

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

July 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, July 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, with Supervisor Medina appearing via Zoom, 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; Raquel Garcia with Environmental Development Partners ("EDP"), the District's Operator; Kenneth Schaefer and Sam Hill representing C.M.I. Teal Run, Ltd., a developer of property within the District ("CMI"); 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. C.M.I. TEAL RUN, LTD.**

The President recognized Mr. Schaefer and Mr. Hill, who discussed with the Board CMI's development within the District. Mr. Willis informed the Board that CMI presented a letter requesting commitment of capacity from the District in the amount of 37,450 gallons per day ("gpd") in water capacity and 32,100 gpd in wastewater capacity to serve CMI's development (the "Commitment"). Mr. Hill also informed the Board of several easements necessary to connect to the District's water system.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Vallejo, the Board voted unanimously to approve the Commitment.

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

Upon motion duly made by Supervisor Casher, seconded by Supervisor Carreon, 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.

### **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**

- Contractor provided Arc Flash Study for project...informed Contractor of a couple of issues related to study for them to resolve...once completed, the project can be considered fully complete and final closeout documents can be processed
- 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 working on completion of a) gravity sanitary sewer along Trammel Fresno Rd at Pennsylvania Rd intersection, b) gravity sanitary sewer along Alice St, and c) extra long side service leads along Trammel Fresno Rd...overall project is approximately 70% complete
- Request Board's approval of PE#7 from Reddico for construction of project in the amount of \$619,689.37
- Request Board's approval of Invoice #6 from Terracon for material testing for the project in the amount of \$9,887.50

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

- Reddico currently working on installation of wet well roof and access driveway into lift station site...anticipate Centerpoint installing electrical poles and wiring by or before mid-August...overall project is approximately 80% complete
- Request Board's approval of PE#6 from Reddico for construction of project in the

- amount of \$225,333.02
- Request Board's approval of Invoice #5 from Terracon for material testing for the project in the amount of \$753.00
- iv) Gateway Acres Subdivision Wastewater Plumbing Contract
  - 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...a total of 197 applications have been secured for the plumbing project
- v) Fresno Ranchos Subdivision Wastewater Collection System
  - Project currently under design
- vi) Expansion of Televue Terrace Subdivision Lift Station
  - Discuss with Board proposal for a) performing a study to determine the ultimate conveyance capacity for the lift station site, including expansion options in phases, and b) performing design and construction phase engineering services needed for the replacement of the facility's existing pumps in order to optimize the conveyance capacity of the facility's existing 8-inch forcemain.

**(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

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

<b>Connections Pending:</b>	
<b>E&amp;J Auto Sales (Trammel Fresno Rd)</b>	
- District Operator to update regarding service to customer	

<b>Processing Application:</b>	
<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...DA to provide update regarding water meter easement with customer	
<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>	
- waiting on all required docs from customer to complete application	
<b>Parks Fresno Food Market (FM521)</b>	
- 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>	
<b>4320 Doreen Avenue (Multi-Family Dwelling)</b>	<b>General Office Space (514 Pecan Street)</b>
<b>293 Teakwood Avenue (Multi-Family Dwelling)</b>	<b>Mustang Comm Center (minus field bathrooms)</b>
<b>297 Teakwood Avenue (Multi-Family Dwelling)</b>	<b>New Quality Life Ministries (Church)</b>
<b>Church of God of Prophecy</b>	<b>New Quality Life Ministries (Restaurant)</b>
<b>First Baptist Church of Fresno</b>	<b>Quality Paint and Body (Pecan Street)</b>
<b>Fresno Volunteer Fire Department</b>	

<b>Connections Pending:</b>	

<b>Processing Application:</b>	
<b>Sosa Electric (Avenue C)</b>	
- waiting on all required docs from customer to complete application	
<b>Parks Fresno Food Market (FM521)</b>	
- waiting on all required docs from customer to complete application	

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

- Conducted phone conversation with LJA (Kane Mudd), Engineer for BCMUD21, in May 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 –**

- CoA WP is in service and interconnect between the District and CoA is now functioning as an emergency water interconnect
- Status of District paying funds owed to CoA regarding take back of 625 connections worth of water service
- Status of water bills to CoA
- Status of rework of RFC into a standard emergency water interconnect agreement and a waste disposal agreement

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

- Current WWTP Expansion Project: NTP = June 16, 2023...Estimated Completion = 1<sup>st</sup>/2<sup>nd</sup> Q 2024
- 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 (4.6MGD) and FW's maximum capacity at CoA's WWTP (1.905MGD), which needs to be documented, and f) status of District's WWTP in north wastewater service area
- Anticipated Timeline for Full Use of 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 –  
*Selected Option by Board*
  - 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):**

