

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

July 17, 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 regular session, open to the public, at 6:00 p.m. on Monday, July 17, 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 Rosa Linda Medina, 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; Raquel Garcia and Mirna Bonilla with Inframark, LLC (“Inframark”), the District’s Operator; Hasmukh Doshi with Doshi Engineering and Surveying Company; and Caleb D. Villarreal 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.

Rosa Linda Medina entered the meeting at 6:07 p.m.

**1. HEAR FROM PUBLIC (MATTERS ON THE AGENDA)**

At this time, the Board opened the meeting to comments from the public. Vince Thomas, resident of the District, discussed the need for a meter to be installed on his Property. Ms. Garcia confirmed the District Operator will follow up.

**2. UPDATE ON SANITARY SEWER EASEMENTS ALONG TRAMMEL FRESNO ROAD AND PROPOSED WWTP SITE ON NAILL ROAD INCLUDING APPROVAL OF REVISED SUNDIAL PARK EASEMENT.**

Mr. Villarreal then updated the Board on the sanitary sewer easements. In connection therewith, Mr. Villarreal noted that the sundial Park Easement is complete and no action was necessary in connection therewith.

### **3. BOOKKEEPER'S REPORT AND TAX ASSESSOR/COLLECTOR'S REPORT**

The Board then considered the Bookkeeper's Report presented by Ms. Grimes, a copy of which is on file in the official records of the District, and the invoices and checks presented for payment as follows:

#### **A. Approval of Bills.**

The Board reviewed the bills presented for payment, including the invoices discussed in more detail under the Engineer's Report.

#### **B. Review Investment Report.**

The Board reviewed the investment report.

#### **C. Review Collateral Pledge Report.**

The Board reviewed the Collateral Pledge report.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Medina, the Board voted unanimously to authorize the payment of the checks and invoices listed in the Bookkeeper's Report. The Board also reviewed Supervisor Hamilton's expense report in the amount of \$204.55 for the purpose of generating hard copies of the Plant Committee Report. Upon motion made by Supervisor Casher, seconded by Supervisor Carreon, the Board voted to unanimously approve to authorize the payment of \$204.55 to Supervisor Hamilton.

### **4. ENGINEER'S REPORT**

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

- i) Teleview Terrace Subdivision Lift Station Upgrades
  - Request Board execute agreements with McDonald Municipal & Industrial ("McDonald") for construction of project
  - Request Board execute proposal with Terracon for material testing services for project...estimated
  - cost for MT is \$12,465.00
  - Pre-Construction Mtg scheduled for July 22nd...NTP date to be established at meeting
  - Anticipate construction being completed in 2026
- ii) Fresno Ranchos Subdivision Wastewater Collection System
  - Project currently under design...anticipate construction being completed in 2026
- iii) Teal Gardens Development
  - Off-Site W&WW construction drawing review – provided Developer drawing comments to address on 05/20/25...all recorded easements have been received for project, including recorded easement within FBC Sundial Park...waiting for receipt of final and fully approved drawings, which should incorporate the District's comments and be approved by TCEQ, CoH, and FBC E&D...once completed, discussions can be made regarding advertisement/construction
  - On-Site WSD construction drawing review...will review once review is completed for off-site drawings
  - Current Schedule from Developer = WSD Construction = thru 2025, Home Building = 2026 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
  - Project was awarded to ITX for \$9,553,638.00...NTP is June 16, 2025...anticipate

project being completed by end of 2026... no invoices or new updates have been provided by CoA

v) Water Plant No. 2 NG Generator

- Construction drawings for project have been completed and Jacobs is currently working with all review agencies for their comments/approvals...anticipate construction being completed in 2026

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

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

Connected:	
4320 Doreen Avenue (Multi-Family Dwelling)	Lou's Back Porch
293 Teakwood Avenue (Multi-Family Dwelling)	Lemark Investments (E Sycamore) (Domestic & FW)
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

