

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

July 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 2:00 p.m. on Thursday, July 18, 2024, at 1980 Post Oak Boulevard, Suite 1380, Harris 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 Supervisor Hamilton, who appeared via phone, 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 with Inframark, LLC (“Inframark”), the District’s Operator; 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 2:00 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 noted that no update on the sanitary sewer easements was given.

**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, noting that the District's taxes are 90.33 percent collected for 2023.

Upon motion duly made by Supervisor Casher, 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 (3) to approve the Tax Report.

**4. ENGINEER'S REPORT**

**(a) Report on status of projects:**

- i) Gateway Acres Subdivision Wastewater Plumbing Contract (199 properties within original contract)
  - Contractor currently working on properties west of Alice St
  - Anticipate project being completed by the end of this year
  - 3707 Edie St (B6, L11) was removed from the project as it contained a duplex
  - District Operator to provide update regarding ten (10) properties within project that did not secure District water service prior to the wastewater plumbing project starting...per direction from the Board at their June Board meeting, if these properties did not take action (providing deposit) prior to this meeting then they would be removed from the project
- ii) City of Arcola WWTP Expansion Project (0.675 MGD to 0.95 MGD)
  - Project under construction and anticipated to be fully complete August/September 2024...once completed, the District will have 0.35 MGD of WWTP capacity (on paper and on ground)
  - Waiting for final invoices from CoA for payment
- iii) Fresno Ranchos Subdivision Wastewater Collection System
  - Project currently under design
- iv) Expansion of Teleview Terrace Subdivision Lift Station
  - Project currently under design...anticipate submitting Engineering Study Report at upcoming Board meetings
- v) Teal Gardens Development
  - Developer working on acquisition of all utility easements for project...once easements are secured, District will complete review of on-site and off-site utility plans...approval of project is also needed from the TCEQ, FBC, and City of Houston
  - District Attorney to discuss any other matters related to development agreement
- vi) City of Arcola WWTP Expansion Project (0.95 MGD to 1.4 MGD)
  - Project is currently under design...once completed, the District will have 0.8 MGD of WWTP capacity
  - Request Board's approval of Invoice #1 from CoA for \$42,351.00

**(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
  - Gateway Acres Subdivision WW Collection System = 01/31/25
  - Fresno Ranchos Subdivision Lift Station and Forcemain = 01/30/25
- 2022 TCEQ Loan (\$10.45M) – funds from the loan are needed to fund the completion of the CoA WWTP Expansion Project (0.675 MGD to 0.95 MGD)
- 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 –**

<b>Connected:</b>	
<b>4320 Doreen Avenue (Multi-Family Dwelling)</b>	<b>La Fresno Food Mart</b>
<b>293 Teakwood Avenue (Multi-Family Dwelling)</b>	<b>Lou’s Back Porch</b>
<b>297 Teakwood Avenue (Multi-Family Dwelling)</b>	<b>LT No Limits</b>
<b>Church of God of Prophecy</b>	<b>Mustang Community Center</b>
<b>Dollar General</b>	<b>MVP Auto Parts (Domestic &amp; FW)</b>
<b>Enriquez Tire Shop (East Palm)</b>	<b>Nalco Water (FW)</b>
<b>FBC Water Connection at Water Plant</b>	<b>New Quality Life Ministries (Church)</b>
<b>First Baptist Church of Fresno (Domestic &amp; FW)</b>	<b>New Quality Life Ministries (Restaurant)</b>
<b>Fresno Fiesta</b>	<b>Papa Nick’s BBQ Kitchen – Mobile Food Truck</b>
<b>Fresno Gym (3941 FM 521)</b>	<b>PMC International Tire Shop</b>
<b>Fresno Market – FM521 (Domestic &amp; Irrigation)</b>	<b>Quality Paint and Body (Pecan Street)</b>
<b>Fresno Motor</b>	<b>Quality Personal Care</b>
<b>Fresno Mount Corinth Baptist Church</b>	<b>Richard Martini-Rental Livestock Pasture</b>
<b>Fresno Volunteer Fire Department</b>	<b>Robbins Nest for Children (Domestic &amp; FW)</b>
<b>F&amp;R Tax</b>	<b>St. James Knanaya Church – Fire Tap</b>
<b>General Office Space (514 Pecan Street)</b>	<b>St. James Banquet Hall – (Domestic &amp; FW)</b>
<b>Gulf Coast LP Gas Company</b>	<b>St. Peters &amp; St. Pauls Orthodox Church of Houston</b>
<b>HEFCO Enterprises</b>	<b>Swingby#3 Gas Station (Domestic &amp; Irrigation)</b>
<b>Iglesia Bautista Del Calvario Church</b>	<b>Teleview Terrace Subdivision Lift Station</b>
<b>Iglesia Principe De Paz Church</b>	<b>Tiny Toes Academy</b>
<b>Interconnect with City of Arcola</b>	<b>Tire Shop at 1739A Trammel Fresno</b>
<b>Interconnect with FBCMUD23</b>	<b>Valero Gas Station</b>
	<b>Welcome Market</b>

<b>Connections Pending:</b>	
<b>Sosa Electric (Avenue C)</b>	
- District Operator to update regarding service to customer	
<b>Parks Fresno Food Market (FM521)</b>	
- District Operator to update regarding service to customer	

<b>Processing Application:</b>	
<b>St Peter and Paul Church (Illinois St)</b> - application process started on 02/07/23...received new information from customer on 05/14/24 for review...customer currently receiving District water, but would like to add an additional building on property	
<b>Lemark Investments (East Sycamore St)</b> - application process started on 10/12/23...received new information from customer on 07/16/24 for review	
<b>Quality Personal Care (703 East Palm)</b> - Per District Operator, customer is making payments for water service...need to follow through on paperwork associated with commercial application	