- **Scope** – Increased ROW width, with 2 lane road and additional lanes throughout sections, with roadside ditches
- **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):** -

- Jacobs completed review, with coordination with Inframark and the roadway design team, of District's record drawings, test hole information and proposed roadway plans for the section of FM521 from Willow St to Pecan St and determined two locations where utility work appears to be necessary (Willow St to Trammel Fresno Road and at the Mustang Bayou crossing)...District Operator to present proposal to District for securing info on private utilities and test hole info at the Mustang Bayou crossing...once additional information is secured, Jacobs will work with the District Operator and TxDOT regarding utility relocation plans...in other areas of this section, it is not anticipated that the District's waterline needs to be relocated...possibly waterline appurtenances and service lines will need to be relocated during construction through coordination with the District Operator
- Jacobs will continue its investigation, with Inframark, of the remaining section of the roadway project (Pecan St to SH6) to determine if utility relocations are necessary
- Final roadway plans provided to District on 05/22/23...project let in April 2023...construction to start no sooner than September 2023...anticipated contractor is Granite Construction...per roadway team, work within District to start along south bound lanes at the American Canal and Mustang Bayou, with the installation of the storm sewer first, at outfall first and then working outward, then with the installation of concrete pavement
- **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
- 100% completed construction plans received in May 2023
- Anticipate coordinating necessary water and wastewater utility relocations within 2023
- Anticipate roadway widening project to start construction in September 2023 with south bound lane work first

○ **Estimated Cost-**

- Currently determining extent and cost for utility relocations...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):**
  - o **Scope** – Proposed 80’ ROW, with 2-12’ lanes, 6’ shoulders, asphalt roadway, with roadside ditches
  - o **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
  - o **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):**
  - o **Scope** – Proposed 80’ ROW, with 2-12’ lanes, 6’ shoulders, asphalt roadway, with roadside ditches
  - o **Schedule** –
    - Provided 70% complete roadway plans for review and comment...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
  - o **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, Kentucky Road, and Linden Street)**

Upon motion made by Supervisor Casher, seconded by Supervisor Vallejo, and after full discussion, the Board voted unanimously to (1) approve Pay Estimate No. 7 from Reddico in the amount of \$619,689.37 for the Gateway Acres Subdivision Wastewater Collection System Project; (2) approve Invoice No. 6 from Terracon for material testing in the amount of \$9,887.50; (3) approve Pay Estimate No. 6 from Reddico in the amount of \$225,333.02 for the Fresno Ranchos Lift Station and Force Main Project; (4) approve Invoice No. 5 from Terracon for material testing in the amount of \$753.00; (5) approve Task Order No. 30 from Jacobs for the expansion of the Televue Terrace Lift Station; (6) authorize Jacobs to update the exhibits for the District’s website; and (7) approve the Engineer’s Report, as presented.

**5. 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 reprogrammed the high-level alarm on the hydro ranger operation and raised the backup floats.
- EDP excavated and installed 4 residential taps and meters.
- EDP repaired landscaping following a fire hydrant replacement.

Ms. Garcia then updated the Board on the following:



1. Lift Station: Ms. Garcia presented the agreement with Gen Solutions for a rental generator.
2. 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 presented a customer request for adjustment, and recommended approval pursuant to the District's policy.

Upon a motion duly made by Supervisor Casher, seconded by Supervisor Medina, and after full discussion, the Board voted unanimously to approve the Operator's Report, the customer adjustment, the repairs to the water and wastewater system and the termination list.

**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 meeting held on June 15, 2023, were presented for approval. At the request of Supervisor Carreon, the Board deferred action on the minutes.

**B. Regional Facilities Contract**

Mr. Willis noted there was no action in connection with the Regional Facilities Contract.

**C. Amended and Restated Notice to Purchasers**

Mr. Willis presented to and reviewed with the Board an amended Notice to Purchasers, and noted that the amendment is required to comply with statutory revisions approved during the recent session of the Texas Legislature.

Upon motion by Supervisor Carreon, seconded by Supervisor Casher, the Board voted unanimously to approve the amended Notice to Purchasers, and authorize SK Law to file the Notice in the Real Property Records of Fort Bend County.

**7. REGIONAL PLANT COMMITTEE REPORT**

The Board next recognized Supervisor Hamilton, who 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 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.

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PASSED, ADOPTED, and APPROVED this August 17, 2023.

Calvin Caster  
Secretary

