

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

September 21, 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, September 21, 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 Supervisors Medina and Vallejo 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 and 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 6:06 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. CONDUCT PUBLIC HEARING ON PROPOSED 2023 TAX LEVY

The Board noted that notice of the public hearing and the tax rate was published pursuant to Chapter 49, Texas Water Code, as required, and the public hearing was opened at 6:08 p.m. The Board noted that no members of the public present wished to discuss the tax rate. The Board closed the public hearing at 6:10 p.m.

3. ADOPT ORDER SETTING TAX RATE AND LEVYING TAX FOR 2023

The Board then considered adoption of the proposed Order Setting Tax Rate and Levying Tax for 2023. Having conducted the public hearing as required by law and publishing notice thereof, the Board deemed it appropriate to proceed with setting the 2023 tax rate.

Upon a motion made by Supervisor Medina, seconded by Supervisor Casher, and after full discussion, the Board voted unanimously to (1) set and levy (i) a debt service tax rate for 2023 in the amount of \$0.50 per \$100 of assessed valuation, and (ii) an operation and maintenance tax of \$0.50 per \$100 of assessed valuation for a total tax rate of \$1.00 per \$100 of assessed valuation, and (2) adopt the Order Setting Tax Rate and Levying Tax for 2023, a copy of which is on file in the Official Records of the District.

4. AMENDED NOTICE TO SELLERS AND PURCHASERS

Consideration was then given to the proposed Amended Notice to Sellers and Purchasers, which notice sets forth the 2023 tax rate.

Upon a motion duly made by Supervisor Casher, seconded by Supervisor Carreon, the Board voted unanimously to approve the Amended Notice to Sellers and Purchasers, a copy of which is on file in the Official Records of the District.

5. 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 Medina, 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.

6. 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 is complete...remaining tasks associated with project are a) final payment to B5 (District Attorney to provide update), b) full utilization of TWDB DFUND loan, and c) complete loan closeout documents with the TWDB

ii) Gateway Acres Subdivision Wastewater Collection System

- Reddico currently working on completion of a) gravity sanitary sewer along Avenue A and Jan St (last two streets of project), b) testing of installed system, and c) overall site restoration...overall project is approximately 85% complete
- Request Board's approval of PE#9 from Reddico for construction of project in the amount of \$465,635.43
- Request Board's approval of Invoice #9 from Terracon for material testing for the project in the amount of \$5,715.00
- Per the August Board meeting, updated deadlines for the project are: Project Substantially Completed (system operational) = end of November 2023...Project Fully Completed = end of this year

iii) Fresno Ranchos Subdivision Wastewater Lift Station and Force Main

- Reddico currently working on final site work at lift station site (electrical and miscellaneous tasks)
- Continuing to work with Reddico, District Bookkeeper, and District Operator regarding the matter of establishing electrical service (installation of meter), phone service, and water tap and meter
- Overall project is approximately 95% complete
- Request Board's approval of PE#8 from Reddico for construction of project in the amount of \$290,559.16
- Request Board's approval of Invoice #8 from Terracon for material testing for the project in the amount of \$3,074.00
- Per the August Board meeting, updated deadlines for the project are: Project Substantially Completed (system operational) = end of this month...Project Fully Completed = end of October 2023
- Discuss with Board that it is anticipated that project will go beyond updated deadlines and issues with Jacobs remaining CA and CO budgets

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 2024...a total of 197 applications have been secured for the plumbing project...anticipate plumbing project starting construction January 2024

v) Fresno Ranchos Subdivision Wastewater Collection System

- Project currently under design

- vi) Expansion of Televue Terrace Subdivision Lift Station
 - Project currently under design

(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
 - WP#2 One-Year Warranty Expiration Date Expires on 01-19-24
- 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	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

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...DA to provide update regarding water meter easement with customer...request Board approve application subject to the DA recording the 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) - received plumbing documents from customer for review	
Parks Fresno Food Market (FM521) - 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 –

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) - received plumbing documents from customer for review	
Parks Fresno Food Market (FM521) - 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 August 2023 regarding potential emergency water interconnect between our Districts...BCMUD21 is considering interconnect location at end of East Sycamore Road...requested that Kane provide a) an overall exhibit showing the proposed work, b) overall cost for project, including a breakdown of efforts, and c) BCMUD21's thoughts on how the project would be completed, including proposed cost sharing, so this information could be shared with the Board for further

discussion

(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 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 WWTP Expansion Project (0.675 MGD to 0.95 MGD): NTP = June 16, 2023...Estimated Completion = 1st/2nd 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 ESFC Connection Capacity):

Current Connections (Actual and Reserved) as of August 2023:

- o Active Residential Connections Per Inframark = 542
- o Vacant Residential Connections Per Inframark = 24
- o In-Process Residential Connections Per Inframark = 2
- o Residential Connections in GA WW Plumbing Contract = 197
- o Residential Connections in Teal Gardens Development = 107
- o Active Non-Residential Connections, in ESFCs = 19
- o In-Process Non-Residential Connections, in ESFCs = 3

