

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

March 18, 2021

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, on Thursday, March 18, 2021, at 6:00 p.m., via video and telephonic conference, as permitted by the March 16, 2020, Declaration by the Governor of the State of Texas which suspended certain provisions of Chapter 551, Texas Government Code. 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 Vallejo, thus constituting a quorum.

Also present at the meeting were: Cindy Grimes with Municipal Accounts & Consulting, LP, the District’s Bookkeeper (“MAC”); David Dybala with Jacobs Engineering Group, Inc. (“Jacobs”), the District’s Engineer; Breah Campbell with Environmental Development Partners (“EDP”), the District’s Operator; Dwayne Grigar with Fort Bend County Precinct No. 1; Charles Coyle and Elias Morales, members of the public; 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 at 6:01 p.m. and the following business was transacted.

1. HEAR FROM PUBLIC (MATTERS ON THE AGENDA)

The Board recognized Mr. Morales who requested a leak adjustment on his most recent water bill. The Board noted this would be discussed with the Operator’s Report later in the meeting.

The Board then recognized Mr. Coyle who discussed with the Board the status of connecting his commercial property for water and sewer service purposes, as discussed at previous meetings. The Board noted this would be discussed with the Engineer’s Report later in the meeting.

2. BOOKKEEPER’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.

B. Review Investment Report.

The Board reviewed the investment report.

C. Review Collateral Pledge Report.

The Board reviewed the Collateral Pledge report.

D. Consider Amended and Restated Agreement for Bookkeeping Services.

Ms. Grimes then presented to and reviewed with the Board a proposed Amended and Restated Agreement for Bookkeeping Services which increased the monthly charge to \$200 per month and identified additional work subject to hourly charges.

E. Consider Payroll Processing Options.

The Board then discussed options for direct deposit of Supervisors' checks for an additional fee. The consensus of the Board was to continue with physical checks at this time.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Carreon, and after full discussion, the Board voted unanimously to approve the Bookkeeper's Report, as presented, and authorize the payment of the checks and invoices listed therein, and to approve the Amended and Restated Agreement for Bookkeeping Services.

3. TAX REPORT

The Board recognized Mr. Fleck who then presented the Tax Report, a copy of which is on file in the official records of the District. The Board discussed adding a link to the Fort Bend County Appraisal District values on the District's website.

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

4. ENGINEER'S REPORT

The Board recognized Mr. Dybala, who then presented the Engineer's Report, a copy of which is on file in the official records of the District, and is excerpted below:

(a) Report on status of projects:

- i) Fresno Gardens North Subdivision Wastewater Plumbing Contract (67 properties included)
 - Construction of project is complete, except for the completion of a punchlist item (private well repair)
 - Anticipate T Construction completing punchlist item and submitting final paperwork, including final pay estimate, by next Board meeting
- ii) Televue Terrace Subdivision Lift Station Upgrades
 - EDP has installed the 3rd small lift pump at the lift station...With addition of 3rd pump, the lift station should be capable of conveying wastewater for over 800 ESFCs

iii) Water Plant #1 Recoat Work (Recoat Internal Surface of HPTs and Floor of GST#1)

- A&H Coating Services, LLC completed recoat of internal surfaces of the westernmost HPT and GST...EDP should have the GST back into service this week...EDP is coordinating a welding repair (repair of tank's couplings) to the westernmost HPT...once welding repair to HPT is completed and painted, EDP will place westernmost HPT back into service and isolate and drain the easternmost HPT so it can be recoated
- Anticipate work being completed in April

iv) Water Plant #2

- B-5 Construction Co. is in process of performing earthwork at water plant site (filling in pond, installing perimeter swale, and constructing site pad)...Contractor is anticipating starting construction of off-site waterline later this month / early April...Contractor has been providing construction submittals, which Jacobs is in the process of reviewing
- Anticipate construction being completed by mid-2022
- District Est. Water Conn. Timeline (FBC FWSD#1 WP#1 Conn. Capacity = 1,750)
 - End of 2021 = 1,716
 - Mid 2022 = 1,750

v) Gateway Acres Subdivision Wastewater Collection System

- Construction plans are being completed and it is anticipated that they will be submitted in April to FBC, CoH, and the TCEQ for comment/approval

vi) Fresno Ranchos Subdivision Wastewater Lift Station and Force Main

- Construction plans are being completed and it is anticipated that they will be submitted in April to FBC, CoH, and the TCEQ for comment/approval

vii) Gateway Acres Subdivision Wastewater Plumbing Contract

- townhall meetings will be conducted once the public wastewater lines for this area are under construction, which is anticipated to 4thQ of this year

