

**MINUTES OF REGULAR MEETING
FORT BEND COUNTY W.C. & I.D. NO. 2
FORT BEND AND HARRIS COUNTIES, TEXAS**

September 27, 2023

The Board of Directors of Fort Bend County Water Control & Improvement District No. 2 of Fort Bend and Harris Counties, Texas, met in regular session, open to the public, on the 27th day of September 2023, at 6:30 pm, at the District Office, 2331 South Main, Stafford, Texas, within the boundaries of the District, and the roll was called of the duly constituted members of the Board, to-wit:

John K. Rose	President
Jody Court	Vice President
Linda Walker	Secretary
Harvey Koudelka	Assistant Secretary
Linda Burks	Assistant Secretary

And all of said persons were present; except Vice President Court thus, constituting a quorum.

Also present, Mr. Harry Thompson with Allen Boone Humphries Robinson, LLP, Mr. Drew Crow with Quiddity, Mr. Loren Morales with RBC Capital Markets, Owen Matherne, Jason Kirby, Ray Casal, Amanda Boyd, Veronica Padilla, Esmeralda Garza, and Robbie Ginsel.

1. Call meeting to order;

President Rose: Called the meeting to order at 6:30pm.

2. Pledge of Allegiance to the Flag of our Country and State.

All: Cited the Pledge of Allegiance to the Flag of our Country and State.

3. Audience comments. Comments from the audience (for matters not on the agenda). This provides an opportunity to comment on non-agenda items in advance of the regular business of the Board of Directors. Comments shall be limited to three (3) minutes per person. By state law, comments by the President or Board members on any item not on the agenda shall be limited to;

- a. Statement of specific factual information given in response to any inquiry;
- b. A recitation of existing policy in response to any inquiry;
- c. A proposal to place the subject on the agenda for a future meeting;

President Rose: Stated no audience comments.

4. Approve Board meeting minutes of August 23, September 13, and September 19, 2023;

Assistant Secretary Burks made a motion to approve the Board meeting minutes of August 23, September 13, and September 19, 2023, with corrections made to September 19, 2023, minutes as discussed; Seconded by; Assistant Secretary Koudelka; Favor: 3 to 0. Secretary Walker was absent when the motion was made.

5. Engineer's Report, including status of the following District projects and authorize any necessary action;

a. Surface Water Treatment Plant Expansion;

District Engineer: The project's date for submission of bids has been moved to October 10, 2023, at 2:00 pm. Information only no action needed.

b. Brand Lane Water Plant Generator Replacement;

District Engineer: C.F. McDonald, Inc., the Contractor, has submitted Progress Payment Request No. 4 and Final for \$47,480.00 for work up to June 1, 2023. The estimate is in order and recommended for approval by the District for payment along with acceptance of the work. Also included are the Contractor's Affidavits of bills Paid, and the certificates of Substantial Completion and Acceptance. **President Rose made a motion to approve Progress Payment Request No. 4 and Final for \$47,480.00; Seconded by; Assistant Secretary Koudelka; Favor: 3 to 0.** Secretary Walker was absent when the motion was made.

c. Lead and Copper Rule Revisions (LCRR);

Veronica Padilla: Informed the Board of an update on the LCRR.

- Completed coordinating with Field Services to identify unknown line material.
- Create and submit service line inventory and line replacement plan by October 16, 2024; in progress, more than 50% complete.
- Contact schools and child-care facilities built before 2014 to offer testing; in progress.
- Regarding line material identification, Field Services has completed identifying service lines classified as "unknown"; no lead was found in service lines serving system or private-owned connections.
- Service Line Inventory & Line Replacement Plan; service line inventory, meter books 1-10 of 24 have been logged into the submittible spreadsheet for LCRR compliance.
- Line Replacement Plan; Preparation for publication of service line inventory and written statement confirming no LSLs are present within district boundaries. Planned completion by compliance date October 16, 2024.
- Schools and Child-Care; Fort Bend ISD – notified of LCRR sampling requirements; pending communication.
- Stafford MSD – Scheduled LCRR sampling for October 2023; communication to schedule sampling is in progress.
- Child-care – Notice of LCRR sampling requirements is scheduled to disperse by November 2023
- Timeline – Publication of service line inventory and draft of written confirmation of no LSL's found; planned for June 1, 2024; SLI for submission to TCEQ, planned for 10/16/2024.
- Schools and Child-care facilities to complete LCRR; sampling requirements planned for January 1, 2024.

d. Safford Run well Re-work;

District Engineer: No action required.

e. Miscellaneous development repair and improvement projects;

District Engineer: No action required.

f. General Engineering, development plats, consent to encroach agreements, easements, facilities, annexations, and development issues.

