

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

January 18, 2024

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, at 6:00 p.m. on Thursday, January 18, 2024, at 4521 F.M. 521 North, Fresno, Fort Bend County, Texas 77545, a designated meeting place inside the boundaries of the District, and the roll was called of the members of the Board, to wit:

Paul Hamilton	President
Rosa Linda Medina	Vice-President
Calvin Casher	Secretary
Rodrigo Carreon	Assistant Secretary
Erasto Vallejo	Assistant Secretary

All members of the Board were present, except Supervisors Medina and Carreon, thus constituting a quorum.

Also present at the meeting were: Cindy Grimes with Municipal Accounts & Consulting, LP, the District’s Bookkeeper (“MAC”); David Dybala with Jacobs Engineering Group, Inc. (“Jacobs”), the District’s Engineer; Raquel Garcia and Robert Cardenas with Environmental Development Partners (“EDP”), the District’s Operator; Kenneth Schaeffer and Justin Patton with Academy Development; Dan Edwards with Odyssey Engineering; and Michael R. Willis of Sanford Kuhl Hagan Kugle Parker Kahn LLP (“SK Law”), the District’s Attorney.

The meeting was called to order at 6:00 p.m. and the following business was transacted.

1. HEAR FROM PUBLIC (MATTERS ON THE AGENDA)

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

2. UPDATE ON SANITARY SEWER EASEMENTS ALONG TRAMMEL FRESNO ROAD

The Board first recognized Mr. Schaeffer, Mr. Patton and Mr. Edwards, who updated the Board concerning easement acquisition activities for the sanitary sewer line along Trammel Fresno Road to serve the development under design by Academy Development. No action was necessary in connection therewith.

3. BOOKKEEPER’S REPORT AND TAX ASSESSOR/COLLECTOR’S REPORT

The Board then considered the Bookkeeper’s Report presented by Ms. Grimes, 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, including the invoices discussed in more detail under the Engineer's Report.

B. Review Investment Report.

The Board reviewed the investment report.

C. Review Collateral Pledge Report.

The Board reviewed the Collateral Pledge report.

Ms. Grimes then presented the Tax Report from the Fort Bend County Tax Office.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Vallejo, the Board voted unanimously (i) to approve the Bookkeeper's Report; (ii) to authorize the payment of the checks and invoices listed therein; and (3) to approve the Tax Report.

4. ENGINEER'S REPORT

The Board recognized Mr. Dybala, who then presented the Engineer's Report, a copy of which is on file in the official records of the District, and is excerpted below:

(a) Report on status of projects:

- i) Gateway Acres Subdivision Wastewater Collection System
 - Reddico still needs to complete cleaning of two wastewater line segments and testing for the wastewater line segment at the lift station site in order for the project to be declared substantially complete and operational...in addition to this work, Reddico still needs to address punchlist items in order for the project to be declared fully complete
 - Reddico did not submit PE#12 in time to present to Board for payment this month
 - Per the August 2023 Board meeting, updated District deadlines for the project are: Project Substantially Completed (system operational) = end of November 2023...Project Fully Completed = end of 2023...Jacobs is tracking costs for performing CA and CO services for efforts in January and beyond
- ii) Fresno Ranchos Subdivision Wastewater Lift Station and Force Main
 - Centerpoint installed the electrical meter and provided power to site last Thursday...Reddico is in process of securing a phone line to the site (with Frontier) and afterwards will be coordinating a site meeting so testing can be performed...once testing has been successfully completed, facility should be substantially complete and operational...afterwards Reddico will need to address all punchlist items in order for the project to be declared fully complete
 - Per the August 2023 Board meeting, updated District deadlines for the project are: Project Substantially Completed (system operational) = end of September