<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 Sta (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>La Fresno Food Mart</b>	<b>Welcome Market</b>

<b>Connections Pending:</b>	

<b>Processing Application:</b>	
<b>R&amp;SL Construction (Edie St)</b> - waiting for receipt of plumber's information from customer to review...water service (only) for their masonry work facility	
<b>Concrete Company (Louise St)</b> - application documents have been reviewed and approved by Jacobs and Inframark...request Board's approval of completed application documents	
<b>Iglesia Evangelica Cristiana Espiritual Church (TFR)</b> - received plumber's information from customer...currently reviewing information	
<b>Mustang Community Center Re-Dev</b> - Enlarged Community Center, New Natatorium and Multipurpose Building (Basketball Court), and Improved Stormwater System (Pond)...FBC requesting District water (3,795 gpd) and wastewater (3,661 gpd) service, which equates to 11 ESFCs of wastewater service...new application would replace past documents as this is a re-development of this property...anticipate construction starting next year...application fee waived, but Board still considering imposing tap fee and pro-rata share of District's water and wastewater costs...waiting for construction drawings to review	
<b>Quail Nest Mobile Home Park (W. Dallas St)</b> - received application with fee...request Board's approval to start working on application documentation	

#### **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>La Fresno Food Market (TFR)</b>
<b>297 Teakwood Avenue (Multi-Family Dwelling)</b>	<b>Mustang Comm Center (<i>minus field bathrooms</i>)</b>
<b>Church of God of Prophecy</b>	<b>New Quality Life Ministries (Church)</b>
<b>Duplex (1615 Avenue C)</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 Fiesta (TFR)</b>	<b>Sosa Electric (Avenue C)</b>
<b>Fresno Volunteer Fire Department</b>	<b>Welcome Market (TFR)</b>

<b>Connections Pending:</b>	
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<b>Processing Application:</b>	
<b>Concrete Company (Louise St)</b> - see write up above	

<b>Iglesia Evangelica Cristiana Espiritual Church (TFR)</b> - see write up above
<b>Mustang Community Center Re-Dev</b> - See writeup above
<b>St Peter and Paul Church (Illinois St)</b> - See writeup above
<b>Capital Automotive Group (Avenue A)</b> - See writeup above

**(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:

- a. Work within the District to upsize the existing 8" waterline to a 12" waterline would consist of predominately trenchless construction (no open cutting driveways).
- b. BCMUD21/22 to provide District their water quality data and type of disinfection method used.
- c. BCMUD21/22 to provide District information regarding capacities of their water production facilities.
- d. BCMUD21/22 would be responsible for all costs associated with this project
- e. 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, leasing, 18" FM route, re-rate, etc...)

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

**South Wastewater Service Area**

- See Item A above for status of current project
- District, CoA, and Arcola Municipal Management District working on an Interlocal Agreement for the expansion of the CoA WWTP from 1.4 MGD to 1.8 MGD (an increase in capacity of 0.4 MGD = 0.15 MGD for the District, 0.145 MGD for CoA, and 0.105 MGD for the AMMD)...overall project cost estimated at \$5M, with the District's share estimated at \$1.9M
- 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 (possibly 1.8 MGD)...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, Vacant, In-Process, and Reserved) as of June 18, 2025...recommending not accepting any future wastewater connection applications, both residential and non-residential, unless they are presented and approved at a monthly Board meeting:

- Residential Connections Per Inframark (Active, Vacant, In-Process) = 791
- Residential Connections in Teal Gardens Development = 107
- Active Non-Residential Connections, in ESFCs = 28
- In-Process Non-Residential Connections, in ESFCs = 14

**Total = 940**

**North Wastewater Service Area**

- FBC FBC provided draft feasibility study for all to review on June 16th... if land is determined to be 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):**

**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 in 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

**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...potentially changed due to 90% complete drawings received in April 2025
- **Schedule** –
  - Received 90% complete drawings from FBC to review in April 2025
  - 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 (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 TBD

