

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

October 19, 2023

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, October 19, 2023, 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, with Supervisor Medina appearing via Zoom, 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; Robert Cardenas with Environmental Development Partners ("EDP"), the District's Operator; members of the public, the names of whom are on file in the official public records of the District; 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 6:06 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. 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 Carreon, seconded by Supervisor Medina, the Board voted unanimously (i) to approve the Bookkeeper's Report; (ii) to authorize the payment of the checks and invoices listed therein; and (iii) to approve the Tax Assessor/Collector's Report.

3. 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) Water Plant #2 (last project update)
 - Project is complete...B5 accepted their final payment, which included the District conditions...District Bookkeeper to fully utilize the TWDB DFUND loan first and then pay remainder with District's General Fund...any further close out documents with the TWDB would be handled by the District Bookkeeper
- ii) Gateway Acres Subdivision Wastewater Collection System
 - Reddico currently working on completion of a) last segment of gravity sanitary sewer along Avenue A, b) testing of installed system, and c) overall site restoration...overall project is approximately 92.5% complete
 - Request Board's approval of PE#10 from Reddico for construction of project in the amount of \$489,273.49
 - Per the August Board meeting, updated deadlines for the project are: Project Substantially Completed (system operational) = end of November 2023...Project Fully Completed = end of this year
- iii) Fresno Ranchos Subdivision Wastewater Lift Station and Force Main
 - Reddico currently working on final site work at lift station site (electrical and miscellaneous tasks) so system can be operational and to allow testing to be conducted
 - Continuing to work with Reddico and District Bookkeeper regarding the matter of establishing electrical service (installation of meter) and phone service
 - Overall project is approximately 97.5% complete
 - Request Board's approval of PE#9 from Reddico for construction of project in the amount of \$50,794.60
 - Per the August Board meeting, updated deadlines for the project are: Project Substantially Completed (system operational) = end of September 2023...Project Fully Completed = end of October 2023
 - Once project extends into November 2023, Jacobs will track costs for performing CA and CO services
- iv) Gateway Acres Subdivision Wastewater Plumbing Contract
 - Currently preparing contract for advertisement...will advertise project once certain milestones are met for the Fresno Ranchos Subdivision LS&FM project (system operational) and Gateway Acres Subdivision WW Collection System project (all sanitary sewer lines installed, testing completed, and majority of sanitary sewer videos reviewed with no issues found)
 - Anticipated Schedule: Advertisement = December 2023, January 2024 = Award Contract, February 2024 = Contract Execution, March 2024 thru August 2024 =

- Construction
 - A total of 197 applications were secured during the townhall meetings...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)
- v) Fresno Ranchos Subdivision Wastewater Collection System
 - Project currently under design
- vi) Expansion of Televue Terrace Subdivision Lift Station
 - Project currently under design
 - Discuss possible routing of future 2nd forcemain, which will be installed in a future project with the District

(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
- 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...waiting for comments from District Operator regarding application	
Parks Fresno Food Market (FM521)	
- waiting on all required docs from customer to complete application	
Lemark Investments (East Sycamore St)	
- provided application for commercial water service (including water for a fire suppression system), for a new auto parts warehouse...waiting for confirmation from District Bookkeeper that they have received the \$2,500 application fee...afterwards this application will be presented to the Board for approval to work with customer regarding the completion of the application process	

*** **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)	
- Jacobs completed review of application...waiting for comments from District Operator regarding application	
Parks Fresno Food Market (FM521)	
- waiting on all required docs from customer to complete application	

(g) Potential Emergency Water Interconnect with BCMUD21

- Conducted phone conversation with LJA (Kane Mudd), Engineer for BCMUD21, in August

2023 regarding potential emergency water interconnect between our Districts...BCMUD21 is considering interconnect location at end of East Sycamore Road...requested that Kane provide a) an overall exhibit showing the proposed work, b) overall cost for project, including a breakdown of efforts, and c) BCMUD21's thoughts on how the project would be completed, including proposed cost sharing, so this information could be shared with the Board for further discussion

(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 CoA Current and Future WWTP Expansion Projects –

- Current 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 (0.35MGD) is capable of providing wastewater service to 1,000 ESFCs (350 GPD/connection)
- DA to discuss a) status of current and future WWTP expansion projects, b) possible options for increasing the connection capacity for the District (revision to RFC based on re-rate study {possibly different re-rate numbers for each entity}), c) purchase/lease capacity from CoA, d) initiate next WWTP expansion, e) CoA's WWTP's ultimate treatment capacity (4.6MGD) and FW's maximum capacity at CoA's WWTP (1.905MGD), which needs to be documented, and f) status of District's WWTP in north wastewater service area
- 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

***Per historical information from Inframark, approximately 2 wastewater connections are made each month
- Next WWTP Expansion Options:
 - o Current WWTP Capacity = 350,000 GPD = 1,000 Conn
 - o Next WWTP Expansion = District has notified the CoA that an additional 0.5 MGD of wastewater treatment capacity is needed, which would bring the District's total wastewater treatment capacity to 0.85 MGD and capable of providing wastewater service to 2,428 connections...it is projected that it will take the District at least 15 years to fully utilize this capacity (some assumptions used to make this statement = 350 gpd/conn, next WWTP expansion project gets started ASAP, funding of projects is not an issue, 70% success rate for connections in plumbing projects, annual connection rate is approximately 2 conn/month, no major delays, no additional developers or major developments)
 - o Discuss possibility of District receiving capacity beyond 0.5 MGD additional capacity request to CoA