2023...Project Fully Completed = end of October 2023...Jacobs is tracking costs for performing CA and CO services for efforts in November and beyond

iii) Gateway Acres Subdivision Wastewater Plumbing Contract

- Discuss with Board advertisement of project before both above projects are substantially complete
- Anticipated Schedule: Advertisement = February 2024, Award Contract = March 2024, Contract Execution = April 2024, Construction = May 2024 thru End of 2024
- A total of 198 applications were secured during the townhall meetings (which includes one property north of TFR)...discuss possible additions to contract for properties adjacent to the north ROW line of Trammel Fresno Road (District Attorney and Operator to secure all needed info for customers so they can be included in the contract)

iv) Fresno Ranchos Subdivision Wastewater Collection System

- Project currently under design

v) Expansion of Teleview Terrace Subdivision Lift Station

- Project currently under design

(b) Authorize Engineer to Prepare Plans and Specifications for Water/Wastewater Projects

- no action items

(c) Report on status of project funding and take necessary action related thereto.

- Project One-Year Warranty Expiration Dates
 - WP#2 One-Year Warranty Expiration Date Expires on 01-19-24 = Inframark to provide update regarding their communications with B5 to resolve matter of leaking booster pump check valves
 - 2022 TCEQ Loan (\$10.45M) – funds from the loan are needed to fund the completion of a) Gateway Acres Sub WW Collection System project b) Fresno Ranchos Sub LS and FM project, and c) CoA WWTP Expansion Project
- FBC CDBG Funds...will pursue funding source for future plumbing projects

(d) Projections for District Water and Wastewater Projects

- request Board approval to update information every January and July

(e) Discuss Emergency Preparedness Plan and take any necessary action related thereto

- review EPP in April each year to determine if any updates are required

(f) Status of Non-Residential Applications for Water Service –

Connected:	
4320 Doreen Avenue (Multi-Family Dwelling)	Interconnect with FBCMUD23
293 Teakwood Avenue (Multi-Family Dwelling)	La Fresno Food Mart
297 Teakwood Avenue (Multi-Family Dwelling)	Lou’s Back Porch
Church of God of Prophecy	LT No Limits
Crossroad Market	Mustang Community Center

Dollar General	MVP Auto Parts (Domestic & FW)
Enriquez Tire Shop (East Palm)	New Quality Life Ministries (Church)
FBC Water Connection at Water Plant	New Quality Life Ministries (Restaurant)
First Baptist Church of Fresno (Domestic & FW)	Papa Nick's BBQ Kitchen – Mobile Food Truck
Fresno Gym (3941 FM 521)	PMC International Tire Shop
Fresno Market – FM521 (Domestic & Irrigation)	Quality Paint and Body (Pecan Street)
Fresno Motor	Richard Martini-Rental Livestock Pasture
Fresno Mount Corinth Baptist Church	Robbins Nest for Children (Domestic & FW)
Fresno Volunteer Fire Department	St. James Knanaya Church – Fire Tap
F&R Tax	St. James Banquet Hall – (Domestic & FW)
General Office Space (514 Pecan Street)	St. Peters & St. Pauls Orthodox Church of Houston
Gulf Coast LP Gas Company	Swingby#3 Gas Station (Domestic & Irrigation)
HEFCO Enterprises	Teleview Terrace Subdivision Lift Station
Iglesia Bautista Del Calvario Church	Tiny Toes Academy
Iglesia Principe De Paz Church	Tire Shop at 1739A Trammel Fresno
Interconnect with City of Arcola	Valero Gas Station
	Welcome Foods

Connections Pending:	
E&J Auto Sales (Trammel Fresno Rd) - District Operator to update regarding service to customer	
Nalco Water (FM521) - District Operator to update regarding service to customer	

Processing Application:	
St Peter and Paul Church (Illinois St) - waiting on all required docs from customer to complete application...customer currently receiving District water, but would like to add an additional building on property	
Sosa Electric (Avenue C) - Jacobs completed review of application and received comments from District Operator to process	
Parks Fresno Food Market (FM521) – Jacobs received comments from customer regarding application for review	
Lemark Investments (East Sycamore St) - waiting on all required docs from customer to complete application	
Quality Personal Care (703 East Palm) - Status = DA to send letter to customer regarding switch from residential to commercial service (including possible additional costs) and b) Inframark to determine additional costs for Board's consideration (application fee, tap fee, rates)	

