

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

April 20, 2023

**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, April 20, 2023, 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:

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 Medina, thus constituting a quorum.

Also present at the meeting were: Cindy Grimes with Municipal Accounts & Consulting, LP, the District's Bookkeeper ("MAC"); Davi Dybala with Jacobs Engineering Group, Inc. ("Jacobs"), the District's Engineer; Raquel Garcia with Environmental Development Partners ("EDP"), the District's Operator; Jon Durnell with McCall Gibson Swedlund Barfoot PLLC ("McCall"), the District's Auditor; members of the public, the names of whom are on file in the official public records of the District; 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 6:00 p.m. and the following business was transacted.

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

At this time, the Board opened the meeting to comments from the public.

**2. 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 from the Fort Bend County Tax Office.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Vallejo, the Board voted unanimously (i) to approve the Bookkeeper's Report; (ii) to authorize the payment of the checks and invoices listed therein; and (iii) to approve the Tax Assessor/Collector's Report.

### **3. 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**

- DA to provide update regarding project exceeding contract time, damages to the District, and any further actions that the District should take in order for the Contractor to complete final punchlist items and closeout paperwork

##### **ii) Gateway Acres Subdivision Wastewater Collection System**

- Reddico currently has three crews working on the installation of the wastewater system throughout sections of the Gateway Acres Subdivision...will be working on the wastewater system along Trammel Fresno Road later on in the project once dewatering issues have been resolved...project is approximately 40% complete
- Request Board's approval of PE#4 from Reddico for construction of project in the amount of \$662,684.98
- Request Board's approval of Invoice #3 from Terracon for material testing for the project in the amount of \$8,480.00

##### **iii) Fresno Ranchos Subdivision Wastewater Lift Station and Force Main**

- Reddico a) currently working on the installation of the forcemain along Trammel Fresno Road (portion of the forcemain along Kansas St has been installed), b) continuing to work on construction of lift station concrete structure, and c) continuing coordination efforts with Centerpoint for delivery of electrical power to the site.
- Request Board's approval of PE#3 from Reddico for construction of project in the amount of \$570,294.00
- Request Board's approval of Invoice #2 from Terracon for material testing for the project in the amount of \$5,093.00

##### **iv) Gateway Acres Subdivision Wastewater Plumbing Contract**

- Final townhall meeting was conducted on June 30<sup>th</sup> for all Gateway Acres sections... a total of 197 applications have been secured for this project

- Anticipate Gateway Acres Sub WW Collection System and the Fresno Ranchos Sub LS and FM projects being completed 2023 and the plumbing contract being completed 2023/2024

v) Fresno Ranchos Subdivision Wastewater Collection System

- Project currently under design

vi) Expansion of Teleview Terrace Subdivision Lift Station

- Continuing coordination with District Operator regarding possible options for increasing pumping capacity of Teleview Terrace Subdivision Lift Station

**(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
- 4<sup>th</sup> TWDB DFUND Loan (\$1.745M)...funds will be used to complete the Water Plant No. 2 project
- 2022 TCEQ Loan (\$10.45M) -- 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...District Operator to make any necessary adjustments regarding contact information

**(f) Status of Non-Residential Applications for Water Service –**

<b>Connected:</b>	
<b>4320 Doreen Avenue (Multi-Family Dwelling)</b>	<b>Interconnect with FBCMUD23</b>
<b>293 Teakwood Avenue (Multi-Family Dwelling)</b>	<b>La Fresno Food Mart</b>
<b>297 Teakwood Avenue (Multi-Family Dwelling)</b>	<b>Lou’s Back Porch</b>
<b>Church of God of Prophecy</b>	<b>LT No Limits</b>
<b>Crossroad Market</b>	<b>Mustang Community Center</b>
<b>Dollar General</b>	<b>MVP Auto Parts (Domestic &amp; FW)</b>
<b>Enriquez Tire Shop (East Palm)</b>	<b>New Quality Life Ministries (Church)</b>
<b>FBC Water Connection at Water Plant</b>	<b>New Quality Life Ministries (Restaurant)</b>
<b>First Baptist Church of Fresno (Domestic &amp; FW)</b>	<b>Papa Nick’s BBQ Kitchen – Mobile Food Truck</b>
<b>Fresno Gym (3941 FM 521)</b>	<b>PMC International Tire Shop</b>
<b>Fresno Market – FM521 (Domestic &amp; Irrigation)</b>	<b>Quality Paint and Body (Pecan Street)</b>
<b>Fresno Motor</b>	<b>Richard Martini-Rental Livestock Pasture</b>
<b>Fresno Mount Corinth Baptist Church</b>	<b>Robbins Nest for Children (Domestic &amp; FW)</b>
<b>Fresno Volunteer Fire Department</b>	<b>St. James Knanaya Church – Fire Tap</b>
<b>F&amp;R Tax</b>	<b>St. James Banquet Hall – (Domestic &amp; FW)</b>

