

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

January 20, 2022

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, at 6:00 p.m. on Thursday, January 20, 2022, at 4521 F.M. 521 North, Fresno, Fort Bend County, Texas 77545, a designated meeting place inside the boundaries of the District, and 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; Breah Campbell with Environmental Development Partners ("EDP"), the District's Operator; David Smalling with R.W. Baird & Co., Inc. ("Baird"), the District's Financial Advisor; Katie Herrington with Fort Bend County Precinct 2; Hunter Blake, a member 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 6:20 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. FINANCIAL ADVISOR'S REPORT

President Hamilton recognized Mr. Smalling, who discussed the status of the District's Unlimited Tax Bonds, Series 2022 (the "Bonds") in the amount of \$10,450,000 and presented for approval of the Board the Order Adopting Official Notice of Sale and Bid Form, Authorizing Distribution Thereof and of Preliminary Official Statement, and Authorizing Publication of Notice of Sale in connection with the issuance of the Bonds. Mr. Eustis noted that the sale date for the Bonds is tentatively scheduled for February 17, 2022.

Upon motion by Director Casher, seconded by Director Medina, the Board voted unanimously to approve the Order Adopting Official Notice of Sale and Bid Form, Authorizing Distribution Thereof and of Preliminary Official Statement, and Authorizing Publication of Notice of Sale for the Bonds.

3. BOOKKEEPER'S REPORT AND TAX ASSESSOR/COLLECTOR'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 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 Casher, seconded by Supervisor Casher, the Board voted unanimously to authorize the payment of the checks and invoices listed therein, including Pay Estimate No. 9 from B-5 Construction Co. for \$133,237.89, invoice Nos. 10 and 11 from Terracon for \$3,864.00 and \$1,271.50, respectively, and to approve (ii) the Bookkeeper's Report; and (iii) the Tax Assessor/Collector'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 #2

- Project currently under construction – Contractor is currently working on a) preparations for on-site piping, b) site grading needed for the installation of the perimeter fence, and c) development/testing of the well. Discuss with Board the results of the preliminary water quality analysis results.
- Still in process of coordinating with Centerpoint regarding delivery of power to the site.
- Request Board's approval of Pay Estimates No. 9 from B-5 Construction Co. for construction of the project for \$133,237.89.
- Request Board's approval of Invoice No. 10 and 11 from Terracon for material testing services for \$3,864.00 and \$1,271.50, respectively
- Anticipate construction being completed by mid-2022 (timeline does not account for installation of additional water treatment system)

- District Est. Water Conn. Timeline (FBCFWS#1 WP#1 Conn. Capacity = 1,875).
 - Mid 2022 = 1,790

ii) Gateway Acres Subdivision Wastewater Collection System

- Currently in process of securing approval signatures on the final construction plans from review agencies (FBC Drainage and Engineering, Centerpoint, AT&T, Frontier, City of Houston) needed for advertisement of project...anticipate next month or the following to have all approvals

iii) Fresno Ranchos Subdivision Wastewater Lift Station and Force Main

- Currently in process of securing approval signatures on the final construction plans from review agencies needed for advertisement of project...anticipate next month or the following to have all approvals

iv) Gateway Acres Subdivision Wastewater Plumbing Contract

- Townhall meetings are scheduled to start next Thursday, starting with Gateway Acres East...meetings will continue afterwards through May, with Gateway Acres Central meeting in February, Gateway Acres West meeting in March, and all sections for the meetings in April and May
- Six exhibit boards (3 black and white and 3 with an aerial have been prepared...2 for each section) and an exhibit showing the overall project limits has been prepared
- Anticipate Gateway Acres Sub WW Collection System project being completed early 2023 and the plumbing contract being completed within 2023

(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
- 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
- 2022 TCEQ Loan (\$10.45M) – discuss with Board first draft of Preliminary Official Statement and Notice of Sale...currently anticipate selling bonds in February and closing loan in March...funds from the loan 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

