

MINUTES  
NORTH FORT BEND WATER AUTHORITY

April 1, 2015

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 1st day of April, 2015, at the offices of Brown & Gay Engineers, Inc., 10777 Westheimer, 3rd Floor, 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	Director
Pat Hebert	Director

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

Also present for all or part of the meeting were Dave Scholler, Charles Shumate, Lindsay Kovar, and Shayna Chapman of Brown & Gay Engineers, Inc. ("BGE"); Pam E. Lightbody of AVANTA Services; Dale Clayton of Severn Trent Services, Inc.; Renae Ely of Coats Rose PC; and David Oliver and Justine M. Cherne of Allen Boone Humphries Robinson LLP.

AGREEMENT FOR PROFESSIONAL DESIGN CONSULTING SERVICES

Mr. Shumate discussed the Authority's project to construct a connection water line for Grand Mission M.U.D. No. 1's water plant no. 3. He reviewed and recommended approval of an Agreement for Professional Design Consulting Services with the district's engineer, Jones & Carter, Inc., for the project. Following review and discussion, Director Gay moved to authorize execution of the agreement. Director Hebert seconded the motion, which was approved by unanimous vote.

WATER CONSERVATION, REUSE, AND PUBLIC COMMUNICATION MATTERS

Ms. Kovar reviewed with the Board water conservation and public outreach initiatives developed by the Authority's Water Conservation Committee. Discussion ensued regarding methods for implementing various water conservation and public outreach programs. Following discussion, Ms. Kovar stated that she will develop a guidance document containing recommendations for implementing proposed water conservation programs. The Board requested that Ms. Kovar inform the Water Conservation Committee that the Board appreciates the initiatives developed by the

committee and plans to keep the committee informed as programs are implemented.

Ms. Kovar updated the Board on BGE's coordination with Glass House Strategy, LLC on activities related to the Authority's water conservation marketing campaign, including the status of developing a billboard advertisement and tri-fold water conservation brochure. She presented and reviewed with the Board a proposed billboard advertisement for installation. Discussion ensued regarding revisions to the proposed billboard advertisement. Following review and discussion, the Board concurred to authorize installation of a revised billboard advertisement as discussed.

Ms. Kovar presented and reviewed with the Board a revised tri-fold water conservation brochure. Following review and discussion, the Board concurred to authorize distribution of the revised brochure.

#### PROCUREMENT PROCESS FOR CITY OF HOUSTON NORTHEAST WATER PURIFICATION PLANT EXPANSION PROJECT

Mr. Scholler discussed with the Board the Progressive Design-Build procurement process for the City of Houston Northeast Water Purification Plant Expansion project, including his role as the Authority's Selection Reviewer and Representative for the project and procedures for communicating procurement action items with the Board between meetings. Following discussion, Director Hebert moved to authorize Mr. Scholler to coordinate with Director Gay and/or Director Darden on procurement action items that arise between Board meetings. Director Fay seconded the motion, which was approved by unanimous vote.

#### CONVENE IN EXECUTIVE SESSION

The Board did not convene in executive session. Mr. Oliver presented and reviewed with the Board a Water Line and Meter Easement for Main Segment 9B as listed on the attached Realty Interests Chart. Following review and discussion, Director Gay moved to authorize execution of the Water Line and Meter Easement. Director Hebert seconded the motion, which was approved by unanimous vote.

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

[SIGNATURE PAGE FOR THE MINUTES OF THE APRIL 1, 2015, BOARD MEETING]

  
Secretary, Board of Directors

(SEAL)



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