General Office Space (514 Pecan Street)	St. Peters & St. Pauls Orthodox Church of Houston
Gulf Coast LP Gas Company	Swingby#3 Gas Station (Domestic & Irrigation)
HEFCO Enterprises	Televue Terrace Subdivision Lift Station
Iglesia Bautista Del Calvario Church	Tiny Toes Academy
Iglesia Principe De Paz Church	Tire Shop at 1739A Trammel Fresno
Interconnect with City of Arcola	Valero Gas Station
	Welcome Foods

<b>Connections Pending:</b>	

<b>Processing Application:</b>	
<b>E&amp;J Auto Sales (Trammel Fresno Rd)</b> - request Board's approval of completed application	
<b>Kingdom Hall of Jehovah Witnesses (East Sycamore St.)</b> - request Board's approval to consider this application expired...application is over a year old and customer has made no attempts to complete process	
<b>Nena's Secret Cuts and Styles – Beauty Salon (Trammel Fresno Rd)</b> - request Board's approval to consider this application expired...application is over a year old and customer has made no attempts to complete process	
<b>Nalco Water (FM521)</b> - application only pertains to providing District water to supplement the filling of their fire water tanks during a fire event...plans have been reviewed by Jacobs and the District Operator...waiting for customer to provide metes and bounds description with exhibit for required water meter easement	
<b>St Peter and Paul Church (Illinois St)</b> - waiting on all required docs from customer to complete application...customer currently receiving District water, but would like to add an additional building on property	
<b>Sosa Electric (Avenue C)</b> - application and fee received...request Board's approval to start processing application...waiting on all required docs from customer to complete application	

\*\*\* Purolite investigating possibility of needing District water service for a potential new facility that would be constructed to the west of their existing facility

**Status of Non-Residential Applications for Wastewater Service –**

<b>Connected:</b>	
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	

<b>Connections Pending:</b>	

<b>Processing Application:</b>	
<b>Sosa Electric (Avenue C)</b> - application and fee received...request Board's approval to start processing application...waiting on all	

required docs from customer to complete application

**(g) Potential Emergency Water Interconnect with BCMUD21**

- Conducted phone conversation with LJA (Bill Ehler), Engineer for BCMUD21, on February 28, 2023 regarding potential emergency water interconnect between our Districts...BCMUD21 is now considering interconnect location at end of Sycamore Road and requesting 50/50 split in cost to complete project

**(h) Status of New CoA WP – Per correspondence with CoA on 04/18/23, their WP will be operational and providing service to their customers on April 19, 2023 at 8am...**

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)

- District Est. Water Conn. Timeline (FBCFWS#1 WP#1 Conn. Capacity = 1,875)
  - o Mid 2023 = 1,850

**(i) Status of CoA Current and Future WWTP Expansion Projects (current project will increase capacity from 0.675 MGD to 0.95 MGD) –**

- District's current WWTP capacity (0.35MGD) is capable of providing wastewater service to 1,000 ESFCs (350 GPD/connection)
- DA to discuss a) status of current and future WWTP expansion projects, b) possible options for increasing the connection capacity for the District (revision to RFC based on re-rate study {possibly different re-rate numbers for each entity}), c) purchase/lease capacity from CoA, d) initiate next WWTP expansion, e) CoA's WWTP's ultimate treatment capacity and CoA's ultimate needs, and f) consider other treatment facilities or construct own facility)

