



Ms. Grimes also discussed with the Board closing the District's account with First State Bank.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Carreon, and after full discussion, the Board voted unanimously to (1) close the District's account with First State Bank; (2) approve the Bookkeeper's Report and (3) authorize the payment of the checks and invoices listed therein.

## **2. TAX REPORT**

Ms. Grimes then presented to the Board the Tax Report.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Medina, the Board voted unanimously to approve the Tax Report, as presented.

## **3. ENGINEER'S REPORT**

The Board recognized Mr. Dybala, who presented the Engineer's Report as follows:

### **A. Status of Projects**

#### **1. Marbill Estates and a Portion of Ridgewood Estates Subdivisions and North and South Teague Road Water and Wastewater Plumbing Contract**

- Fresno Gardens North Subdivision Wastewater Collection System
  - Jacobs has finalized construction plans, and is working with agencies for final approval. To date, Jacobs has received final approvals from FBC Drainage and the City of Pearland. The City of Houston will not give its final approval until an agreement is reached with the City of Arcola concerning the Halliburton lift station and force main located at the intersection of Sycamore Road and Kansas Street. Mr. Willis advised that the Arcola City Council approved the agreement at its March meeting, and that an original of said agreement should be provided in the next couple of weeks.
- Fresno Gardens North Subdivision Wastewater Plumbing Contract
  - Townhall meetings will take place next year. Planning with consultants will take place in the next couple of months on ways to improve the plumbing project process. Afterwards, Jacobs will discuss methods to improve the project process with the Board for its consideration.
- Gateway Acres Subdivision Wastewater Collection System
  - Jacobs is completing the project construction drawings for agency review. The construction project will be on hold until completion of Trammel Fresno Road widening project. A new TWDB CWSRF Loan needs to be secured to complete the project.
- Fresno Ranchos Subdivision Wastewater Lift Station and Force Main
  - Jacobs is completing the construction drawings for agency review. Construction of the new project will be on hold until completion of Trammel Fresno Road widening project. A new TWDB CWSRF Loan needs to be secured to complete project.
- Gateway Acres Subdivision Wastewater Plumbing Contract

- Townhall meetings will be conducted once the public wastewater lines for this area are under construction
- FM 521 Sanitary Sewer Extension
  - Mr. Dybala discussed various issues concerning the project and contractor performance. Mr. Willis advised that the Contractor has accepted the District's settlement offer.
- Water Plant #2
  - Jacobs received agency review comments, and incorporated requested changes from FBC Engineering, FBC Road and Bridge, FBC Fire Marshall, Centerpoint and Frontier into the plan set.
  - Jacobs received comments from FBC Drainage, and is working with them to address such comments.
  - Jacobs is waiting on the City of Pearland to review the plan set.
  - Jacobs is waiting for receipt of the new well permit from FB Subsidence District, which will coordinate with the NFBWA regarding issuance.
  - In April, Jacobs anticipates (a) having all above agency comments and preparing final mylars of construction plans for agency approval, which should be completed in April/May; and (b) submitting construction documents to the Texas Commission on Environmental Quality ("TCEQ") for approval.
  - Once Jacobs completes the above, construction documents will be sent to the TWDB. Mr. Dybala anticipates TWDB approval to advertise in June/uly, 2019.
  - District Est. Water Conn. Timeline (FBCFWS#1 WP#1 Connection Capacity 1,600)
    - o End of 2019=1,550
    - o End of 2020=1,600
    - o Anticipate completing District's WP#2 by end of 2020

**B. Authorize Engineer to prepare plans and specifications for water and wastewater systems projects as necessary**

- The Board noted that no action was necessary.

**C. Report on status of project funding and take necessary action related thereto**

**1. Project One Year Warranty Expiration Dates**

- None

**2. 2015 TWDB DFUND Loan**

- Jacobs anticipates using remaining funds for Water Plant No. 2 project.

**3. 2009 TWDB CWSRF Loan**

- Jacobs anticipates using remaining funds for Fresno Gardens North Subdivision Wastewater Collection System project.

