

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

April 14, 2025

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 special session, open to the public, at 6:00 p.m. on Monday, April 14, 2025, 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 and David Maly with Jacobs Engineering Group, Inc. (“Jacobs”), the District’s Engineer; Robert Cardenas 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 6:01 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 AND PROPOSED WWTP SITE ON NAILL ROAD

Mr. Willis then updated the Board on the pending sanitary sewer easements and proposed WWTP site.

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 82.60 percent collected for the 2024 tax year.

Upon a 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

(a) Report on status of projects:

- i) Expansion of Televue Terrace Subdivision Lift Station
 - Engineering Study Report was approved by the TCEQ
 - Currently finalizing construction drawings and contract manual, both of which are anticipated to be completed in May, so project can be advertised...request Board's approval to advertise
- ii) Fresno Ranchos Subdivision Wastewater Collection System
 - Project currently under design
- iii) Teal Gardens Development
 - Off-Site W&WW construction drawing review - 60% complete with my review...still waiting for receipt of four easement conveyance documents (total of 7 involved)...will be completing review of this set first and providing comments prior to starting review of On-Site WSD construction drawings
 - On-Site WSD construction drawing review...will review once review is completed for off-site drawings
 - Ultimately plans (both on-site and off-site) will need to be approved by TCEQ, FBC, and the City of Houston
 - Current Schedule from Developer = Plans Approved by all Agencies = May 2025, Bidding/Contract = May thru July 2025, WSD Construction = July thru November 2025, Home Building = November 2025 thru mid-2027
- iv) City of Arcola WWTP Expansion Project (0.95 MGD to 1.4 MGD)...District currently has 0.35 MGD of WWTP Capacity...this project will increase the District's WWTP Capacity to 0.8 MGD
 - Per CoA (Llarance Turner), project bid on March 25th...low bidder was ITX with a total amount bid of \$9,553,638.00...CoA awarded the project to ITX at their April 8th counsel meeting...construction anticipated to start mid this year and be completed (and fully operational) by or before the end of 2026
 - Request Board's approval of Invoices #5 and 6 from CoA for engineering services related to project for \$102,505.00 and \$33,280.00, respectively
- v) Water Plant No. 2 NG Generator
 - Per communications with CP, the existing 8" gas line along Renfrow-Burford Road (south side of street) is adequate as is to provide our proposed NG generator with a fuel supply...CP is requiring a "tap fee" of \$10,888.00 to connect to their gas line (pricing good until 04/30/25)

- Request Board's approval to prepare proposal for Jacobs to perform design and construction phase services related to this project...discuss matter of paying "tap fee" before design and agency approval being completed
- vi) Portable Diesel Generator for LS's (with Storage Unit) and Double Walled Diesel Storage Tank
 - Provided Inframark comments on both of these items...Inframark to provide Board an update regarding the status of these items being completed...once completed, will need to visit site and add portable generator to District's insurance policy

(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 Plumbing Project = 12/16/25
- 2022 TCEQ Loan (\$10.45M) – remaining surplus funds to be used for the CoA WWTP Exp Project (to 1.4 MGD)...DA to coordinate with TCEQ so this can take place
- FBC CDBG Funds...will pursue funding source for future plumbing project
- Future TCEQ Loan...DA and FA to perform an analysis to determine what upcoming projects can be paid for by the District's GF and what upcoming projects would need to be paid for by a future TCEQ loan

(d) Projections for District Water and Wastewater Projects

- request Board approval to update information every January and July...planning to update once the N WWTP site secured and TFR easements secured

(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...Inframark to update as necessary