**- Anticipated Timeline for Full Use WW Connection Capacity (Current 1,000 Connection Capacity):**

- o Current Connections = Approximately 578
- o Anticipated Connections at End of 2023 = 596 (assuming 2 connections each month)
- o Anticipated Connections at End of 2024 = 820 (assuming 200 connections for GA Sub and 2 connections each month)
- o Starting in 2025, anticipate having a remaining connection capacity of 180

connections...at this point, the District will need to determine what direction they want to take regarding the addition of wastewater connections (a) handling connections within areas of the District with existing wastewater system at approximate 2 connections each month and b) providing service to the Teal Gardens Development at approximate 100 connections)...with the assumptions made above, the Fresno Ranchos Sub will not be able to be served until matters discussed above are resolved (anticipate 185 connections through a District plumbing project)

- Next WWTP Expansion Options

o Current WWTP Capacity = 350,000 GPD = 1,000 Conn

o Option 1) Additional 250,000 GPD Capacity = 600,000 GPD = 1,714 Conn

o Option 2) Additional 500,000 GPD Capacity = 850,000 GPD = 2,428 Conn

o Current and Anticipated Connections:

▪ Current Conn = 578

Anticipated Connections:

▪ End of 2023 = 596 (assuming 2 conn each month)

▪ End of 2024 = 820 (assuming 200 conn for GA Sub and 2 conn each month)

▪ End of 2025 = 944 (assuming 100 conn for Teal Gardens Development and 2 conn each month)

▪ End of 2026 = 1,153 (assuming 185 conn for Fresno Ranchos Sub and 2 conn each month)

▪ End of 2028 = 1,326 (assuming 125 conn for brown area south of Mustang Bayou and 2 conn each month)

**(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

o **Schedule** –

▪ County is currently in process of a) clearing ROW and acquiring easements and b) updating drainage design

- Utility Relocations – waiting on FBC for funding agreement and updated construction plans
  - Road Construction – FBC to update
- **Estimated Cost -**
  - Jacobs and Inframark discussed recommended waterline relocations for road widening project...Per communications with FBC Commissioner, all relocation costs will be paid for by the County
- **FM521 Roadway Widening Project (North of SH6):** - *Inframark completed test hole efforts and provided results to Jacobs on 04/05/23...Jacobs currently reviewing information...* info needed to determine necessary utility relocations along west side of ROW and utility crossings
  - **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 was conducted on August 24, 2022
    - Anticipate 100% completed construction plans by TBD
    - Anticipate coordinating necessary water and wastewater utility relocations by mid-2023
    - Anticipate roadway widening project to start construction in August 2023 with south bound lane work first
  - **Estimated Cost-**
    - Currently determining extent and cost for utility relocations as roadway plans are 90% complete...later will coordinate with Inframark and roadway team so solution and costs can be determined and presented to Board...NORA provided to District
- **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...including a proposed overpass at the BNSF RR crossing

○ **Schedule –**

- 30% Utility Coordination meeting was conducted in September 2021
- 60% Utility Coordination meeting was conducted in April 2022
- Anticipate 100% completed construction plans TBD
- Anticipate roadway widening project to start construction in 2024

○ **Estimated Cost –**

- Will begin efforts to determine extent and cost for utility relocations once roadway plans are further along...coordinating with roadway team so our relocations can be included in their construction plans, which they would design and their contractor construct...assistance would be provided by Jacobs and the District Operator throughout this process...requested that an agreement be provided to the District for this arrangement...currently this relocation effort would need to be paid for by the District, but still investigating the possibility that FBC or TxDOT possibly assist us financially

- **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
- Received 95% complete roadway plans for review on August 11, 2022...requested updated plans, as drainage design is still being updated, prior to completing review
- Anticipate 100% complete roadway plans - TBD
- Coordinating with roadway team to have utility relocations included within their construction plans so relocations can be done by their contractor
- Anticipate roadway widening project to start construction - 2024

○ **Estimated Cost –**

- Per communications with FBC Commissioner, all relocation costs will be paid for by the County

- **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
- Coordinating with roadway team to have utility relocations included within their construction plans so relocations can be done by their contractor

- **Estimated Cost** –

- Per communications with FBC Commissioner, all relocation costs will be paid for by the County

- **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
- Coordinating with roadway team to have utility relocations included within their construction plans so relocations can be done by their contractor

- **Estimated Cost** –

- Per communications with FBC Commissioner, all relocation costs will be paid for by the County

- **Other Road Widening Projects Within District (Lake Olympia Pkwy, California Road, and Kentucky Road)**