**4. Fourth TWBD Loan and Third TWDB CWSRF Loan**

- 4<sup>th</sup> TWBD DFUND Loan

- The application for the new DFUND Loan in the amount of \$1.745 million has been submitted to the TWDB for review.
- 3<sup>rd</sup> TWDB CWSRF Loan
  - Jacobs is currently working on the engineering and environmental sections of the new CWSRF loan. It is estimated that the loan amount will be \$12.55M and will be used to cover the additional costs to complete the Fresno Gardens North Subdivision WW System, Gateway Acres Subdivision WW System, Fresno Ranchos LS and FM project, and an expansion to the CoA Wastewater Treatment Plant (from 0.25MGD to 0.425MGD).

**5. Fort Bend County CDBG Funds**

- Jacobs recommends applying for community development block grant funds once the Gateway Acres Subdivision Wastewater plumbing project is underway.

**D. Projections for District Water and Wastewater Projects**

- Need to update information every January and July. In connection therewith, Mr. Dybala presented the revised exhibits.

**E. Discuss Emergency Preparedness Plan**

- Emergency Preparedness Plan will be reviewed in April 2019 to determine if any updates are required.

**F. Requests for Water and Sanitary Sewer Service**

- **Water Service**
  - Mr. Dybala reviewed the status of non-residential applications for water service.
- **Wastewater Service**
  - Mr. Dybala reviewed the status of non-residential applications for wastewater service.

**G. Trammel Fresno Road Widening Project**

- Mr. Dybala reported that all prior approved adjustments to the waterline along Trammel Fresno Road have been completed.
- Mr. Dybala reported that EDP will make adjustments to fire hydrant and valve boxes adjacent to the emergency water interconnect with Fort Bend County Municipal Utility District No. 23. Mr. Dybala noted that EDP is coordinating with the FBMUD23 Operator regarding repairs to the emergency interconnect vault caused by the roadway project.

**H. Potential Emergency Water Interconnect with Brazoria County Municipal Utility District No. 21**

- Mr. Dybala reported that he had communicated with LJA, District Engineer for Brazoria County Municipal Utility District No. 21 (“BCMUD 21”), regarding a possible emergency water interconnect. BCMUD 21 is interested in pursuing an interconnect once the District completes Water Plant No. 2.

**H. Potential Emergency Water Interconnect with FBMUD 141**

- The project has been completed and record drawings provided to the District and EDP.

## **I. CoA WWTP Discharge Permit Renewal**

- The existing permit expired on September 1, 2018. Per CoA, the renewal application is currently under review by the TCEQ.

Supervisor Carreon noted that a fire hydrant appears to be buried or below grade in connection with the Trammel Fresno road construction. Mr. Dybala stated that such issues will be resolved at the end of the project. Supervisor Medina expressed concern about neighboring subdivisions/districts being built higher, and the impact such construction has on the drainage of the District. Mr. Grigar noted that such issues have been considered when reviewing plans and specifications for these developments.

Upon motion made by Supervisor Medina, and seconded by Supervisor Carreon, and after full discussion, the Board voted unanimously to approve the Engineer's Report.

## **4. OPERATOR'S REPORT/TERMINATION OF SERVICE**

Next, the Board recognized Ms. Campbell, 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.

Ms. Campbell reported substantial system repairs and maintenance as follows:

- Installed residential taps and meters at seven (7) locations;
- Conducted annual fire hydrant flushing and inspection;
- Repaired the well motor at the water plant;
- Pulled the booster pump motor for inspection;
- Repaired two (2) service lines damaged by a contractor in connection with the Trammel road widening project;
- Repaired a main line leak at 310 East Palm;
- Cleared a sewer backup at 702 Spruce.

### **1. Emergency Well Motor Repair**

At the December meeting, EDP reported that on December 9, 2018, they responded to the water plant for low pressure. EDP confirmed the well motor had shorted. Repairs to the well motor made and it was placed back in service on January 4, 2019. An insurance claim was filed; and EDP received a check in the amount of \$28,260 after deductibles were applied.