*** Purolite investigating possibility of needing District water service for a potential new facility that would be constructed to the west of their existing facility

Status of Non-Residential Applications for Wastewater Service –

Connected:	
4320 Doreen Avenue (Multi-Family Dwelling)	General Office Space (514 Pecan Street)
293 Teakwood Avenue (Multi-Family Dwelling)	Mustang Comm Center (minus field bathrooms)
297 Teakwood Avenue (Multi-Family Dwelling)	New Quality Life Ministries (Church)

Church of God of Prophecy	New Quality Life Ministries (Restaurant)
First Baptist Church of Fresno	Quality Paint and Body (Pecan Street)
Fresno Volunteer Fire Department	

Connections Pending:	

Processing Application:	
Sosa Electric (Avenue C) - Jacob completed review of application and received comments from District Operator to process	
Parks Fresno Food Market (FM521) - Jacobs received comments from customer regarding application for review	

(g) Potential Emergency Water Interconnect with BCMUD21/22

- Submitted to Patrick Newton, Engineer (LJA) for BCMUD21/22, the District’s initial thoughts regarding the potential emergency water interconnect between our Districts (location at end of East Sycamore Road)
 - a. Vault to be located at the District’s eastern boundary line.
 - b. Work within the District to upsize the existing 8” waterline to a 12” waterline would consist of predominately trenchless construction (no open cutting driveways).
 - c. BCMUD21/22 to provide District Operator their water quality data and type of disinfection method used.
 - d. BCMUD21/22 to provide District information regarding capacities of their water production facilities.
 - e. BCMUD21/22 would be responsible for all costs associated with this emergency water interconnect project.
 - f. BCMUD21/22 would be responsible for completing all efforts associated with this project (design, construction, permitting, agency approvals, etc...).

(h) Status of New CoA WP –

- a. CoA WP is in service and interconnect between the District and CoA is now functioning as an emergency water interconnect
- b. Status of District paying funds owed to CoA regarding take back of 625 connections worth of water service
- c. Status of rework of RFC into a standard emergency water interconnect agreement and a waste disposal agreement

(i) Status of Current and Future WWTP Expansion Projects –

South Wastewater Service Area

- Current CoA WWTP Expansion Project (0.675 MGD to 0.95 MGD): NTP = June 16, 2023...Estimated Completion = 1st/2nd Q 2024...District’s current WWTP capacity (0.35 MGD) is capable of providing wastewater service to 1,000 ESFCs
- Future CoA WWTP Expansion Project (0.95 MGD to 1.4 MGD) = received proposal for Board and Consultants to discuss which would increase the District’s WWTP

capacity from 0.35 MGD to 0.8 MGD (capable of serving 2,285 ESFCs)...District would need to construct a 2nd forcemain from the Televue Terrace LS in order to utilize this wastewater treatment capacity and beyond

- Ultimate CoA WWTP Expansion Project for District (maximum capacity for District of 1.905 MGD, which is capable of serving 5,442 ESFCs) = District Attorney to document this matter with CoA
- Potentially can increase the District's connection capacity at CoA WWTP by conducting a re-rate study to lower the RFC value of 350 GPD/connection to a lesser value
- Anticipated Timeline for Full Use of WW Connection Capacity (Current 1,000 ESFC Connection Capacity):

Current Connections (Actual and Reserved) as of August 2023:

- o Active Residential Connections Per Inframark = 542
- o Vacant Residential Connections Per Inframark = 24
- o In-Process Residential Connections Per Inframark = 2
- o Residential Connections in GA WW Plumbing Contract = 197
- o Residential Connections in Teal Gardens Development = 107
- o Active Non-Residential Connections, in ESFCs = 19
- o In-Process Non-Residential Connections, in ESFCs = 3

Total = 894

North Wastewater Service Area

- FBC and their Consultants are actively investigating potential properties for the District's north WWTP

(j) Roadway Widening Projects Within District (which will require utility and service line relocations):

- **South Post Oak Boulevard Widening Project (from W Sycamore to Trammel Fresno Rd):**