- FBC Representative to provide updates at monthly meetings...per information provided at 90% complete meeting for FM521 North roadway project, the Lake Olympia Parkway project should be under construction about the same time as the FM521 North roadway project

Upon motion made by Supervisor Casher, seconded by Supervisor Carreon, and after full discussion, the Board voted unanimously to (1) approve Pay Estimate No. 4 from Reddico in the amount of \$662,684.98 for the Gateway Acres Subdivision Wastewater Collection System Project; (2) approve Invoice No. 3 from Terracon for material testing in the amount of \$8,480.00; (3) approve Pay Estimate No. 3 from Reddico in the amount of \$570,294.00 for the Fresno Ranchos Lift Station and Force Main Project; (4) approve Invoice No. 2 from Terracon for material testing in the amount of \$5,093.00; (5) authorize SK

Law to draft a certified letter to Nena's Cuts and Styles and Kingdom Hall of Jehovah's Witnesses concerning expiration of commercial applications; and (6) approve the Engineer's Report, as presented.

#### **4. OPERATOR'S REPORT/TERMINATION OF SERVICE**

Next the Board recognized Ms. Garcia, 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. Garcia reported substantial system repairs and maintenance as follows:

- EDP excavated and installed 3 residential taps and meters.
- EDP replaced Booster Pump No. 3.
- EDP installed new air relief on the well header.
- EDP performed annual load bank testing per the preventative maintenance schedule.
- EDP replaced a missing fire hydrant.
- EDP excavated and repaired a short service line leak.
- EDP excavated and repaired a long service line leak.

Ms. Garcia then updated the Board on the following:

1. North and South Locust Street Inspection: EDP will be performing site and property inspections to determine the number of remaining private wells that are on the properties along these streets. This work is in progress, but EDP has been unable to gain access to all of the properties. Door tags were being hung to determine well count. EDP will have an update at the next meeting.
2. Booster Pump No. 4: EDP has removed the pump and repairs are in progress.
3. FM 521 Road Widening (North): Texas Hot Taps has checked the depths of the utilities for the road widening project on FM 521.
4. Fire Hydrant Repairs: Repairs are in progress.

##### **B. Requests for Water Taps**

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

##### **C. Delinquent Water Accounts and Service Terminations**

Ms. Garcia provided a confidential list of customers that received a delinquent letter by mail and are subject to disconnection of service.

Ms. Garcia then discussed with the Board two leak adjustment requests, as detailed in the confidential report.

Upon a motion duly made by Supervisor Carreon, seconded by Supervisor Vallejo, and after full discussion, the Board voted unanimously to approve the Operator's Report, the write-off list, the repairs to the water and wastewater system, the termination list and the leak adjustment requests.

**5. 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 March 16, 2023, were presented for approval.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Vallejo, the Board voted to approve the minutes of the March 16, 2023, meeting, as presented. Supervisor Carreon abstained.

**B. Regional Facilities Contract**

Upon motion by Supervisor Vallejo, seconded by Supervisor Casher, the Board voted unanimously to authorize Mr. Willis to begin working on a draft amendment to the Regional Facilities Contract.

**C. Consider approving Resolution Regarding Annual Review of Identity Theft Policy**

Mr. Willis next presented to and reviewed with the Board a proposed Resolution Regarding Annual Review of Identity Theft Policy.

Upon motion by Supervisor Vallejo, seconded by Supervisor Casher, the Board voted unanimously to adopt the Resolution Regarding Annual Review of Identity Theft Policy. A copy of said resolution is on file in the official records of the District.

**6. AUDIT FOR THE FISCAL YEAR ENDING DECEMBER 31, 2022.**

The Board recognized Mr. Durnell, who presented to and reviewed with the Board the audit for the fiscal year ended December 31, 2022.

Upon motion duly made by Supervisor Carreon, and seconded by Supervisor Vallejo, the Board voted unanimously to approve said audit, a copy of which is available in the District’s records.

**7. REGIONAL PLANT COMMITTEE REPORT**

The Board next recognized Supervisor Hamilton, who presented the Regional Plant Committee Report.

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

**8. HEAR FROM THE PUBLIC.**

The Board then opened the meeting to comments from the public.

There being no further business to come before the Board, upon a motion duly made and seconded, the Board voted unanimously to adjourn.

**[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.]**

PASSED, ADOPTED, and APPROVED this May 18, 2023.

Calvin Casper

Secretary