### **2. Fire Hydrant Flushing and Inspections**

EDP completed the fire hydrant flushing and inspection in February. Ms. Campbell requested authorization to install fire hydrant reflectors at 549 locations at a total cost of \$7,891.88. Ms. Campbell further requested authorization to paint the District's 510 hydrants at a cost of \$20,527.50. Upon motion duly made by Supervisor Fleck, seconded by Supervisor Casher, the Board voted unanimously to authorize EDP to install the reflectors. The Board deferred action on painting the hydrants.

Supervisor Carreon reported hydrant leaks at 3703 Lavern Road and 3602 Alice Road. Mr. Carreon also requested that EDP look into affixing identification numbers to each hydrant within the next year. Ms. Campbell noted that she would obtain a price to install stickers with identification numbers on each hydrant.

### **3. 4658 N. Teague Road – Leak Adjustment Request**

The customer is requesting a leak adjustment for the period of 12/06-1/08. Usage during these periods totaled 101,000 gallons. Based upon the Rate Order leak adjustment policy, the customer qualifies for an adjustment totaling \$355.00 on the water portion of the bill. The customer letter is attached to the Operator's Report.

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

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

Upon a motion duly made by Supervisor Medina, seconded by Supervisor Fleck, and after full discussion, the Board voted unanimously to approve the Operator's Report and approve the termination list.

### **5. ATTORNEY'S REPORT**

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

#### **A. Approval of Minutes**

The proposed minutes of the meetings held on January 17, 2019 and January 29, 2019 and February 25, 2019, were presented for approval.

Upon motion duly made by Supervisor Fleck, seconded by Supervisor Carreon, the Board voted unanimously to approve the minutes of the meetings held on January 17, January 29 and February 25, 2019, as presented.

#### **B. Regional Plant Committee Report**

The Board recognized Supervisor Hamilton, who presented to the Board the Regional Plant Committee Report.

Upon a motion made by Supervisor Fleck, seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to approve the Regional Plant Committee Report.

#### **C. Regional Facilities Contract, including Letter Agreement with City of Arcola concerning Halliburton Lift Station**

Mr. Willis advised that the City of Arcola (the "City") approved the Letter Agreement at its meeting earlier in the month. In connection therewith, Mr. Willis presented the Letter Agreement to the Board for approval.

Upon motion duly made by Supervisor Fleck, seconded by Supervisor Carreon, the Board voted unanimously to approve the Letter Agreement.

#### **D. Five Year Financing Plan**

No action was taken in connection with the Five-Year Financing Plan.

**E. Application to Texas Water Development Board for Project and Issuance of Bonds, Series 2019**

Mr. Willis advised that the application has been deemed administratively complete. Mr. Willis further advised that he responded to a request concerning the District's Water Conservation Plan. In connection therewith, and in response to a request by the TWDB, the Board considered approving an agreement with Burton Accounting PLLC for agreed upon procedures.

Upon motion duly made by Supervisor Medina, seconded by Supervisor Carreon, the Board voted unanimously to approve the agreement with Burton Accounting PLLC.

**F. Discuss Status of Obtaining District Records from Prior Bookkeeper**

Mr. Willis and Ms. Grimes updated the Board on the status of receiving District records from Ms. Herbst in connection with the transition to the new bookkeeper. The Board determined that no further action is required.

**G. FM521 Sanitary Sewer Extension Contract**

Mr. Willis presented to the Board a settlement agreement (the "Agreement") between the District and Skilled Construction Subs Unlimited (the "Contractor") in connection with the mutual settlement and release of the FM521 Sanitary Sewer Extension Contract (the "Contract").

Upon motion duly made by Supervisor Carreon, seconded by Supervisor Casher, the Board voted 4 to 0 to approve the Agreement. Supervisor Fleck abstained from voting.

**6. HEAR FROM THE PUBLIC**

At this time, the Board 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 April 18, 2019.

Calvin Casper  
Secretary

[SEAL]