(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
 - Fresno Gardens N Sub WW Collection System...06/17/2021
- 2015 TWDB DFUND Loan...remaining funds will be used for the Water Plant No. 2 project
- 4th TWDB DFUND Loan (\$1.745M)...funds will be used to complete the Water Plant No. 2 project
- 2021 TCEQ Loan (estimated at \$10.45M) – loan will secure funds for the completion of a) Gateway Acres Sub WW Collection System project b) Fresno Ranchos Sub LS and FM project,

and c) CoA WWTP Expansion project...anticipate Bond Application Report being completed in April for DA, FA, and Engineer review...once approved, the BAR will be submitted to the TCEQ

- FBC CDBG Funds...will apply once Gateway Acres Subdivision WW Plumbing project is underway...received application information this week...will be coordinating with FBC CDBG Department to discuss appropriate time to request funds

(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 –

Connections Pending	
Stop N’ Grubb (Mobile Food Truck at 3502 Jan Street)	
- EDP to provide update regarding connection...per EDP, tap letter provided to customer	
Quality Paint and Body (Pecan Street)	
- EDP to provide update regarding connection	

Processing Application	
Fresno Gym (3941 FM 521)	
- application has been reviewed and approved by Jacobs...waiting for approval of application by EDP and FBC Engineering...request Board approval of application, contingent upon EDP and FBC Engineering approving application	
General Office Space (514 Pecan Street)	
- Customer provided plumbing information on 03/11/21...Jacobs and EDP to complete review of information...request Board approval of application, contingent upon Jacobs and EDP approving application	
St. James Knanaya Church (Ave C)	
- waiting for customer to provide plumber’s info	

During the meeting, Mr. Dybala informed the Board the Fresno Gym had just received FBC approval.

Status of Non-Residential Applications for Wastewater Service –

Currently 9 Non-Residential Connections:	
4320 Doreen Avenue (Multi-Family Dwelling)	Fresno Volunteer Fire Department
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	

Connections Pending	
Quality Paint and Body (Pecan Street)	
- EDP to provide update regarding connection	

Processing Application	
General Office Space (514 Pecan Street)	
- Customer provided plumbing information on 03/11/21...Jacobs and EDP to complete review of information...request Board approval of application, contingent upon Jacobs and EDP approving application	

Mr. Dybala and Ms. Campbell discussed the remaining application steps with the board and the consensus of the Board was to review a potential payment plan next month after Mr. Coyle has had the opportunity to review the revised fee estimate.

At this time, Mr. Coyle left the meeting.

(g) Potential Emergency Water Interconnect with BCMUD21

- conducted phone conversation with LJA (Bill Ehler), engineer for BCMUD21, on December 2016 regarding potential emergency water interconnect between our districts
- possible location for interconnect would be at east end of Renfro Burford Road
- BCMUD21 would be interested in pursuing interconnect (50/50 cost split) once FBCFWS#1 completes its 2nd Water Plant

(h) Status of New CoA WP – CoA anticipates water plant being completed by mid-2022

(i) Status of CoA WWTP Expansion Project (increasing capacity from 0.675 MGD to 0.95 MGD...the District would be receiving an additional 100,000 GPD through this expansion)

– Per DA’s conversation with Llarance Turner of CoA in December 2020, the construction package for this project should be completed 2/3Q of 2021 and construction of the project should start at the end of 2021 and be completed by the end of 2022...CoA still needs to provide the District a letter documenting all of this, as well as, what the District will owe for this expansion project (DA to provide update)

(j) FM521 Roadway Widening Project – 30% Utility Coordination meeting was conducted on November 12th...new roadway configuration within District will be a 4 lane, divided roadway with raised median, curb and gutter, with underground storm sewer lines, side swales, and sidewalk...it is anticipated that the roadway design plans will be completed in May 2021 and the project will be under construction in May 2023...Jacobs has updated proposed roadway plans to include District’s existing water and wastewater utilities and will then determine potential conflicts

Upon motion made by Supervisor Carreon, and seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to (i) authorize LJA to prepare an application to FBC CDBG Department for funds, (ii) approve the application from Fresno Gym, (iii) approve Mr. Coyle’s request for a payment plan for his commercial property connection, and (iv) approve the Engineer’s Report, as presented.