- o **Scope** – Increased ROW width, with 2 lane road and additional lanes throughout sections, with roadside ditches
- o **Schedule** –
 - County is currently in process of a) clearing ROW and acquiring easements and b) updating drainage design
 - Utility Relocations – propose our relocation work to be included in their

updated plan set

- Road Construction – FBC to update

○ **Estimated Cost -**

- Per communications with FBC Commissioner, all relocation costs will be paid for by the County

- **FM521 Roadway Widening Project (North of SH6):**

○ Utility Relocations at Mustang Bayou – TxDOT permit secured for Texas Hot Taps to complete work...Inframark to provide update

○ Utility Relocations from Willow St to Trammel Fresno Road – proposed utility relocation plan complete and approved by Roadway Team...still needing Inframark to review/approve/comment...once approved by all, cost proposals will be secured and presented to the Board for consideration

○ Utility Relocations from Pecan St to SH6 – investigation still needs to be conducted

○ Roadway Project Updates - Final roadway plans provided to District on 05/22/23...project let in April 2023...roadway construction underway with Granite Construction as Contractor...per Roadway Team, work within District to start along south bound lanes at the American Canal and Mustang Bayou, with the installation of the storm sewer first, at outfall first and then working outward, then with the installation of concrete pavement

○ **Scope** – 4 lane, divided roadway with raised median, curb and gutter, with underground storm sewer lines, side swales, and sidewalk

○ **Schedule** –

- Anticipate coordinating necessary water and wastewater utility relocations early 2024
- Anticipate roadway widening project to be completed in 2026

○ **Estimated Cost-**

- Currently determining extent and cost for utility relocations...later will coordinate with Inframark and Roadway Team so solution and costs can be determined and presented to Board...NORA provided to District

- **FM521 Roadway Widening Project (South of SH6):**

○ **Scope** – 4 lane, divided roadway with raised median, curb and gutter, and side path...proposed detention pond along west side of CoA WWTP and new

WWTP entrance roadway...including a proposed overpass at the BNSF RR crossing

○ **Schedule –**

- 30% Utility Coordination meeting was conducted in September 2021
- 60% Utility Coordination meeting was conducted in April 2022
- 90% Utility Coordination meeting was conducted in October 2023
- Anticipate 100% completed construction plans TBD
- Anticipate roadway widening project to start construction in 2026

○ **Estimated Cost –**

- NORA provided to District
- Coordinating with Roadway Team so our relocations can be included in their construction plans, which they would design and their contractor construct...assistance would be provided by Jacobs and the District Operator throughout this process...requested that an agreement be provided to the District for this arrangement...currently this relocation effort would need to be paid for by the District, but still investigating the possibility that FBC or TxDOT possibly assist us financially

- **West Sycamore Road Widening Project (possibly sanitary sewer work):**

○ **Scope –** Proposed 100' ROW, with 4 lane, divided roadway with raised median, curb and gutter, with underground storm sewer lines, and sidewalk

○ **Schedule –**

- Received 95% complete roadway plans for review on August 11, 2022...requested updated plans, as drainage design is still being updated, prior to completing review
- Anticipate 100% complete roadway plans - TBD
- Coordinating with Roadway Team to have utility relocations (consider new sanitary sewer) included within their construction plans so relocations can be done by their contractor
- Anticipate roadway widening project to start construction - 2024

○ **Estimated Cost –**

- Per communications with FBC Commissioner, all relocation costs will be paid for by the County

- **Evergreen Road Widening Project (California Rd to Mustang Bayou):**
 - **Scope** – Proposed 80’ ROW, with 2-12’ lanes, 6’ shoulders, asphalt roadway, with roadside ditches
 - **Schedule** –
 - Working on 30% complete roadway plans...no overall schedule provided yet
 - Coordinating with Roadway Team to have utility relocations included within their construction plans so relocations can be done by their contractor
 - **Estimated Cost** –
 - Per communications with FBC Commissioner, all relocation costs will be paid for by the County

