

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

July 15, 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, July 15, 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:

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| 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, 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; Brea Campbell with Environmental Development Partners (“EDP”), the District’s Operator; Dwayne Grigar with Fort Bend County Precinct No. 1; 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 noted there were no members of the public present who wished to address the Board concerning matters on the agenda at this time.

2. DISCUSS PROVISION OF ADDITIONAL WATER CAPACITY TO CITY OF ARCOLA

The Board considered the request of the City of Arcola (“CoA”) for additional water capacity as discussed at previous meetings and recognized Mr. Willis who reported the City had not yet provided comments to the proposed agreement for additional connections. The Board noted there was no action necessary at this time.

3. 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, 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 also presented to the Board an updated list of qualified brokers and informed the Board its depository bank would no longer be offering pledged securities and recommends moving the account to Central Bank.

Upon motion duly made by Supervisor Medina, seconded by Supervisor Casher, the Board voted unanimously to (i) authorize moving depository account to Central Bank; (ii) approve the Order Adopting List of Qualified Brokers; (iii) approve depository pledge agreement; (iv) approve the Bookkeeper's Report, as presented, and (v) authorize the payment of the checks and invoices listed therein, including the invoices discussed under the Engineer's Report.

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) Water Plant #1 Recoat Work

- Westernmost HPT recoating work is complete and this tank is back in service...EDP isolated and drained the easternmost HPT this week and A&H Coating Services will be out at the site this week to start the recoating work of this tank's internal surface
- Anticipate all work being completed by August Board meeting
- Request Board's approval of Invoice #1 from Preventive Services for \$2,500.00 for performing inspection services

ii) Water Plant #2

- B-5 Construction Co. will be completing the off-site waterline work this week, including tie-ins with District's existing waterlines...When weather permits, Contractor is in process of completing earthwork at water plant site and starting to work on foundations for various components of the water plant site...It is anticipated that this week/next Alsay (well driller) will arrive at site to begin their work
- Request Board's approval of Pay Estimates No. 2 and 3 from B-5 Construction Co. for construction of the project for \$123,719.49 and \$34,293.24, respectively

- Request Board's approval of Invoice No. 4 from Terracon for material testing services for \$834.50
 - Anticipate construction being completed by mid-2022
 - District Est. Water Conn. Timeline (FBCFWSD#1 WP#1 Conn. Capacity = 1,875)
 - End of 2021 = 1,750
 - Mid 2022 = 1,785
 - Discuss with Board results of CoA water sampling for their proposed water well
- iii) Gateway Acres Subdivision Wastewater Collection System
- Construction plans are near to completion for agency review...anticipate in July/August plans being submitted to the FBC, CoH, and TCEQ for comment/approval
- iv) Fresno Ranchos Subdivision Wastewater Lift Station and Force Main
- Construction plans are near to completion for agency review...anticipated in July/August plans being submitted to the FBC, CoH, and TCEQ for comment/approval
- v) Gateway Acres Subdivision Wastewater Plumbing Contract
- townhall meetings will be conducted once Projects "iii" and "iv" are being advertised or under construction, which is anticipated to 4th Q 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 Plumbing Project...01/15/2022
- 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) – received approval of final BAR from DA and FA this week...Jacobs will perform final review and will sign, seal, and submit BAR to TCEQ next week for their review/approval...funds from the BAR are needed to fund 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
- FBC CDBG Funds...will pursue funding source for future plumbing projects...reapply for funds in Sept after census completed

(d) Projections for District Water and Wastewater Projects

- request Board approval to update information every January and July

During the meeting, Mr. Dybala presented the updated exhibits for the website and project display boards. The Board requested Mr. Dybala also add proposed road widening projects to the exhibits.

(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 –**

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| 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 |
| Crossroad Market | MVP Auto Parts (Domestic & FW) |
| Dollar General | New Quality Life Ministries (Church) |
| Enriquez Tire Shop (East Palm) | New Quality Life Ministries (Restaurant) |
| FBC Water Connection at Water Plant | Papa Nick’s BBQ Kitchen – Mobile Food Truck |
| First Baptist Church of Fresno (Domestic & FW) | PMC International Tire Shop |
| Fresno Market – FM521 (Domestic & Irrigation) | Quality Paint and Body (Pecan Street) |
| Fresno Motor | Richard Martini-Rental Livestock Pasture |
| Fresno Mount Corinth Baptist Church | Robbins Nest for Children (Domestic & FW) |
| Fresno Volunteer Fire Department | St. James Knanaya Church – Fire Tap |
| F&R Tax | St. Peters & St. Pauls Orthodox Church of Houston |
| General Office Space (514 Pecan Street) | Swingby#3 Gas Station (Domestic & Irrigation) |
| Gulf Coast LP Gas Company | Televue Terrace Subdivision Lift Station |
| HEFCO Enterprises | Tiny Toes Academy |
| Iglesia Bautista Del Calvario Church | Tire Shop at 1739A Trammel Fresno |
| Iglesia Principe De Paz Church | Valero Gas Station |
| Interconnect with City of Arcola | Welcome Foods |
| Interconnect with FBCMUD23 | |