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 four locations;
- Replaced two leaking fire hydrants; and
- Repaired sanitary sewer line.

Ms. Campbell reported the installation of the third lift pump at lift station #1 was complete and the pump was operational.

Ms. Campbell then informed the Board of the status of an emergency repair to Hydro Tank #1 and Ground Storage Tank #1 of Water Plant #1 and requested authorization for the estimated cost of \$17,500.00 for the tank weld repair and \$7,500 for the repairs to the ground tank. The repairs are expected to be complete prior to the next Board meeting.

Ms. Campbell then informed the Board several customers, including Mr. Morales, had requested leak adjustments due to damage from Winter Storm Uri. Ms. Campbell recommended adjustments, per the District's rate order, to the water portions of the bills for: (1) 123 Virginia Drive for \$159.00, (2) 342 Merrifield Lane for \$1,222.00 (Mr. Morales' property), and (3) 703 Palm Street for \$488.50.

Ms. Campbell then informed the Board Mr. Murray had requested the District reimburse him for all water service costs after his property at 3910 Doreen was disconnected from the District's system, as discussed at prior meetings. Ms. Campbell recommended refunding \$283.00 for actual water costs, however she does not recommend refunding any costs associated with the tap installation/uninstallation.

The consensus of the Board was to not authorize any of the requested reimbursements and to have Mr. Willis send a letter to Mr. Murray informing him of the same.

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 disconnection of service.

D. Consider Third Amendment to Agreement for Operating Services

Ms. Campbell presented to and reviewed with the Board a proposed Third Amendment to Agreement for Operating Services, which increased the amount by approximately \$200.

Ms. Campbell then reported to the Board on the performance of District facilities during Winter Storm Uri. The Board then discussed continuation of the County Judge's request to utility providers to waive late fees and disconnections until April 30, 2021.

Upon a motion duly made by Supervisor Casher, seconded by Supervisor Carreon. and after full discussion, the Board voted unanimously (i) to approve the Operator's Report, repairs to the water and wastewater system; (ii) to approve the estimated costs of \$17,500.00 for the tank weld repair and \$7,500 for the repairs to the ground tank; (iii) to approve the leak adjustments at (1) 123 Virginia Drive for \$159.00, (2) 342 Merrifield Lane for \$1,222.00 (Mr. Morales' property), and (3) 703 Palm Street for \$488.50; (iv)

deny any reimbursements for 3910 Doreen; (v) approve the Third Amendment to Agreement for Operating Services; and (vi) to continue waiving all new late fees and disconnects until April 30, 2021.

6. ATTORNEY'S REPORT

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

A. Approval of Minutes

The Board deferred approval of the proposed minutes of the meeting held on February 22, 2021 to the next meeting.

B. Discuss Regional Facilities Contract

Mr. Willis noted that no action was necessary in connection with this item.

C. Discuss Resolution Supporting HB 1410

The Board deferred discussion of the proposed Resolution supporting HB 1410, which would permit issuance of additional voter authorized park bonds, to the next meeting.

Upon motion by Supervisor Casher, seconded by Supervisor Carreon, the Board voted unanimously to approve the Attorney's Report as presented.

7. REGIONAL PLANT COMMITTEE REPORT

Supervisor Hamilton then presented the Regional Plant Committee Report.

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

8. HEAR FROM THE PUBLIC.

At this time, the Board recognized Supervisor Hamilton who requested updated contact emergency contact information from the consultants. Supervisor Hamilton informed the Board he would be meeting the County Commissioner to discuss any possible grant funds available to the District.

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 7/15/21.


Secretary, Board of Supervisors