District Engineer: No action required.

6. Review and discuss Financial Statement for August 2023 and authorize any necessary action;

General Manager: Reviewed the financial statement for August 2023 with the Board, information only no action required.

7. Acquisition of real estate for water plant facilities and authorize any necessary action;

General Manager: Discussed the need for acquiring real estate for future groundwater facilities. After the presentation from the General Manager and discussion of the Board; **Assistant Secretary Koudelka made a motion to approve staff to acquire appraisals for the properties discussed; Seconded by; Assistant Secretary Burks; Favor: 4 to 0.**

8. Approve District expenditures;

President Rose made a motion to approve District expenditures; Seconded by: Secretary Walker; Favor: 4 to 0.

9. Discuss Human resource position and authorize any necessary action;

President Rose: Stated this position has been discussed before and there are funds in the budget for this position. **President Rose:** Stated he and Secretary Walker were working on the job description and that this position would require a degree and certification to include Human Resources. **General Manager:** Management would prefer a minimum of five years' experience and knowledgeable of labor laws. **Secretary Walker:** Stated the Board would be involved in reviewing and selecting the person hired for this position. After further discussion; **President Rose made a motion to authorize the General Manager to create the job description, begin accepting applications and present the top three candidates to the Board with a recommendation; Seconded by; Assistant Secretary Koudelka; Favor: 4 to 0.**

10. District operations, including but not limited to; Administrative, Field Service, Wastewater and Surface Water Treatment facilities and authorize any necessary action;

General Manager:

- Informed the Board the water main breaks have slowed.

General Manager:

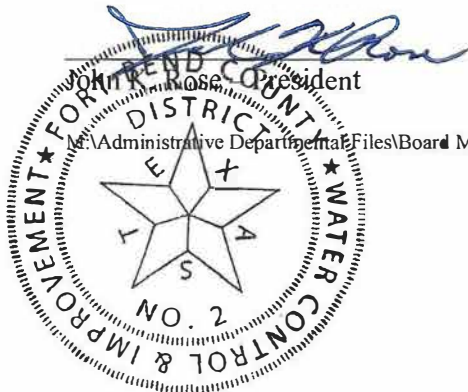
- Discussed the business address 4133 S. Main. This business is required to install a grease trap that meets the District's construction standards. Previously the Board gave a sixty-day extension, however this extension ends September 30, 2023. The owner now is requesting another thirty-day extension to install the grease trap. The Board can access the owner a fine/penalty of \$5,000 per day until the installation has been completed. If the owner completes the installation with the Board's approval could waive the fine/penalty. The Board issued a fine of \$10,000.00 for noncompliance if the grease trap is not in compliance by October 30, 2023. **President Rose made a motion to grant an additional thirty-day extension to October 30, 2023, to install the grease trap, if the grease trap isn't installed by that date the owner will be fined; the owner is required to attend the October 11, 2023, with a progress report and documentation showing the Board what progress has been made; Seconded by; Assistant Secretary Koudelka; Favor: 3 to 1. Assistant Secretary Burks voted against it.**

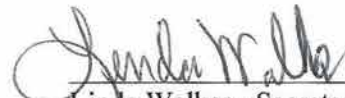
11. Future agenda items;

President Rose: Stated any future agenda items contact himself, General Manager or Robbie Ginsel.

12. Adjourn.

Secretary Walker made a motion to adjourn; Seconded by; Assistant Secretary Koudelka; Favor: 4 to 0. The meeting adjourned at 7:45 p.m.




Linda Walker - Secretary

Attachments

Call meeting to order	1
Pledge of Allegiance to the Flag of our Country and State	1
Audience comments	1
Approve Board meeting minutes of August 23, September 13, and September 19, 2023	1
Engineer's Report	2
Review and discuss Financial Statement for August 2023	3
Acquisition of real estate for water plant facilities	3
Approve District expenditures	3
Discuss Human Resource position	3
District operations	3
Future agenda items	4
Adjourn	4