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

Connected:	
4320 Doreen Avenue (Multi-Family Dwelling)	La Fresno Food Mart
293 Teakwood Avenue (Multi-Family Dwelling)	Lou's Back Porch
297 Teakwood Avenue (Multi-Family Dwelling)	LT No Limits
Church of God of Prophecy	Mustang Community Center
Dollar General	MVP Auto Parts (Domestic & FW)
Duplex (1615 Avenue C)	Nalco Water (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 Fiesta	PMC International Tire Shop
Fresno Gym (3941 FM 521)	Quality Paint and Body (Pecan Street)
Fresno Market – FM521 (Domestic & Irrigation)	Quality Personal Care
Fresno Motor	Richard Martini-Rental Livestock Pasture
Fresno Mount Corinth Baptist Church	Robbins Nest for Children (Domestic & FW)
Fresno Volunteer Fire Department	Sosa Electric (Avenue C)
F&R Tax	St. James Knanaya Church – Fire Tap
General Office Space (514 Pecan Street)	St. James Banquet Hall – (Domestic & FW)
Gulf Coast LP Gas Company	St. Peters & St. Pauls Orthodox Church of Houston

HEFCO Enterprises	Swingby#3 Gas Sta (Domestic & Irrigation)
Iglesia Bautista Del Calvario Church	Televue Terrace Subdivision Lift Station
Iglesia Principe De Paz Church	Tiny Toes Academy
Interconnect with City of Arcola	Tire Shop at 1739A Trammel Fresno
Interconnect with FBCMUD23	Valero Gas Station
	Welcome Market

Connections Pending:	
Lemark Investments (East Sycamore St) - per District Operator, currently work with customer regarding tap letter	

Processing Application:	
R&SL Construction (Edie St) - waiting for receipt of plumber's information from customer to review...water service (only) for their masonry work facility	
Concrete Company (Louise St) - waiting for receipt of plumber's information from customer to review	
Iglesia Evangelica Cristiana Espiritual Church (TFR) - waiting for receipt of plumber's information from customer to review	

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)	La Fresno Food Market (TFR)
297 Teakwood Avenue (Multi-Family Dwelling)	Mustang Comm Center (<i>minus field bathrooms</i>)
Church of God of Prophecy	New Quality Life Ministries (Church)
Duplex (1615 Avenue C)	New Quality Life Ministries (Restaurant)
First Baptist Church of Fresno	Sosa Electric (Avenue C)
Fresno Volunteer Fire Department	Quality Paint and Body (Pecan Street)

Connections Pending:	
Welcome Market (TFR) - District Operator to update regarding service to customer	
Fresno Fiesta (TFR) [previously known as Crossroad Market Store] - District Operator to update regarding service to customer	

Processing Application:	
Concrete Company (Louise St) - waiting for receipt of plumber's information from customer to review	
Iglesia Evangelica Cristiana Espiritual Church (TFR) - waiting for receipt of plumber's information from customer to review	

- *** Mustang Community Center Re-Dev = Enlarged Community Center, New Natatorium and Multipurpose Building (Basketball Court), and Improved SW System (Pond)**
- Received application requesting District water (3,795 gpd) and wastewater (3,661 gpd) service, which equates to 11 ESFCs of wastewater service...discuss with Board application fee, tap fee and pro-rata share of District's water and wastewater costs

- New application would replace past documents as this is a re-development of this property
- Anticipate construction starting next year

(g) Potential Emergency Water Interconnect with BCMUD21/22 (at the end of East Sycamore Road)

- Per Board 03/17/25 Special Board Meeting, interconnect point to consist of a lockable valve at the District's boundary line...an additional valve and fire hydrant will be installed adjacent to the lockable valve...DA to provide update on the completion of the agreement...other considerations listed below:

- Work within the District to upsize the existing 8" waterline to a 12" waterline would consist of predominately trenchless construction (no open cutting driveways).
- BCMUD21/22 to provide District their water quality data and type of disinfection method used.
- BCMUD21/22 to provide District information regarding capacities of their water production facilities.
- BCMUD21/22 would be responsible for all costs associated with this project
- 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 –

- DA to provide update regarding a) status of District paying funds owed to CoA regarding take back of 625 connections worth of water service and b) rework of RFC to create an emergency water interconnect agreement and a waste disposal agreement (eliminate outdated info, document critical matters, set deadlines to avoid delays and cost overruns, etc...)

