

MINUTES  
NORTH FORT BEND WATER AUTHORITY

October 5, 2016

The Board of Directors (the "Board") of the North Fort Bend Water Authority (the "Authority") met in special session, open to the public, on the 5th day of October, 2016, at the offices of Brown & Gay Engineers Inc. ("BGE"), 10777 Westheimer, 3<sup>rd</sup> Floor, Lubbock Conference Room Houston, Texas, outside the boundaries of the Authority, and the roll was called of the members of the Board:

Peter Houghton	President
Robert Patton	Vice President
Melony Gay	Secretary
David Spell	Assistant Secretary
Robert Darden	Assistant Vice President
Bruce Fay	Assistant Secretary
Pat Hebert	Assistant Secretary

and all of the above were present, except Director Hebert, thus constituting a quorum.

Also present for all or part of the meeting were Lindsey Kovar, Matthew L. Froehlich, Shayna Chapman, and Janice Hayes of BGE; Natalie Minchillo and Vinnie Minchillo of Glass House Strategy; Pam E. Lightbody of AVANTA Services; Dale Clayton of Severn Trent Services, Inc.; and Christina Miller and Justine M. Cherne of Allen Boone Humphries Robinson LLP.

REGIONAL PLANNING MATTERS

Ms. Kovar reviewed with the Board a draft presentation on the Authority's existing and future infrastructure and recommended that the presentation be given just before the engineer's report at the October 26, 2016, regular meeting. Following review and discussion regarding proposed edits to the presentation, the Board concurred with Ms. Kovar's recommendation.

SURFACE WATER SUPPLY PROJECT

Ms. Kovar reviewed with the Board BGE's recommended location for the Authority's meter station through which surface water will be received from the West Harris County Regional Water Authority (the "WHCRWA") via the Surface Water Supply Project. She stated that she does not believe that the Authority needs a ground storage tank for the water to be received from the WHCRWA. Following review and discussion, the Board authorized BGE to formally notify the WHCRWA of the future location for the Authority's meter station for the Surface Water Supply Project.

Ms. Kovar discussed with the Board BGE's recommendation that the Authority construct a second pump station at the receiving point of the surface water supply plant to treat and re-pressurize the surface water to be received from the WHCRWA via the Surface Water Supply Project. She reviewed with the Board a draft memorandum evaluating advantages and disadvantages to constructing the second pump station and three options in lieu of constructing the pump station, including probable construction costs. Ms. Kovar responded to Board members' questions and discussion ensued. Following review and discussion, the Board concurred to continue to evaluate the options and move forward with acquisition of land for the second pump station site. The Board directed BGE to notify the WHCRWA that the Authority is evaluating the construction of a proposed second pump station and other options at this time.

#### NORTHEAST WATER PURIFICATION PLANT PROJECT

Ms. Miller reported that representatives of the Water Authorities participating in the City of Houston's (the "COH") Northeast Water Purification Plant Expansion project are currently meeting to discuss project scope and budget adjustments.

#### EFFLUENT REUSE PROJECT

Ms. Kovar reported that a proposal from DCS Engineering, LLC in the approximate amount of \$35,000.00 for revising the design plans for the Authority's project to construct Fort Bend County Municipal Utility District Nos. 146 and 194 effluent reuse system facilities to include an at-grade concrete water storage tank in place of the currently designed buried tank will be ready for consideration at the October 26, 2016, meeting.

Ms. Miller summarized the revisions made to the proposed Reclaimed Water Agreement with Fort Bend County Municipal Utility District Nos. 146 and 194 and highlighted the differences in the parties' obligations compared to previous effluent reuse agreements entered into by the Authority. She stated that the agreement will be considered by the districts prior to consideration by the Board. Ms. Kovar noted that there may be an opportunity to obtain grant funding for the effluent reuse system's future distribution lines.

Discussion ensued regarding the number and types of effluent projects in the region.

#### PUBLIC COMMUNICATION MATTERS

Ms. Minchillo reviewed four color options for the proposed redesign of the Authority's logo, and the Board concurred to choose the third option, a copy of which is attached. Ms. Kovar stated that BGE will develop a plan to transition to the new logo for discussion in upcoming committee meetings.

Mr. Minchillo reviewed 14 options for a proposed unique tagline for the

Authority, and the Board concurred to discuss the following taglines at a later date: (i) bringing water for life; and (ii) connecting water to life. Discussion ensued regarding use of the proposed tagline and development of the Authority's mission statement. Following discussion, the Board concurred to discuss expanding the following proposed tagline into a mission statement at a later date: "Provide. Conserve. Educate."

Ms. Miller reported that the Lone Star Chapter of the Sierra Club has requested the Authority's response to a five-page Texas Living Water Project Survey. Ms. Kovar reported on previous information provided to representatives of the organization and information available on the Authority's website. Following discussion, the Board concurred to authorize responding to the request with a letter providing information regarding the Authority's water conservation marketing campaigns and programs and links to the Authority's website.

Ms. Miller reviewed short form and long form licensing agreements developed by Dwayne L. Mason of Greenberg Traurig, LLP for the proposed use of the Authority's "Larry the Talking Sprinkler" and the associated image (collectively, "Larry") by other entities. She reported on the Authority's Communication, Conservation, and Reuse Committee's discussions regarding a meeting held between Ms. Kovar, Ms. Miller, and representatives of the Fort Bend Subsidence District (the "FBSD") to discuss proposed coordinated long term use of "Larry." She reported that all of the FBSD's water conservation programs are administered through the Harris Galveston Subsidence District which has a regional reach outside of Fort Bend County. She stated that the FBSD prefers to issue a request for qualifications for marketing services to local companies and expressed interest in a five-year contract term. She discussed including provisions in any proposed licensing agreement to maintain the Authority's control over the use and integrity of "Larry" by requiring Board review and approval for any use of "Larry" and a fee to cover related costs. Discussion ensued regarding the proposed use of "Larry" by the FBSD and other entities. Following discussion, the Board authorized the Authority's consultants to continue discussions with FBSD regarding proposed coordinated long term use of "Larry."

#### IMPLEMENTATION OF WATER CONSERVATION MARKETING PLAN AND EDUCATIONAL PROGRAMS

Ms. Kovar discussed the status of implementing the Authority's 2016 and 2017 Larry's Toolbox water conservation programs, including BGE's review of tiered water rate initiatives implemented by participants.

Ms. Hayes reported on her attendance at National Night Out events held on October 4, 2016, by the homeowners associations for Lost Creek and Grand Lakes.

#### CONVENE IN EXECUTIVE SESSION

The Board did not convene in executive session.

There being no further business to come before the Board, the meeting was adjourned.

  
Secretary, Board of Directors

(SEAL)



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