

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

January 16, 2020

**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, on January 16, 2020, commencing at 11:30 a.m. at 1980 Post Oak Boulevard, Suite 1380, Harris County, Texas 77545, a designated meeting place outside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to wit:

Paul Hamilton	President
Greg Fleck	Vice President
Calvin Casher	Secretary
Rodrigo Carreon	Assistant Secretary
Rosa Linda Medina	Assistant Secretary

All members of the Board were present except Supervisors Fleck and Carreon, thus constituting a quorum.

Also present at the meeting were: David Dybala with Jacobs Engineering Group, Inc. ("Jacobs"), the District's Engineer; Breah Campbell, with Environmental Development Partners ("EDP"), the District's Operator; Adam Cohen with Robert W. Baird & Co. Incorporated ("Financial Advisor"), the District's Financial Advisor; and Michael R. Willis and Tamara Sharkey of Sanford Kuhl Hagan Kugle Parker Kahn LLP ("SK Law"), the District's Attorney.

The meeting was called to order and the following business was transacted.

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

The Board noted that there were no members of the public present who wished to address the Board concerning matters on the Agenda.

**2. BOOKKEEPER'S REPORT**

The Board then considered the Bookkeeper's Report presented by Mr. Willis, in the absence of 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. Mr. Willis also presented additional checks for the Board's review, including payment for Pay Estimate No. 2 from R Construction in the amount of \$597,097.80, to be further discussed under the Engineers 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, and after full discussion, the Board voted unanimously to approve the Bookkeeper's Report and authorize the payment of the checks and invoices listed therein, including Pay Estimate No. 2 from R Construction in the amount of \$597,097.80 for the Fresno Gardens North Subdivision Wastewater Collection System.

**3. TAX REPORT**

Mr. Willis then presented to the Board the Tax Report.

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

**4. ENGINEER'S REPORT**

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

**A. Status of Projects**

- Fresno Gardens North Subdivision Wastewater Collection System
  - Mr. Dybala anticipates project completion in the third quarter of 2020.
  - The contractor has commenced construction and all 6" long side sanitary service leads have been installed except along Kansas St. and Pecan St. Only testing, driveway repairs, ditch regrading, and culvert placement remain along South Locust Rd. and Ash St. Installation is in progress for the sanitary sewer system along Cedar St. and North Locust St. and the dewatering system along Pecan St. and Kansas St.
  - Mr. Dybala presented to the Board for approval Pay Estimate No. 2 from R Construction Company ("R Construction"), in the amount of \$597,097.80, and recommended its approval.
  - The Contractor has not begun demolition and construction on former Halliburton lift station.
  - The Contractor has not begun construction on the TxDOT and Union Pacific Railroad ("UPRR") crossing.
- Fresno Gardens North Subdivision Wastewater Plumbing Contract
  - The Board conducted the final town hall meeting on November 21, 2019 and secured 70 applications for this phase. The project will begin once the District installs the public wastewater system in this area.
- 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.

- 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.
- Gateway Acres Subdivision Wastewater Plumbing Contract
  - Townhall meetings will be conducted once the public wastewater lines for this area are under construction.
- Water Plant #2
  - Jacobs is incorporating all reviewing agency comments into the plan set and preparing final construction drawings. Once completed, Jacobs will seek and obtain final agency signatures and approvals.
  - Jacobs anticipates advertising the project in mid-2020.
  - District Estimated Water Connection Timeline (FBCFWSD#1 WP#1 Connection Capacity = 1,750)
    - End of 2020=1,675
    - End of 2021=1,750
    - Anticipate completing District's WP#2 by end of 2021.

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

- The Board noted that no action was necessary at this time.

**C. Authorize solicitation/advertisement of bids for construction of water system and wastewater system projects as necessary**

- The Board noted that no action was necessary at this time.

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

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

- FM 521 Wastewater Extension warranty expires August 15, 2020.

