Water Well No. 1 generated by GM Services. The report reflected testing of the District's water wells, including vibration analysis. Ms. Campbell noted that Water Well No. 1 is in very good condition.

### **5. Delinquent Accounts and Service Terminations**

Consideration was then given to the termination of water service to the delinquent accounts listed on the Termination List in the Operator's Report.

Supervisor Carreon expressed concern that some fire hydrants are not properly repaired as water still collects in the drainage ditches. Specifically, Fire Hydrant No. 108 located at the intersection of 3703 Lissie Road and Avenue B and a Fire Hydrant No. 110 located at the intersection of 3703 Inez Road and Avenue B continue to leak despite repairs. Supervisor Carreon observed that the valves on both fire hydrants should be closed temporarily pending completion of repairs. Supervisor Carreon also reported additional water leaks and possible damage to District water facilities in the vicinity of 3700 Lissie Road.

Upon motion duly made by Supervisor Medina, seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to approve the Operator's Report and approve the termination list.

### **5. ENGINEER'S REPORT**

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

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

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

- Project is substantially complete, and contractor is addressing punchlist items.
- District is assisting contractor with eight properties that either need to secure a well permit or have a well plugged.
- Mr. Dybala presented to the Board Pay Estimate No. 5 from Reddico Construction Co., Inc., in the amount of \$46,198.15. Mr. Dybala recommended approval of Pay Estimate No. 5.

##### **2. Phase II Water Plumbing Contract (Including Davis and West Davis Roads) (Decommission of Turner CCN)**

- Contractor reports it is substantially complete with the project. Contractor is completing punchlist items and closeout documents. Project currently contains 324 properties.
- Mr. Dybala presented to the Board Pay Estimate No. 6 from T-Construction, LLC, in the amount of \$36,194.58. Mr. Dybala recommended approval of Pay Estimate No. 6.

##### **3. Fresno Gardens North Wastewater Collection System**

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

##### **4. Fresno Gardens North Wastewater Plumbing Contract**

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

**5. Gateway Acres Subdivision Wastewater Collection System**

- Jacobs is working on construction drawings for agency review.

**6. Fresno Ranchos Subdivision Wastewater Lift Station and Force Main.**

- No update available; Jacobs and Attorney are waiting for draft lease from Fort Bend County.
- Jacobs is working on construction drawings for agency review.

**7. Gateway Acres Subdivision Wastewater Plumbing Contract**

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

**8. FM 521 Sanitary Sewer Extension**

- Survey work has been completed.
- Jacobs is preparing exhibit to provide to Fort Bend County and First Baptist Church of Fresno so that the easement can be finalized, easement documents prepared, and overall layout for sanitary sewer approved.
- Mr. Dybala presented to the Board Invoice No. 1 from RODS SUE in the amount of \$2,123.50 for locating the 4" CenterPoint gas line. Mr. Dybala recommended approval of Invoice No. 1.
- Mr. Dybala presented to the Board Invoice No. 1 from Aborleaf in the amount of \$4,862.50 for topographic survey work. Mr. Dybala recommended approval of Invoice No. 1.
- Mr. Dybala then discussed the request from Fort Bend County to operate the newly-installed septic system for the sporting fields behind the community center while also remaining connected to the District's water system. The Board discussed allowing Fort Bend County to continue operating the septic system provided that once the septic system needs to be repaired, the septic system would have to be removed and the sporting field facilities connected to the District's wastewater system. Mr. Dybala agreed to discuss the matter with Fort Bend County and provide a response at the next meeting.

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

**1. Water Plant No. 2**

- Mr. Dybala presented to the Board Invoice No. 1 from RODS SUE in the amount of \$5,573.50 for locating the 4" CenterPoint gas line. Mr. Dybala recommended approval of Invoice No. 1.
- Mr. Dybala presented to the Board Invoices No. 1 and 2 from LBG-Guyton in the amounts of \$1,125.00 and \$4,500.00, respectively, for the Potential Pollution Hazard Study. Mr. Dybala recommended approval of Invoices Nos. 1 and 2.
- District Estimated Water Connection Timeline (Water Plant No. 1 Connection Capacity 1,600)
  - End of 2017 = 1,400
  - End of 2018 = 1,460
  - End of 2019 = 1,520
  - End of 2020 = 1,580
  - Anticipate completing Water Plant No. 2 construction by end of 2020

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

**1. One Year Warranty Expiration Dates**

- Marbill and Ridgewood Estates Water and Wastewater Lines – 03/15/2018
- Phase III Water Service Lines – 05/17/18
- Televue Terrace Subdivision Water and Wastewater Service Lines – 07/17/18

**2. 2015 TWDB DFUND Loan**

- Jacobs requested TWDB authorize remaining funds to be used for design and construction of Water Plant No. 2.

**3. Fourth TWDB DFUND Loan**

- Anticipated to be needed for completion of construction of Water Plant No. 2.

**4. 2009 TWDB CWSRF Loan**

- No update.

**5. Third TWDB CWSRF Loan**

- Loan needed to complete Fresno Gardens North Subdivision Wastewater System, Gateway Acres Subdivision Wastewater System, Fresnos Ranchos Subdivision Lift Station and Force Main Project, and Expansion of City of Arcola Wastewater Treatment Plant.

**6. 2018 Fort Bend County CDBG Funds**

- Consider applying for future plumbing contracts.

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

- Need to update information every January and July

**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**

- **Water Service**
  - Ace Piano Clinic (131 Refro Burford Road) – Customer is withdrawing application.
  - 4320 Dorren Avenue – This property contains a multi-family structure, not a single family structure. Property owner originally applied for a single-family structure connection. Property owner needs to complete commercial application process.
  - F&R Tax (FM 521) – Property owner requested connection to District water system since property was previously connected to the Orbit water system. Upon a motion by Supervisor Casher, seconded by Supervisor Medina, and after full discussion, the Board voted unanimously to deny the request to connect to the District water system because the property owner failed to timely respond to the District.
  - Mr. Dybala then presented a request to the District to provide water service to a food truck. After discussion, no action was taken, and the matter was deferred.

- **Wastewater Service**
  - Ace Piano Clinic (131 Refro Burford Road) – Customer is withdrawing application.
  - 4320 Dorren Avenue – This property contains a multi-family structure, not a single family structure. Property owner originally applied for a single-family structure connection. Property owner needs to complete commercial application process.

**G. Trammel Fresno Road Widening Project**

- No update.

**H. Discussions with Nalco Champion Regarding Water and Wastewater Service**

- No update.

**I. Potential Emergency Water Interconnect with BCMUD 21**

- No update.

**J. Potential Emergency Water Interconnect with MUD 141**

- No update.

Supervisor Carreon asked the Engineer to investigate extending wastewater lines to the end of Avenue A, Avenue B, and Avenue C.

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

**6. ELECTRICAL SERVICES PROPOSAL**

The Board took no action on this matter.

**7. HEAR FROM THE PUBLIC**

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

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PASSED, ADOPTED, and APPROVED this January 18, 2018.

Carvin Casher  
Secretary