- **Evergreen Road Widening Project (Mustang Bayou to FM521):**
 - **Scope** – Proposed 80’ ROW, with 2-12’ lanes, 6’ shoulders, asphalt roadway, with roadside ditches
 - **Schedule** –
 - Provided 70% complete roadway plans for review and comment...no overall schedule provided yet
 - Coordinating with Roadway Team to have utility relocations included within their construction plans so relocations can be done by their contractor
 - **Estimated Cost** –
 - Per communications with FBC Commissioner, all relocation costs will be paid for by the County

- **Other Road Widening Projects Within District (Lake Olympia Pkwy, California Road, Kentucky Road, Linden Street, Kansas St, 3rd Street...consider water and wastewater utility work)** – FBC to provide update

Upon motion made by Supervisor Vallejo, seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to (1) authorize advertisement of the Gateway Acres Subdivision Wastewater Plumbing Contract; and (2) approve the Engineer’s Report, as presented.

5. OPERATOR’S REPORT/TERMINATION OF SERVICE

Next the Board recognized Ms. Garcia, 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.

A. Repairs to Water and Wastewater systems

Ms. Garcia reported substantial system repairs and maintenance as follows:

- EDP excavated and repaired a long tap service line leak.
- EDP completed the fire hydrant survey.
- EDP replaced concrete after 2” tap installation.
- EDP installed 3 residential water taps.

Ms. Garcia then updated the Board on the following:

1. FM 521 Road Widening Relocation: The Board authorized the relocation plan proposed by Texas Hot Taps at the October meeting for the estimated amount of \$70,956.36. This is in progress.
2. City of Arcola Smart Meter: EDP received an estimate of \$12,500.00 for the 8” meter and enclosure with Beacon Endpoint for the sewer accountability readings. This job is complete, pending an invoice.

B. Requests for Water Taps

Ms. Garcia did not report any requests at this time.

C. Delinquent Water Accounts and Service Terminations

Ms. Garcia provided a confidential list of customers that received a delinquent letter by mail and are subject to disconnection of service.

Ms. Garcia then discussed two leak adjustment requests with the Board, noting that one has already received a one-time adjustment.

Upon a motion duly made by Supervisor Casher, seconded by Supervisor Vallejo, and after full discussion, the Board voted unanimously to approve the Operator’s Report, the repairs to the water and wastewater system, the leak adjustment requests that have not received a previous adjustment, and the termination list.

6. 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 meeting held on December 14, 2023, were presented for approval. Ms. Grimes noted a minor correction.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Vallejo, the Board voted unanimously to approve the minutes of the meeting held December 14, 2023, as revised.

B. Regional Facilities Contract

The Board noted there was no action necessary in connection with the Regional Facilities Contract.

C. Adopt Order Calling Supervisors Election; Authorize Joint Election Agreement with Fort Bend County.

Mr. Willis next presented to and reviewed with the Board a proposed Order Calling Supervisors Election. He noted Supervisors Casher, Medina and Vallejo are up for reelection in May. He then discussed the process and noted the District will enter into a Joint Election Agreement and Contract for Election Services with Fort Bend County to conduct the election on behalf of the District.

Upon motion by Supervisor Vallejo, seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to adopt the Order Calling Supervisors Election, and to authorize the Joint Election Agreement with Fort Bend County. A copy of said Order is on file in the official records of the District.

7. REGIONAL PLANT COMMITTEE REPORT

The Board next recognized Supervisor Hamilton, who presented the Regional Plant Committee Report.

Upon a motion made by Supervisor Casher, seconded by Supervisor Vallejo, and after full discussion, the Board voted unanimously to approve the Regional Plant Committee Report.

8. ADDITION OF RESIDENTIAL WASTEWATER CONNECTIONS TO GATEWAY ACRES PLUMBING CONTRACT

The Board opened the meeting to collecting the additional residential wastewater applications. No action was necessary in connection therewith.

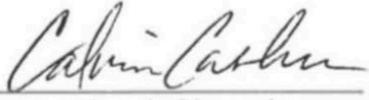
9. HEAR FROM THE PUBLIC.

The Board then 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 March 21, 2024


Secretary, Board of Supervisors

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