**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. 4th TWDB DFUND Loan**

- The remaining funds from the TWDB loan for \$1,745,000 will be used to complete the Water Plant No. 2 project.

**5. 3rd TWDB CWSRF Loan or TCEQ Loan**

- Jacobs has finalized the engineering and environmental sections for this loan application estimated at \$12,665,000. These funds will be used to cover additional costs to complete the Fresno Gardens North Subdivision Wastewater System, Gateway

Acres Subdivision Wastewater System, Fresno Ranchos Subdivision Lift Station and Force Main projects, and certain costs related to the District's share of an Expansion of the City of Arcola (the "City" or "COA") Wastewater Treatment Plant.

**6. Fort Bend County CDBG Funds**

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

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

- Need to update information every January and July.
- Mr. Dybala reviewed the necessity of any updates to the water and wastewater project exhibits. The consensus of the Board was to update the District's website with the most current exhibits, but to defer updating the exhibits until July.

**F. Discuss Emergency Preparedness Plan**

- Jacobs and EDP will review the EPP in April of each year to determine if changes are necessary.

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

- **Water Service**
  - Mr. Dybala reviewed the status of non-residential applications for water service, updates on applications in process, and pending connections.
  - Mr. Dybala presented to the Board the application and fee for water service to Enriguez Tire Shop.
- **Wastewater Service**
  - Mr. Dybala reviewed the status of non-residential applications for wastewater service and pending connections.
  - Mr. Dybala noted Ceron Countertop and Stoneham Commercial have not responded to EDP's attempts to contact them. The consensus of the Board was to remove Ceron Countertop from its approved connections have Supervisor Hamilton make an additional attempt to contact Stoneham Commercial.

**H. Trammel Fresno Road Widening Project**

- EDP has reported all waterline adjustments approved at this time have been completed.

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

- Brazoria County Municipal Utility District No. 21 ("BC MUD 21") is interested in pursuing an interconnect once the District completes Water Plant No. 2 with a 50/50 cost split. The consensus of the Board was that a connection was acceptable but the 50/50 cost split would only be for the actual connection and the costs for any extension would be solely BC MUD 21's responsibility. Mr. Dybala will evaluate the potential costs for the Board's review.

**J. Emergency Water Interconnect with Charleston Municipal Utility District**

- The proposed interconnect with Charleston Municipal Utility District (“Charleston MUD”) is waiting for TCEQ approval. Mr. Willis reports the emergency interconnect agreement is final and all the District’s comments were accepted.

**K. Consider Water Service to NalcoChampion**

- Mr. Dybala noted the customer was informed it can apply for District water service that can be used to fill water tanks for fire event use.

**L. Status of COA Water Plant**

- Mr. Dybala anticipates the City water plant to be complete by the end of 2021.

**M. Status of COA WWTP Expansion Project (0.675 mgd to 0.95 mgd)**

- The Board responded to the City stating the District’s interest in participating in the proposed expansion and reserving a capacity of 100,000 gpd.

**N. Water Interconnect between the District and COA**

- The TCEQ requested information related to this interconnect and Jacobs submitted the requested information on December 18, 2019.

**O. PAM Station at Water Plant No. 1**

- Station was installed last week by HGSD.

**P. FM 521 Roadway Widening Project**

- Provided record drawings to Dannenbaum and a utility coordination meeting is expected in the coming months to discuss impact on District facilities.

**Q. Water Plant No. 1 Repairs**

- Both tanks require recoating of internal services per EDP’s inspection report. A repair schedule and plan will be presented once reports on piping is received and the project is estimated to begin in winter of 2020.

Upon motion made by Supervisor Medina, and seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to approve the Engineer’s Report and approve the application for water service to Enriguez Tire Shop.

**5. 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.

**A. Repairs to Water and Wastewater systems**

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

- Installed residential taps and meters at six locations.

