

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

June 15, 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, June 15, 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; Robert Cardenas with Environmental Development Partners ("EDP"), the District's Operator; 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 6:01 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 Vallejo, 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.

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

- Previous correspondence from District to Contractor required them to fully complete and close out project by the end of October 2022...project now approximately 8½ months past deadline
- 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
- In connection therewith, Mr. Willis discussed with the Board preparing a letter to the Contractor informing the Contractor of the current status of damages, and providing a deadline for final completion.

ii) Gateway Acres Subdivision Wastewater Collection System

- Reddico currently has gravity sanitary sewer system installed within the Gateway Acres Subdivision, except along Alice St and a portion along Avenue A and Jan St...Reddico working on installing dewatering devices along these remaining streets so the sanitary sewer and service leads can be installed afterwards
- Reddico currently has gravity sanitary sewer system, except for service leads, installed along Trammel Fresno Road from California Street to Maryland Street...Reddico working on installing sanitary sewer lines east of Maryland Street and installing dewatering devices east of Maryland Street needed for the installation of the remaining sections of the sanitary sewer line along Trammel Fresno Road
- Reddico continues to dress up completed sections of the Gateway Acres Subdivision, including performing testing of the completed system
- Overall project is approximately 60% complete
- Request Board's approval of PE#6 from Reddico for construction of project in the amount of \$500,808.64

- Request Board's approval of Invoice #5 from Terracon for material testing for the project in the amount of \$8,127.50
- iii) Fresno Ranchos Subdivision Wastewater Lift Station and Force Main
- Reddico working on installation of internal components of the wet well structure...anticipate working on wet well roof at the end of this month / beginning of next month...anticipate Centerpoint installing electrical poles and wiring in July
 - Reddico continuing to dress up areas where forcemain installed and should be installing the last segment of forcemain, under Trammel Fresno Road and into the lift station site, by the end of this month
 - Overall project is approximately 60% complete
 - Request Board's approval of PE#5 from Reddico for construction of project in the amount of \$159,190.89
 - Request Board's approval of Invoice #4 from Terracon for material testing for the project in the amount of \$2,785.50
- 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
- Working on proposal to present to the District for maximizing output of current lift station and 8" 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
- 4th 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 –

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. James Banquet Hall – (Domestic & FW)
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	Teleview 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

Connections Pending:	
E&J Auto Sales (Trammel Fresno Rd)	
- District Operator to update regarding service to customer	

Processing Application:	
Nalco Water (FM521)	
- 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	
St Peter and Paul Church (Illinois St)	
- 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	
Sosa Electric (Avenue C)	
- waiting on all required docs from customer to complete application	
Parks Fresno Food Market (FM521)	
- received application and fee...request Board approval to start processing 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 –

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:	
Sosa Electric (Avenue C)	
- waiting on all required docs from customer to complete application	
Parks Fresno Food Market (FM521)	
– received application and fee...request Board approval to start processing 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 –

- a. CoA WP is in service and interconnect between the District and CoA is now functioning as an emergency water interconnect
- b. Status of District paying funds owed to CoA regarding take back of 625 connections worth of water service
- c. Status of water bills to CoA
- d. 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) –

- 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):

- Current Connections = Approximately 578
- Anticipated Connections at End of 2023 = 596 (assuming 2 connections each month)
- Anticipated Connections at End of 2024 = 820 (assuming 200 connections for GA Sub and 2 connections each month)
- 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

- Current WWTP Capacity = 350,000 GPD = 1,000 Conn
- Option 1) Additional 250,000 GPD Capacity = 600,000 GPD = 1,714 Conn
- Option 2) Additional 500,000 GPD Capacity = 850,000 GPD = 2,428 Conn – *Selected Option by Board*

○ 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):** -

○ Inframark completed test hole efforts and provided results to Jacobs on 04/05/23

○ 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 the District's WP#1 location to Willow St and determined that it is not anticipated that the District's waterline along this section of the roadway project 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 sections of the roadway project 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:**

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

o **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

o **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):**

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

○ **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

○ **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 Carreon, seconded by Supervisor Vallejo, and after full discussion, the Board voted unanimously to (1) approve Pay Estimate No. 6 from Reddico in the amount of \$500,808.64 for the Gateway Acres Subdivision Wastewater Collection System Project; (2) approve Invoice No. 5 from Terracon for material testing in the amount of \$8,127.50; (3) approve Pay Estimate No. 5 from Reddico in the amount of \$159,190.89 for the Fresno Ranchos Lift Station and Force Main Project; (4) approve Invoice No. 4 from Terracon for material testing in the amount of \$2,785.50; (5) authorize SK Law to prepare a letter to B5 Construction; and (6) approve the Engineer's Report, as presented.

4. OPERATOR'S REPORT/TERMINATION OF SERVICE

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

- EDP rented a well motor, repaired and installed the well motor at Water Plant No. 1.
- EDP performed annual maintenance on the generator at Water Plant No. 1.
- EDP excavated and installed 6 residential taps and meters.
- EDP excavated and repaired a District service line leak, and replaced a curb stop at 602 N. Locust.

Mr. Lugo then updated the Board on the following:

1. Booster Pump No. 4: EDP has removed the pump and repairs are in progress.
2. Fire Hydrant Repairs: Repairs are in progress.

B. Requests for Water Taps

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

C. Delinquent Water Accounts and Service Terminations

Mr. Lugo provided a confidential 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 to approve the Operator's Report, the write-off list, the repairs to the water and wastewater system and the termination list.

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 May 18, 2023, were presented for approval.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Vallejo, the Board voted unanimously to approve the minutes of the May 18, 2023, meeting, as presented.

B. Regional Facilities Contract

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

C. Consider Resolution Regarding Unclaimed Property

Mr. Willis presented to and reviewed with the Board the Unclaimed Property Report, noting that the District's Bookkeeper identified \$888.39 in unclaimed funds.

Upon motion by Supervisor Casher, seconded by Supervisor Medina, 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. Update Concerning Financial Analysis for Future Projects

Mr. Willis noted that there is no action necessary in connection with the financial analysis for future projects.

E. Update Concerning B5 Construction

Mr. Willis noted that the Board authorized SK Law to prepare a letter to B5 under the Engineer's Report.

F. Consider Amended and Restated Order Adopting Code of Ethics

Mr. Willis presented to the Board a proposed Amended and Restated Order Adopting Code of Ethics (the "Order"). Mr. Willis noted that the Order will amend the District's Fees of Office policy to reflect a change enacted by the Texas Legislature, raising the maximum fee of office from \$150 to the legislative per diem adopted by the Texas Ethics Commission, which is currently \$221.

Upon motion duly made by Supervisor Casher, seconded by Supervisor Vallejo, the Board voted unanimously to approve the Order, subject to it becoming effective on June 18, 2023.

6. REGIONAL PLANT COMMITTEE REPORT

The Board next recognized Supervisor Hamilton, who 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.

7. 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 August 17, 2023.

Calvin Casher
Secretary