○ **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
- **Side Street Improvements (Evergreen St, California St, Linden St, and West Dallas St):**
- FBC working on acquiring ROW along above-mentioned streets to create new FBC roadway ROW (anticipated to be 40' wide) with improved roadway and drainage...planning to install concrete pavement with curb and gutter and underground storm drainage system and installing public waterlines...all work proposed to be paid for by FBC and completed in four construction packages
  - Received Package No. 1 (Linden St Improvements) on May 29th to review and provide comments...provided District comments to this plan set on 06/25/25...mentioned to FBC that in order for District to take ownership of waterlines a) final construction plans must be approved by District, TCEQ, CoH, and FBC and b) District needs to inspect construction and testing of waterlines

**Other Road Widening Projects Within District (Lake Olympia Pkwy, California Road, Kentucky Road, 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 Casher, and after full discussion, the Board voted unanimously to (1) approve the contract with McDonald; (2) approve the proposal with Terracon; (3) approve the commercial application with the concrete company; (4) process the application with Capital Automotive Group; and (5) 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**

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

- Inframark resealed sanitary sewer manhole at 4526 Rose Ln A.
- Inframark replaced coupling on booster pump #1 at Water Plant #1.
- Inframark installed three residential water taps.

Ms. Garcia then updated the Board on the following:

- Inframark installed storage container at Water Plant 2 – new 20'X8'X8' storage container with gravel pad for portable generator storage.
- Inframark repaired sanitary manholes Priority 1 and 2 repairs approved: Est cost for 39 repairs - \$24,100.00. Priority 3 repairs still under review.
- Inframark completed Diesel tank pipe modification - Piping in line from portable fuel tank to existing generator at WP1. Est cost- \$6,500.00.
- Inframark completed Key switch – diesel tank - Key switch to be installed to prevent any unauthorized usage of diesel tank- Est Costs- \$550.00.
- Fire Hydrant Painting Mechanical wire brush system & painting - \$95 per hydrant
- Merchant Services Agreement

### **B. Requests for Water Taps**

Ms. Garcia reported 5 customers seeking full-service connections.

### **C. Delinquent Water Accounts and Service Terminations**

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

Ms. Garcia then presented one request for leak adjustment in the amount of \$194.20. This request was tabled for the next meeting.

Upon a motion duly made by Supervisor Vallejo, seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to approve the Operator's Report, the repairs to the water and wastewater system, the leak adjustment requests, and the termination list. Upon motion by Supervisor Casher, seconded by Supervisor Vallejo, the Board voted to unanimously approve sewer credit request in the amount of \$3,200.50. Upon motion by Supervisor Vallejo, seconded by Supervisor Medina, the Board unanimously approved the Merchant Services Agreement.

## **6. ATTORNEY'S REPORT**

The Board recognized Mr. Villarreal, who presented the Attorney's report as follows:

**A. Approval of Minutes**

The proposed minutes of the meetings held on May 15, 2025, May 29, 2025, and June 18, 2025, were presented for approval.

**B. Regional Facilities Contract**

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

**C. Temporary Assignment of Pumpage Allocation**

Mr. Villarreal 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. Mr. Villarreal recommended approval of the temporary assignment as the terms of the agreement are in accordance with Board instruction to offer a partial assignment for three years with an annual payment of \$33,500.

Upon motion duly made by Supervisor Vallejo, seconded by Supervisor Medina, the Board voted unanimously to (1) approve the meeting minutes of May 15, 2025, May 29, 2025, and June 18, 2025; and (2) the Temporary Assignment of Pumpage Allocation.

**7. REGIONAL PLANT COMMITTEE REPORT**

Supervisor Hamilton presented the Regional Plant Committee Report.

Upon motion by Supervisor Vallejo, seconded by Supervisor Medina, 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 at 7: 34 p.m.

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PASSED, ADOPTED, and APPROVED this 8/21/20.

Calvin Cashen  
Secretary

[SEAL]