Ms. Campbell reported the inspection for the water plant tanks and piping was sent to Jacobs as discussed in the Engineer's Report. Ms. Campbell reports the reflectors and repainting of 516 hydrants, as discussed at the previous meeting, is in progress.

Ms. Campbell also reviewed the notice of a rate increase by North Fort Bend Regional Water Authority which will go out with the water bills to the District's customers.

**B. Requests for Water Taps**

Ms. Campbell did not report any requests at this time.

**C. 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. Ms. Campbell also presented a list of 18 accounts eligible for write-off, approximately \$5,311.25, for the Board's consideration.

Ms. Campbell noted accountability was 76.7%, and Mr. Dybala noted a potential discrepancy with the COA water usage for investigation.

Ms. Campbell and Supervisor Hamilton then discussed with the Board the results of the COA City Council meeting regarding reimbursement for an emergency repair to a COA line made by the District and measures implemented by EDP to prevent future confusion during similar emergency water and sewer events.

Upon a motion duly made by Supervisor Medina, seconded by Supervisor Fleck, and after full discussion, the Board voted unanimously to approve (1) the Operator's Report; (2) the repairs to the water and waste water system; and (3) the termination list and account write-offs.

**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 meeting held on December 19, 2019, were presented for approval.

Upon a motion made by Supervisor Casher, seconded by Supervisor Medina, and after full discussion, the Board voted unanimously to approve the minutes of the meeting held on December 19, 2019, as presented.

**B. Discuss COA Wastewater Treatment Plant Expansion**

Mr. Willis noted next steps require the City's response to the District's capacity request, as further discussed under the Engineer's Report, and reported a meeting was scheduled with COA to discuss the expansion.

**C. Adopt Order Calling Supervisors Election and Tax Assessor/Collector Election.**

Mr. Willis next presented to and reviewed with the Board a proposed Order Calling Supervisors Election and Tax Assessor/Collector Election. He noted Supervisors Fleck, Casher, and Medina are up for reelection in May as well as the District's Tax Assessor/Collector. He then discussed the process and noted the District will enter into a Joint Election Agreement and Contract for Election Services with Fort Bend County to conduct the election on behalf of the District.

Upon motion by Supervisor Medina, seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to adopt the Order Calling Supervisors Election and Tax Assessor/Collector Election. A copy of said Order is on file in the official records of the District.

**D. Approve Resolution to Adopt the EVS 6020 Voting System.**

Mr. Willis then presented to and reviewed with the Board a proposed Resolution to Adopt the EVS 6020 Voting System. He informed the Board Fort Bend County has received approval to purchase and implement a new voting system in the May 2, 2020 election. He stated that the Texas Election Code requires that any entity contracting with the County to conduct an election must also approve the use of the new voting system.

Upon motion by Supervisor Medina, seconded by Supervisor Casher, the Board voted unanimously to adopt the Resolution to Adopt the EVS 6020 Voting System. A copy of said resolution is on file in the official records of the District.

**E. Discussion of Purchase of Tablets for District Business.**

The Board deferred this item to a later meeting.

**7. REGIONAL PLANT COMMITTEE REPORT**

The President then presented the Regional Plant Committee Report.

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

**8. REPORT FROM FINANCIAL ADVISOR**

At this time, the Board recognized Mr. Cohen who presented to and reviewed with the Board various financing options for upcoming projects, including the potential tax rates, debt service schedules, and principal and interest amounts for TCEQ only, TWDB only, and combination loans. The consensus of the Board was for Mr. Dybala to compile a list of District projects, estimated costs (including if the current projects have additional change orders as has occurred previously), and group these by priority to assist in

determining what amounts in loans will be necessary and what amount of general funds could be used if projects are conducted in phases.

**9. HEAR FROM THE PUBLIC**

At this time, the Board opened the meeting to comments from the public and noted there were no members of the public present who wished to address the Board at this time.

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PASSED, ADOPTED, and APPROVED this 2/20/26.

Calvin Casher  
Secretary

