

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

June 17, 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, June 17, 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, thus constituting a quorum.

Also present at the meeting were: Natalie Galgano with Municipal Accounts & Consulting, LP, the District’s Bookkeeper (“MAC”); David Dybala with Jacobs Engineering Group, Inc. (“Jacobs”), the District’s Engineer; Bruce Dubiel with Environmental Development Partners (“EDP”), the District’s Operator; Greg Fleck, the District’s Tax Assessor/Collector; and Michael R. Willis of Sanford Kuhl Hagan Kugle Parker Kahn LLP (“SK Law”), the District’s Attorney.

The meeting was called to order at 6:04 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 and recognized Mr. Willis who discussed a proposed agreement for temporary provision of water for 125 additional connections, as authorized at previous meetings. Mr. Willis reviewed the key terms of the agreement, which included the calculation of the base fee of \$1,500 per month, plus fixed and variable operational costs and North Fort Bend Regional Water Authority fees, to fully reimburse the District for any and all costs arising from provision of the additional water connections to CoA and the schedule and temporary wastewater treatment plant capacity reservation set forth for required progress by CoA in completion of its wastewater treatment plant expansion. Mr. Willis also discussed the requirement for CoA to submit an application to the Texas Commission on Environmental Quality to re-rate the wastewater treatment plant from 350 gpd per connection to 250 gpd per connection or less.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Medina, the Board voted unanimously to approve the proposed agreement, and authorize Mr. Willis to submit the agreement to CoA for review.

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.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Medina, the Board voted unanimously to approve the Bookkeeper's Report, as presented, and authorize the payment of the checks and invoices listed therein, including the invoices discussed under the Engineer's Report.

4. 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.

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

5. 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

- EDP has completed the welding repair of the westernmost HPT...EDP to provide update regarding a) touchup painting work of westernmost HPT, b) placement of westernmost HPT back into service, and c) isolating and draining easternmost HPT so A&H Coating Services, LLC can complete their recoating work of the internal surface of the easternmost HPT
- Anticipate all work being completed in next couple of months

ii) Water Plant #2

- B-5 Construction Co. is in process of completing earthwork at water plant site and starting to work on foundations for various components of the water plant site...Contractor has completed the installation of the off-site waterline and a portion

- of the on-site waterline and is coordinating with EDP regarding the connection of this newly installed waterline with the District’s water distribution system
- Request Board’s approval of Invoice No. 3 from Terracon for material testing services for \$4,000.00
- Anticipate construction being completed by mid-2022
- District Est. Water Conn. Timeline (FBCFWSD#1 WP#1 Conn. Capacity = 1,875)
 - End of 2021 = 1,716
 - Mid 2022 = 1,750
- iii) Gateway Acres Subdivision Wastewater Collection System
 - Construction plans are being completed...anticipate in July 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 being completed...anticipated in July 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 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
 - 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) – draft BAR was provided to DA and FA in mid-May...comments have been provided by FA and Jacobs is waiting for comments from the DA in order to finalize report...once their comments have been fully addressed, the BAR will be submitted to the TCEQ for their review and 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

(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 –

Currently 44 Non-Residential Connections:	
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)	Richard Martini-Rental Livestock Pasture
Fresno Motor	Robbins Nest for Children (Domestic & FW)
Fresno Mount Corinth Baptist Church	St. James Knanaya Church – Fire Tap
Fresno Volunteer Fire Department	St. Peters & St. Pauls Orthodox Church of Houston
F&R Tax	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	

Connections Pending	
Quality Paint and Body (Pecan Street) - EDP to provide update regarding connection	
General Office Space (514 Pecan Street) - EDP to provide update regarding connection	
Fresno Gym (3941 FM 521) - EDP to provide update regarding connection	

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) - present application to Board...waiting on all required docs to complete application (this is second application from customer as previous application had expired)	
Triplex Living Unit (327 Renfrow Burford Rd) - waiting for customer to provide plumber's info	

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 (minus field bathrooms)
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
General Office Space (514 Pecan Street)
- EDP to provide update regarding connection
Processing Application
Triplex Living Unit (327 Renfrow Burford Rd)
- waiting for customer to provide plumber's info

(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)

- 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

Upon motion made by Supervisor Medina, seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to approve Invoice No. 3 from Terracon, and approve the Engineer's Report, as presented.

6. OPERATOR'S REPORT/TERMINATION OF SERVICE

Next the Board recognized Mr. Dubiel, 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. Dubiel reported substantial system repairs and maintenance as follows:

- Installed residential taps and meters at seven locations;
- Installed a commercial tap for Quality Wrecker; and
- Performed annual maintenance on the generator.

Mr. Dubiel informed the Board the emergency weld repair to Hydro Tank #1 is complete.

Mr. Dubiel then informed the Board that the residents at 3308 Pennsylvania Street and 4734A S. Teague had requested a leak adjustment, and recommended an adjustment be given per the District's rate order in the amounts of \$60.00 and 291.00, respectively.

Mr. Dubiel informed the Board that GM Services completed the performance testing of the District's water well.

Mr. Dubiel stated that the annual consumer confidence report was mailed to customers on June 15th.

Mr. Dubiel noted that the Risk and Resilience Assessment in connection with the America's Water Infrastructure Act was complete.

B. Requests for Water Taps

Mr. Dubiel did not report any requests at this time.

C. Delinquent Water Accounts and Service Terminations

Mr. Dubiel 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 Carreon, seconded by Supervisor Casher, 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 leak adjustments for 3308 Pennsylvania Street and 4734A S. Teague.

7. 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 May 20, May 27, and June 10, 2021, were presented for approval.

Upon a motion made by Supervisor Carreon, seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to approve the minutes of the May 20, May 27, and June 10, 2021 meetings as presented.

B. Discuss Regional Facilities Contract

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

C. Unclaimed Property Report

Mr. Willis next presented to and reviewed with the Board the Unclaimed Property Report, noting that the District's Bookkeeper identified \$709.39 in unclaimed funds.

Upon motion by Supervisor Carreon, seconded by Supervisor Casher, the Board voted unanimously to approve the Unclaimed Property Report. A copy of the Unclaimed Property Report is on file in the official records of the District.

D. Application for Approval of Bond Issue by the Texas Commission on Environmental Quality

Mr. Willis then presented to the Board an Application for Approval of Bond Issue by the Texas Commission on Environmental Quality (the "Application") and an Order authorizing the Application (the "Order").

Upon motion duly made by Supervisor Carreon, seconded by Supervisor Casher, the Board voted unanimously to approve the Application and the Order, copies of which are on file in the official records of the District.

8. REGIONAL PLANT COMMITTEE REPORT

Supervisor Hamilton then presented the Regional Plant Committee Report.

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

9. 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 July 15, 2021.

[SEAL]



Secretary, Board of Supervisors