(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 –**

| | |
|--|---|
| Connected: | |
| 4320 Doreen Avenue (Multi-Family Dwelling) | Interconnect with FBCMUD23 |
| 293 Teakwood Avenue (Multi-Family Dwelling) | La Fresno Food Mart |
| 297 Teakwood Avenue (Multi-Family Dwelling) | Lou’s Back Porch |
| Church of God of Prophecy | LT No Limits |
| Crossroad Market | Mustang Community Center |
| Dollar General | MVP Auto Parts (Domestic & FW) |
| Enriquez Tire Shop (East Palm) | New Quality Life Ministries (Church) |
| FBC Water Connection at Water Plant | New Quality Life Ministries (Restaurant) |
| First Baptist Church of Fresno (Domestic & FW) | Papa Nick’s BBQ Kitchen – Mobile Food Truck |
| Fresno Gym (3941 FM 521) | 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 |

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| Connections Pending: | |
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| Processing Application: | |
| St. James Knanaya Church (Ave C) - in process of reviewing new information from customer with District Operator | |
| 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)...application submitted in April 2021 | |

Status of Non-Residential Applications for Wastewater Service –

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

| | |
|---|--|
| Fresno Volunteer Fire Department | |
| Connections Pending: | |
| | |
| Processing Application: | |
| | |

(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 their water plant being completed by 3rd Q 2022 ...once completed, interconnect with CoA will become an emergency water interconnect and the District will owe funds to CoA, per the RFC, for taking back 500 connections worth of water service (plus 125 connections, per the temporary water service agreement)...if it is determined later that there will be a significant delay in the completion of the CoA WP, then the District may want to consider conducting an elevated storage tank waiver application with the TCEQ for additional water connections...need to consider all steps once they complete their WP (pay back CoA, take back 625 connections, discontinue water bills to CoA, close vault to make emergency interconnect, rework RFC into a standard emergency interconnect agreement and a waste disposal agreement)

(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 of capacity through this expansion) –

- Waiting for results from re-rate study, being performed by CoA, to determine if the RFC’s gpd/connection value (currently at 350) can be reduced to 250 or less...if favorable results are not provided to the District by March 31, 2022, then the District’s capacity at the WWTP would be equal to 350,000 gpd and the District would be able to provide wastewater service to 1,000 connections
- Also, CoA is contractually obligated to the District to complete the expansion of the WWTP from 0.675 MGD to 0.95 MGD on or before June 2024

(j) Roadway Widening Projects Within District (which will require utility and service line relocations):

- **South Post Oak Boulevard Widening Project (from W Sycamore to Trammel Fresno Rd):**

o Scope – Increased ROW width, with 2 lane road and additional lanes throughout

sections, with roadside ditches

○ **Schedule –**

- County is currently in process of clearing ROW and acquiring easements
- Road Design Phase – current to end of September 2021
- Utility Relocations – October 2021 to March 2022
- Road Construction – anticipated start April 2022

○ **Estimated Cost -**

- Jacobs and EDP discussed recommended waterline relocations for road widening project...EDP to prepare and present costs to both the District and County for their approval and for cost sharing discussion
- Per communications from County, they will assist financially regarding the relocation of the utilities on a case-by-case basis...initially proposing to fund the relocation of the water mains while the District funds the relocation of the water service lines

- **FM521 Roadway Widening Project (North of SH6):**

○ **Scope –** 4 lane, divided roadway with raised median, curb and gutter, with underground storm sewer lines, side swales, and sidewalk

○ **Schedule –**

- 30% Utility Coordination meeting was conducted in November 2020
- 60% Utility Coordination meeting was conducted in September 2021
- 90% Utility Coordination meeting???...waiting for TxDOT to coordinate
- Anticipate 100% completed construction plans by May 2022
- Anticipate coordinating necessary water and wastewater utility relocations by mid-2022
- Anticipate roadway widening project to start construction in 2023

○ **Estimated Cost-**

- In process of reviewing roadway construction plans to determine extent and cost of utility relocations

