

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

June 20, 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, June 20, 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 Supervisor Medina, thus constituting a quorum.

Also present at the meeting were: Officer Samuel Ingram with the Fort Bend County Sheriff’s Office; 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; Kenneth Schaeffer with Academy Development; Patrick Newton with LJA Engineering, Inc.; members of the public, the names of whom are on file in the official public records of the District; and Christopher Cunningham 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 6:10 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, 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. In connection therewith, Mr. Willis noted that it was appropriate to authorize SK Law to engage a condemnation attorney to assist with the eminent domain process.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Vallejo, the Board voted unanimously to authorize SK Law to engage a condemnation attorney.

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 88.80 percent collected for 2023.

Upon motion duly made by Supervisor Carreon, 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

(a) Report on status of projects:

- i) Fresno Ranchos Subdivision Wastewater Lift Station and Force Main
 - Project was fully completed on 05/30/24
 - Request Board's approval of PE#11 (Final) from Reddico Construction Company, Inc. for \$151,184.60
 - 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...Discuss additional costs to District for CA and CO services performed by Jacobs for efforts in November and beyond
- ii) Gateway Acres Subdivision Wastewater Plumbing Contract (199 properties within contract)
 - Contractor has provided residents red door and well hangers for section of project west of Alice St...Contractor intends on starting construction this week
 - 1503 Avenue D (B11, L30), which is currently in the plumbing project, has not secured a water connection with the District...discuss with Board plan to resolve matter
 - Anticipate project being completed by the end of this year
- iii) Fresno Ranchos Subdivision Wastewater Collection System
 - Project currently under design
- iv) Expansion of Televue Terrace Subdivision Lift Station
 - Project currently under design...anticipate submitting Engineering Study Report at July Board meeting
- 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

(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 a) Fresno Ranchos Sub LS and FM project and b) 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
Dollar General	Mustang Community Center
Enriquez Tire Shop (East Palm)	MVP Auto Parts (Domestic & FW)
FBC Water Connection at Water Plant	New Quality Life Ministries (Church)
First Baptist Church of Fresno (Domestic & FW)	New Quality Life Ministries (Restaurant)
Fresno Fiesta	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	Televue 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 Market

Connections Pending:	
Nalco Water (FM521)	
- District Operator to update regarding service to customer	

Sosa Electric (Avenue C) - District Operator to update regarding service to customer
Parks Fresno Food Market (FM521) - District Operator to update regarding service to customer

Processing Application:
St Peter and Paul Church (Illinois St) - 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
Lemark Investments (East Sycamore St) - waiting on all required docs from customer to complete application...application process started on 10/12/23
Quality Personal Care (703 East Palm) - DA and Operator to provide update on customer paying all fees associated with District providing commercial water service (application fee, tap fee, and private work cost)...follow through on paperwork when communications with customer have been established regarding this matter...per District Operator, rates have already been updated

*** Puro-lite 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 (<i>minus field bathrooms</i>)
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:
Sosa Electric (Avenue C) - District Operator to update regarding service to customer
Parks Fresno Food Market (FM521) - District Operator to update regarding service to customer
La Fresno Food Market (TFR) - District Operator to update regarding service to customer

Processing Application:
Fresno Fiesta (TFR) [previously known as Crossroad Market Store] - Waiting for customer to provide plumbing info...customer already has District water service
Welcome Market (TFR) - Customer provided application with fee...request Board's approval to start processing application...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.

At this point, the President recognized Mr. Patrick Newton, attending on behalf of BCMUD21/22, who addressed the Board concerning the proposed interconnect. Mr. Newton also informed the Board the BCMUD21/22 could not offer to serve the residents outside the boundaries of the District and BCMUD21/22.

(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...Per CoA, anticipate completion 3rd Q of 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...discuss possible interim expansion utilizing dechlorination unit
- 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

- 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):**

- **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 – 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 July/August 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, 3rd Street...consider water and wastewater utility work)** – 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. 11 and final from Reddico Construction Company, Inc. in the amount of \$151,184.60; (2) authorize Jacobs to process the commercial application for Welcome Market; (3) authorize SK Law to review the proposed draft Interconnect Agreement with BCMUD21/22;; and (4) 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 and adjusted it to grade at 1214 Avenue A#1 and #2, 1326 Avenue C, 4723 Bryan, 547 Cottonwood, 302 Fig, 721 Pecan Street A, 4506 Tulip, and 4706 Vine.
- Inframark installed a sewer tap at 4318 Mark Terrace, 715 S. Locust, and 1426 Trammel Fresno #A.
- Inframark adjusted a sanitary manhole to grade at 435 Renfro Burford and 625 S. Locust.
- Inframark performed a sanitary main line cleaning at 702 Elm.
- Inframark excavated and repaired a service line leak at 327 College.
- Inframark purchased material to complete fire tap installation at 3130 FM 521.
- Inframark installed a new water line valve at 2807 Kentucky.
- Inframark inspected and exercised all isolation valves at Water Plant 2.
- Inframark completed the annual electrical system and MCC preventative maintenance schedule at Water Plant 1 and 2.

- Inframark completed the annual infrared survey for Water Plant 1 and 2.
- Inframark installed 9 residential water taps.

Ms. Garcia then updated the Board on the following:

1. Water Plant 1: Inframark is requesting authorization to repair or replace the well motor. The estimated cost for repair is \$29,615.00. The estimated cost to replace is \$48,427.00.
2. Water Leak Adjustment Requests: Inframark is recommending a leak adjustment for 1403 Trammel Fresno Road.
3. 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 Carreon, 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 well motor 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 3 and May 16, 2024, were presented for approval.

Upon motion duly made by Supervisor Vallejo, seconded by Supervisor Carreon, the Board voted unanimously to approve the minutes of May 3, 2024, as presented. The Board deferred action on the May 16, 2024 minutes.

B. Regional Facilities Contract

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

C. Letter to Gulf Coast Water Authority

Mr. Willis presented to and reviewed with the Board a proposed letter to the Gulf Coast Water Authority (the “Letter”) concerning ownership and maintenance of the water lines being constructed by

Fort Bend County as part of the road widening and extension projects on Lake Olympia Parkway, California and Kentucky.

Upon motion by Supervisor Vallejo, seconded by Supervisor Carreon, the Board voted unanimously to approve the Letter. A copy of the Letter is on file in the official records of the District.

7. REGIONAL PLANT COMMITTEE REPORT

The Board then considered 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. 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 July 18, 2024.

Calvin Casler
Secretary

[SEAL]