\*\*\* **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 –**

<b>Connected:</b>	
<b>4320 Doreen Avenue (Multi-Family Dwelling)</b>	<b>General Office Space (514 Pecan Street)</b>
<b>293 Teakwood Avenue (Multi-Family Dwelling)</b>	<b>Mustang Comm Center (<i>minus field bathrooms</i>)</b>
<b>297 Teakwood Avenue (Multi-Family Dwelling)</b>	<b>New Quality Life Ministries (Church)</b>
<b>Church of God of Prophecy</b>	<b>New Quality Life Ministries (Restaurant)</b>
<b>First Baptist Church of Fresno</b>	<b>Quality Paint and Body (Pecan Street)</b>
<b>Fresno Volunteer Fire Department</b>	

<b>Connections Pending:</b>	
<b>Sosa Electric (Avenue C)</b> - District Operator to update regarding service to customer	
<b>Parks Fresno Food Market (FM521)</b> - District Operator to update regarding service to customer	
<b>La Fresno Food Market (TFR)</b> - District Operator to update regarding service to customer...customer currently has District water service	

<b>Processing Application:</b>	
<b>Fresno Fiesta (TFR) [previously known as Crossroad Market Store]</b> - Waiting for customer to provide plumbing info...customer already has District water service	
<b>Welcome Market (TFR)</b> - Waiting for customer to provide plumbing info...customer currently has District water service	

**(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...).
- Per 04/12/24 email from LJA, BCMUD21/22 proposes that FW pay \$355k if they were to use interconnect...District requests that BCMUD21/22 attend District meeting to discuss matter
- District also considering possibility of paying ½ of vault cost with a NTE value...DA handling agreement, which includes cost sharing considerations

**(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**

- See Item A above for status of current projects
- CoA working on securing WWTP Discharge Permit for ultimate capacity of WWTP (4.6 MGD)...permit will also include an interim phase of 1.4 MGD...anticipate permit being secured with TCEQ early 2025
- 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 lessor value
- Anticipated Timeline for Full Use of WW Connection Capacity (Current 1,000 ESFC Connection Capacity):  
 Current Connections (Actual and Reserved) as of June 2024:
  - o Active Residential Connections Per Inframark = 552
  - o Vacant Residential Connections Per Inframark = 26
  - o In-Process Residential Connections Per Inframark = 9
  - o Residential Connections in GA WW Plumbing Contract = 199
  - o Residential Connections in Teal Gardens Development = 107
  - o Active Non-Residential Connections, in ESFCs = 19
  - o In-Process Non-Residential Connections, in ESFCs = 11

**Total = 923**

**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 – Work to be completed at same time that Roadway Contractor is under construction in area of project...work will consist of open cut versus trenchless construction as originally planned...removal of ARV manhole has been completed
  - Utility Relocations from Willow St to Trammel Fresno Road – Work was awarded to Tackle Construction for \$429,100.00 and TxDOT permit has been secured...relocation efforts are underway and anticipated to be completed August/September 2024
  - 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 by 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 - TBD
  - **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
- **West Sycamore Road and South Post Oak Boulevard Intersection:**
  - **Scope** – Widening of intersection to accommodate roadway widening projects along West Sycamore Road and South Post Oak Boulevard...Project also includes roadway widening project along West Sycamore Road to the west of this intersection
  - **Schedule** – TBD, but should occur prior to roadway widening projects to the east and north of this intersection
  - **Estimated Cost** – This project will involve the relocation of the District’s waterline at this intersection...it has been communicated multiple times to the roadway team that it is the District’s understanding that all costs associated with

this relocation will be paid for by FBC... The District should be able to review and approve these relocations and the Roadway Contractor should be coordinating all work with the District Operator

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

Upon motion made by Supervisor Carreon, seconded by Supervisor Medina, and after full discussion, the Board voted unanimously to (1) authorize removal of the nine properties from the Gateway Acres Wastewater Plumbing Contract as discussed; 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:

- Inframark resealed a sanitary manhole at 1210 Avenue A.
- Inframark excavated and repaired a service line leak at 3606 Eddie.
- Inframark used shoring for tap at 1422 Evergreen.
- Inframark excavated and replaced a valve stack at 654 Redwood.
- Inframark investigated a noise on Booster Pump No. 4 at Water Plant 2.
- World Wide Power completed the annual test on the generator at Water Plant No. 1.
- Inframark installed 8 residential water taps.
- Inframark installed 1 commercial water tap.

Ms. Garcia then updated the Board on the following:

1. Water Plant 2: Inframark is requesting authorization to repair or replace the Paco Split Case Pump on Booster Pump No. 4. The estimate to repair is \$8,625.00. and the estimate to replace is \$17,700.00.
2. Water Plant No. 1: The Board authorized repairing the well motor for an estimated cost of \$29,615.00. The rental motor was installed on July 5<sup>th</sup>.
3. Water Leak Adjustment Requests: None presented.
4. 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. Subsequently, the estimate was amended to \$53,233.70. This is in progress.

### **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.

Upon a motion duly made by Supervisor Casher, seconded by Supervisor Medina, and after full discussion, the Board voted unanimously to approve the Operator’s Report, the repairs to the water and wastewater system, including authorizing repair of the Paco Split Case Pump rather than replacement, the leak adjustment requests, 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 meetings held on May 16 and June 20, 2024, were presented for approval.

Upon motion duly made by Supervisor Carreon, seconded by Supervisor Medina, the Board voted unanimously to approve the minutes of May 16 and June 20, 2024, as presented.

**B. Regional Facilities Contract**

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

**7. REGIONAL PLANT COMMITTEE REPORT**

The Board then considered 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.

**8. 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 ~~8~~ 8/15/24.

  
Secretary

[SEAL]