Total = 894

***Per historical information from Inframark, approximately 2 wastewater connections are made each month

- Next WWTP Expansion Options:

- Current WWTP Capacity = 350,000 GPD = 1,000 Conn
- Next WWTP Expansion = District has notified the CoA that an additional 0.5 MGD of wastewater treatment capacity is needed, which would bring the District's total wastewater treatment capacity to 0.85 MGD and capable of providing wastewater service to 2,428 connections...it is projected that it will take the District at least 15 years to fully utilize this capacity (some assumptions used to make this statement = 350 gpd/conn, next WWTP expansion project gets started ASAP, funding of projects is not an issue, 70% success rate for connections in plumbing projects, annual connection rate is approximately 2 conn/month, no major delays, no additional developers or major developments)
- Discuss possibility of District receiving capacity beyond 0.5 MGD additional capacity request to CoA

(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 secured info on private utilities and test hole info for these potential conflicts...Jacobs currently working 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 once the above matters are resolved first

○ Final roadway plans provided to District on 05/22/23...project let in April 2023...supposedly roadway construction will start on November 1st...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 on November 1st

○ **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
- 90% Utility Coordination meeting will be conducted on October 3rd, 2023
- Anticipate 100% completed construction plans TBD
- Anticipate roadway widening project to start construction in 2026

○ **Estimated Cost –**

- NORA provided to District
- 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** –

- 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)** – FBC to provide update

Upon motion made by Supervisor Casher, seconded by Supervisor Carreon, and after full discussion, the Board voted unanimously to (1) approve Pay Estimate No. 9 from Reddico in the amount of \$465,635.43 for the Gateway Acres Subdivision Wastewater Collection System Project; (2) approve Invoice No. 9 from Terracon for material testing in the amount of \$5,715.00; (3) approve Pay Estimate No. 8 from Reddico in the amount of \$290,559.16 for the Fresno Ranchos Lift Station and Force Main Project; (4) approve Invoice No. 8 from Terracon for material testing in the amount of \$3,074.00; (5) decline

participation in the additional 250,000 gallons per day identified by the City of Arcola in connection with the next expansion, and electing to maintain its request for 500,000 gallons per day; and (6) approve the Engineer's Report, as presented.

7. 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 ordered and installed an air conditioner unit at water plant no. 1.
- EDP rebuilt a drain valve and repaired a leak on fire hydrant nos. 11 and 20.
- EDP repaired a main valve leak on fire hydrant no. 333.
- EDP installed a 24" extension on fire hydrant no. 135.
- EDP repaired a leak at the main on fire hydrant no. 186.
- EDP performed bottom cleaning per the preventative maintenance schedule at lift station no. 1.

Ms. Garcia then updated the Board on the following:

1. Water Plant No. 1: EDP requested authorization for the repair or replacement of Booster Pump No. 1. The repair cost is estimated at \$9,325.00, and the replacement cost is estimated at \$23,949.00. Mr. Cardenas recommended repair.
2. City of Arcola Smart Meter: EDP received an estimate of \$12,500.00 for the 8" meter and enclosure with Beacon Endpoint for the sewer accountability readings.
3. Annual Fire Hydrant Flushing: Fire hydrant flushing will take place the week of November 6, 2023. A notice will be sent out in the October bills.
4. Fire Hydrant Repairs: Repairs are completed for a total cost of \$19,359.72.

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.

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, to repair Booster Pump No. 1 at an estimated cost of \$9,325.00, the repairs to the water and wastewater system, and the termination list.

8. 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 August 17, 2023, were presented for approval.

Upon motion duly made by Supervisor Medina, seconded by Supervisor Casher, the Board voted unanimously to approve the minutes of the meeting of August 17, 2023, as presented.

B. Regional Facilities Contract

The Board noted there was no action necessary in connection with the Regional Facilities Contract.

C. Contract with B5 Construction

The Board noted that no action was necessary in connection with the contract with B5 Construction.

D. Water Meter and Vault Easement from Nalco Production LLC

Mr. Willis then presented to the Board a Water Meter and Vault Easement (the "Easement") being conveyed to the District by Nalco Production LLC in connection with its supplemental service request.

Upon motion duly made by Supervisor Medina, seconded by Supervisor Casher, the Board voted unanimously to accept the Easement and authorize SK Law to record the Easement in the real property records of Fort Bend County.

9. 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.

10. HEAR FROM THE PUBLIC.

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

Ms. Elizando addressed the Board concerning her property on Trammel Fresno Road that is adjacent to the ongoing Gateway Acres wastewater project. The Board discussed inviting Ms. Elizando and other similarly situated residential property owners, to be specifically identified by Mr. Dybala, to a future meeting to discuss the possibility of addition to the Gateway Acres wastewater plumbing contract.

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 10/19/23.

Calvin Caster
Secretary

[SEAL]