(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):**
 - **Scope** – Increased ROW width, with 2 lane road and additional lanes throughout sections, with roadside ditches
 - **Schedule** –
 - County is currently in process of a) clearing ROW and acquiring easements and b) updating drainage design
 - Utility Relocations – waiting on FBC for funding agreement and updated construction plans
 - Road Construction – FBC to update
 - **Estimated Cost** -
 - Jacobs and Inframark discussed recommended waterline relocations for road widening project...Per communications with FBC Commissioner, all relocation costs will be paid for by the County

- **FM521 Roadway Widening Project (North of SH6):**
 - **Discuss plan to resolve conflicts at Mustang Bayou crossing (remove ARV MH and adjust 100' of waterline)...Roadway Team, District Operator, and Texas Hot Taps have approved this plan..Inframark to present cost to perform this work and requests Board approval...afterwards, will need to coordinate with TxDOT to secure permit for this work...still investigating necessary relocations from Willow St to Trammel Fresno Road**
 - Jacobs will continue its investigation, with Inframark, of the remaining section of the roadway project (Pecan St to SH6) to determine if utility relocations are necessary once the above matters are resolved first
 - Final roadway plans provided to District on 05/22/23...project let in April 2023...supposedly roadway construction will start on November 1st...anticipated contractor is Granite Construction...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** –
 - 30% Utility Coordination meeting was conducted in November 2020
 - 60% Utility Coordination meeting was conducted in September 2021
 - 90% Utility Coordination meeting was conducted on August 24, 2022
 - 100% completed construction plans received in May 2023
 - Anticipate coordinating necessary water and wastewater utility relocations within 2023
 - Anticipate roadway widening project to start construction on November 1st
 - **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
 - Will begin efforts to determine extent and cost for utility relocations once roadway plans are further along...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:**
 - **Scope** – Proposed 100' ROW, with 4 lane, divided roadway with raised median, curb and gutter, with underground storm sewer lines, and sidewalk
 - **Schedule** –
 - Received 30% complete roadway plans
 - 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 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, and Linden Street)** – FBC to provide update

Upon motion made by Supervisor Casher, seconded by Supervisor Carreon, and after full discussion, the Board voted unanimously to (1) approve Pay Estimate No. 10 from Reddico in the amount of \$489,273.49 for the Gateway Acres Subdivision Wastewater Collection System Project; (2) approve Pay Estimate No. 9 from Reddico in the amount of \$50,794.60 for the Fresno Ranchos Lift Station and Force Main Project; and (3) approve the Engineer’s Report, as presented.

4. OPERATOR’S REPORT/TERMINATION OF SERVICE

Next the Board recognized Mr. Cardenas, 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

Mr. Cardenas reported substantial system repairs and maintenance as follows:

- EDP installed a new check valve on Booster Pump No. 1.
- EDP installed residential water taps at 5 locations.

Mr. Cardenas then updated the Board on the following:

1. East Palm No. 80868: The customer reported they are running a nursing home from their residential property after having their service disconnected for non-payment. Information has been submitted to the District Engineer and Attorney.
2. FM 521 Road Widening Relocation: EDP requested authorization for the relocation plan proposed by Texas Hot Taps for the estimated amount of \$70,956.36.
3. Water Plant No. 1: EDP requested authorization for the repair or replacement of Booster Pump No. 1 at the September meeting. The Board approved the repair for the estimated cost of \$9,325.00. This is complete, pending an invoice.
4. 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 is in progress.
5. Annual Fire Hydrant Flushing: Fire hydrant flushing will take place the week of November 6, 2023. A notice was sent out in the October bills.

B. Requests for Water Taps

Mr. Cardenas did not report any requests at this time.

C. Delinquent Water Accounts and Service Terminations

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

Mr. Cardenas then presented a customer leak adjustment request pursuant to the District’s policy, as well as a customer nine-month payment plan request.

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 relocation plan proposal from Texas Hot Taps in the estimated amount of \$70,956.36, the repairs to the water and wastewater system, the customer leak adjustment request, the customer payment plan request and the termination list.

5. 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 September 21, 2023, were presented for approval.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Medina, the Board voted unanimously to approve the minutes of the meeting of September 21, 2023, as presented.

B. Regional Facilities Contract

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

6. 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 Carreon, and after full discussion, the Board voted unanimously to approve the Regional Plant Committee Report.

7. RENEWAL OF DISTRICT INSURANCE

Mr. Willis presented to the Board a proposal from McDonald & Wessendorff Insurance to renew the District’s insurance policies (the “Renewal Policy”).

Upon motion duly made by Supervisor Casher, seconded by Supervisor Medina, the Board voted unanimously to approve the Renewal Policy.

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

The Board then discussed authorizing additional applications to the Gateway Acres Wastewater Plumbing Contract for the identified residents adjacent to the wastewater line being installed for the

Gateway Acres project along the north side of Trammel Fresno Road. The Engineer and Attorney addressed the residents in attendance concerning the application requirements.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Medina, the Board voted unanimously to add the identified properties to the project, subject to completion of the application process, and adherence to the applicable District requirements, and set an application deadline coinciding with the District's December meeting.

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 December 14, 2023


Secretary, Board of Supervisors

[SEAL]