- **FM521 Roadway Widening Project (South of SH6):**

○ **Scope** – 4 lane, divided roadway with raised median, curb and gutter, and side path...proposed detention pond along west side of CoA WWTP and new WWTP entrance roadway

○ **Schedule** –

- 30% Utility Coordination meeting was conducted in September 2021
- 60% Utility Coordination meeting???...waiting for TxDOT to coordinate
- Anticipate 100% completed construction plans by March 2022
- Anticipate coordinating necessary wastewater forcemain relocations by mid-2022
- Anticipate roadway widening project to start construction in 2023

○ **Estimated Cost** –

- Will begin efforts to determine extent and cost for utility relocations once roadway plans are further along (possibly include our relocation work in the roadway plans)

- **West Sycamore Road Widening Project:**

○ **Scope** – Proposed 100' ROW, with 4 lane, divided roadway with raised median, curb and gutter, with underground storm sewer lines, and sidewalk

○ **Schedule** –

- Received 30% complete roadway plans
- Requested from County overall project schedule and possibility of including utility relocation work within roadway plans...waiting for a response from County

○ **Estimated Cost** –

- Requested from County if they would assist financially regarding the relocation of utilities...waiting for a response
- Will begin efforts to determine extent and cost for utility relocations once roadway plans are further along

- **Evergreen Road Widening Project (California Rd to Mustang Bayou):**

○ **Scope** – Proposed 80' ROW, with 2-12' lanes, 6' shoulders, asphalt roadway, with roadside ditches

○ **Schedule –**

- Working on 30% complete roadway plans...no overall schedule provided yet

○ **Estimated Cost –**

- Will begin efforts to determine extent and cost for utility relocations once roadway plans are further along...will ask if utility relocations can be included in roadway plans and if FBC will assist financially

- **Evergreen Road Widening Project (Mustang Bayou to FM521):**

○ **Scope –** Proposed 80' ROW, with 2-12' lanes, 6' shoulders, asphalt roadway, with roadside ditches

○ **Schedule –**

- Working on 30% complete roadway plans...no overall schedule provided yet

○ **Estimated Cost –**

- Will begin efforts to determine extent and cost for utility relocations once roadway plans are further along...will ask if utility relocations can be included in roadway plans and if FBC will assist financially

- **Other Road Widening Projects Within District**

○ FBC Representative to provide updates at monthly meetings

Upon motion made by Supervisor Casher, seconded by Supervisor Carreon, and after full discussion, the Board voted unanimously to 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:

- Performed annual fire hydrant testing;
- Performed annual commercial meter testing;
- Performed annual chlorinator preventative maintenance;
- Repaired booster pump no. 1 and replaced shims under booster pump no. 3 and aligned;
- Repaired landscape following service line repair at 735 N. Locust;
- Pulled and cleaned lift pumps and replaced contacts on Lift Station No. 1;
- Top cleaned wet well on Lift Station No. 1;

- Completed regulatory compliance in connection with ERP;

Ms. Campbell then updated the Board on the following:

1. Booster Pump No. 1: Repairs to booster pump no. 1 are in process.
2. South Post Oak Road Widening: EDP and Jacobs met on January 4th to confirm and quantify interferences along S. Post Oak Rd. Ms. Campbell noted she would present pricing at the Town Hall meeting next week.
3. FM 521 Road Widening: EDP is working with Jacobs to confirm and quantify potential interferences along FM 521.
4. W Sycamore Road Widening: EDP is working with Jacobs to confirm and quantify potential interferences along FM 521.

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 Carreon, seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to approve the Operator's Report and repairs to the water and wastewater system and 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 meetings held on December 17, 2021 were presented for approval. The Board deferred action on the proposed minutes.

7. REGIONAL PLANT COMMITTEE REPORT

Supervisor Hamilton then presented the Regional Plant Committee Report.

Upon a motion made by Supervisor Carreon, seconded by Supervisor Medina, 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.

PASSED, ADOPTED, and APPROVED this 2/17/22.

Calvin Casher
Secretary

[SEAL]