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

South Wastewater Service Area

- See Item A above for status of current project
- District was notified by CoA in January 2025 of possible interest in taking part in a WWTP expansion project beyond 1.4MGD...DA, on behalf of the District, provided a response to CoA requesting being a participant in next expansion with a capacity request of 0.15 MGD...per LT, next expansion will involve an additional capacity of 0.4 MGD (0.15 FW, 0.145 CoA, 0.105 AMMD#1) resulting in an overall capacity of 1.8MGD...DA to discuss proposal for engineering services from CoA, which is subject to change based on engineering firm selected
- 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 (1.8 MGD? = DA to discuss)...anticipate permit being secured with TCEQ mid-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 April 2025 (update from Inframark is based on numbers prior to February 15th...need updated numbers from Inframark as of today)...recommending not accepting any future wastewater connection

applications, both residential and non-residential, unless they are presented and approved at a monthly Board meeting:

- Active Residential Connections Per Inframark = 765
- Vacant Residential Connections Per Inframark = 26
- In-Process Residential Connections Per Inframark = 8
- Residential Connections in Teal Gardens Development = 107
- Active Non-Residential Connections, in ESFCs = 24
- In-Process Non-Residential Connections, in ESFCs = 8 (11 will be added for Mustang ReDev?)

Total = 938 (949 with Mustang ReDev?)

North Wastewater Service Area

- FBC to provide update regarding feasibility study efforts (geotech, survey, etc...)...if land favorable, a) discuss efforts for securing land for District and b) consider coordinating with FBC to begin efforts related to PER, design (WWTP and WW trunklines), and permitting

(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 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
- **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 mid-2025
 - 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...possibly sanitary sewer work):**

○ **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...possibly sanitary sewer work):**

- **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

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

Upon motion made by Supervisor Casher, seconded by Supervisor Vallejo, and after full discussion, the Board voted unanimously to (1) authorize Jacobs to advertise for bids for the expansion of the Teleview Terrace Subdivision Lift Station; (2) approve the tap cost of \$10,888 for natural gas service for the proposed generator at Water Plant 2; (3) authorize Jacobs to prepare a proposal to design the generator for Water Plant 2; (4) require any new wastewater connection applications to come before the Board at a meeting; and (5) approve the Engineer's Report, as presented.

5. 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:

- Inframark cleaned the wet well at Lift Station No. 1.
- Inframark repaired sanitary manholes at 18 locations.
- Inframark removed spoil materials following repairs at 1322 Trammel Fresno Road.
- Inframark completed monthly dead-end flushing.
- Inframark checked a GST high alarm operation at Water Plant 1.

- Inframark installed a commercial water tap at 1 location.
- Inframark installed residential water taps at 11 locations.

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 discussed a customer water leak adjustment 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 repairs to the water and wastewater system, the termination list, and the leak adjustment request.

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 March 17 and 20, 2025, were presented for approval.

Upon motion duly made by Supervisor Vallejo, seconded by Supervisor Casher, the Board voted unanimously to approve the minutes of March 17 and 20, 2025, as presented.

B. Regional Facilities Contract

No action was necessary in connection with the Regional Facilities Contract.

C. Request for Assignment of Pumpage Allocation

Mr. Willis next discussed with the Board the request from Fort Bend County Municipal Utility District No. 141 for the District to consider a temporary assignment of 67 million gallons of pumpage allocation. No action was taken in connection therewith.

D. Resolution Regarding Annual Review of Identity Theft Policy

Mr. Willis next presented to and reviewed with the Board a proposed Resolution Regarding Annual Review of Identity Theft Policy.

Upon motion by Supervisor Casher, seconded by Supervisor Valejo, the Board voted unanimously to adopt the Resolution Regarding Annual Review of Identity Theft Policy. A copy of said resolution is on file in the official records of the District.

7. REGIONAL PLANT COMMITTEE REPORT

The Board deferred action on 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 5/15/25.

Calvin Cash
Secretary

[SEAL]