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| Connections Pending: | |
| Fresno Gym (3941 FM 521) | |
| - EDP to provide update regarding connection | |

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| Processing Application: | |
| St. James Knanaya Church (Ave C) | |
| - waiting for customer to provide plumber’s info...informed customer that application is over a year old...per customer, they have had issues with FBC approving drainage plan for site, but should have plans approved in next couple to three months | |
| Fresno Food Mart (Trammel Fresno Rd) | |
| - waiting on all required docs to complete application (this is second application from customer as previous application had expired) | |

Status of Non-Residential Applications for Wastewater Service –

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|--|---|
| Connected: | |
| 4320 Doreen Avenue (Multi-Family Dwelling) | General Office Space (514 Pecan Street) |
| 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) |

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|---|--|
| First Baptist Church of Fresno | Quality Paint and Body (Pecan Street) |
| Fresno Volunteer Fire Department | |

(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...completion date may be extended due to recent water sampling results

(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)

- DA is coordinating this matter with CoA, which consists of the DA working to secure documentation from CoA regarding overall project schedule, District’s share of project costs, etc...

(j) FM521 Roadway Widening Project – 30% Utility Coordination meeting was conducted in November 2020...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...project update 06/14/21 – anticipated schedule = 60% Utility Coordination meeting to be in July 2021...100% completed construction plans by the end of this year...coordinating necessary water and wastewater utility relocations by mid-2022...roadway widening project to start construction in 2023

(k) Potential Future Development – Discuss with Board communication with potential customer that is considering building a business park at southeast corner of Vermont St and East Palm St...discussion consisted of developer possibly installing a lift station for wastewater service that could be enlarged to provide wastewater service for the surrounding area.

In response to questions from Supervisor Rodrigo regarding road work on S. Post Oak from Trammel to Sycamore, Mr. Grigar confirmed a project was beginning but was unaware it had started and will provide Mr. Dybala and Ms. Campbell with contact information so the District utilities will not be impacted during construction.

Upon motion made by Supervisor Casher, seconded by Supervisor Carreon, and after full discussion, the Board voted unanimously to (i) Invoice #1 from Preventive Services for \$2,500.00 for inspection services; (ii) Pay Estimates No. 2 and 3 from B-5 Construction Co. for \$123,719.49 and \$34,293.24 for construction; (iii) Invoice No. 4 for \$834.50 from Terracon for material testing services; (iv) approve all District project exhibit updates and the addition of proposed road widening projects to the exhibits; and (v) 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 eight locations;
- Installed a commercial tap for Mr. Coyle;
- Repaired motor relay under warranty for Water Plant;
- Repaired 12” gate valve (related to rehab) for Water Plant; and
- Repaired service line leak at 3714 Jan Street.

Ms. Campbell then presented the write-off list from October 2020 thru March 2021 consisting of 10 accounts totaling \$9,018.17.

Ms. Campbell stated that the annual consumer confidence report was filed with the TCEQ.

Ms. Campbell noted that the Risk and Resilience Assessment in connection with the America’s Water Infrastructure Act was complete and the certificate was filed with the EPA.

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.

Upon a motion duly made by Supervisor Casher, seconded by Supervisor Medina, and after full discussion, the Board voted unanimously (i) to approve the Operator’s Report and repairs to the water and wastewater system; and (ii) to approve the termination list and account write-offs.

6. ATTORNEY’S REPORT

The Board recognized Mr. Willis, who first discussed the expiration of the Governor’s order suspending certain requirements for in person meetings on September 1, 2021. Mr. Grigar stated he will request a lock box for the Mustang Community Center for board meeting use.

Mr. Willis then presented the Attorney’s report as follows:

A. Approval of Minutes

The proposed minutes of the meeting held on June 17, 2021, were presented for approval.

B. Discuss Regional Facilities Contract

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

C. Arbitrage Compliance Report

Mr. Willis next presented to and reviewed with the Board the Arbitrage Compliance Report prepared by Municipal Risk Management Group.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Carreon, the Board voted unanimously to (i) approve the minutes of the June 17, 2021 meeting, as presented, and (ii) approve the Arbitrage Compliance Report, a copy of which is on file in the official records of the District.

7. REGIONAL PLANT COMMITTEE REPORT

Supervisor Hamilton 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. HEAR FROM THE PUBLIC.

The Board noted there were no members of the public present who wished to address the Board at this time.

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 August 19, 2021.

[SEAL]

