

**Capital Improvements Program Advisory Committee (CIPAC)**  
**June 6, 2023**

**DRAFT MINUTES**

Members present:

Alexa Boedeker (Chair)  
Michael Humphries (Vice-Chair)  
James Wood  
Jared Wesley  
Justin French  
Martin Scott  
Mike Perdue  
Trent Baker

Members absent:

None

Staff

Erick Thompson, Deputy Director of Public Works - Engineering  
Michelle McCullough, Assistant Director of Public Works/City Engineer  
Currie Reardon, Recording Secretary

1. **Call to Order: 5:36 p.m.**
2. **Approval of Minutes (*Staff Contact: Erick Thompson, Deputy Director of Public Works – Engineering*)**

Mike Perdue moved and Justin French seconded a motion to approve minutes from the May 25, 2023 Capital Improvements Advisory Committee meeting. Motion passed 7-0, one absent when vote taken

3. **Citizen Appearances**  
None

4. **Reports and Discussion Items:**

- A. **Receive a report, hold a discussion, and provide feedback regarding the Water and Wastewater Impact Fee Update (*Staff Contact: Erick Thompson, Deputy Director of Public Works – Engineering*)**

Andrew Franko, Associate at Freese and Nichols, Inc., provided a presentation regarding the Water and Wastewater Impact Fee Update. The presentation covered the analysis, land use assumptions, growth projections, and recommended capital projects resulting in the new Maximum Allowable Fee values.

Committee members posed the following questions:

Q. Is the 10-year projection a rolling average or only calculated on a five year basis? Also, is inflation included?

A. Chapter 395 requires the analysis be updated at least every five years and the projections are calculated every time the analysis is done. In this case, these are based on a five-year projection considering today's costs without inflation.

Q. Why is Arlington on the lowest end of the Impact Fee Assessment Rate while Midlothian is on the highest end?

A. Each city has its own unique circumstances related to their development potential. Arlington is at or close to being fully developed. Midlothian, on the other hand, has much more developable land and growth potential. This is likely a significant factor in each city's respective impact fees.

Q. Are Impact Fee Programs limited to municipalities or do other water providers such as Bethesda and the Johnson County Special Utility District (JCSUD) assess impact fees?

A. Bethesda Water Supply Corporation does not appear to assess their own impact fees, but is a Fort Worth wholesale water customer. As a result, Bethesda passes on those impact fees to their customers. JCSUD recently (March) adopted land use assumptions and a capital program upon which impact fees may be imposed.

Q. Do the pass through rates from Fort Worth for the wastewater impact fees include cost of treatment facilities? Also, does it consider future growth if it is utilized or underutilized?

A. Yes, growth-based treatment facility projects are included in Fort Worth's impact fee capital plan.

Q. Are redundancy projects allowed so they aren't at complete capacity?

A. The portion of a project that is attributable to new development/growth can be eligible for impact fee funding.

Q. Where do the pass through rates assessed by Fort Worth go?

A. The Fort Worth pass-through fees collected in Burleson are remitted to the City of Fort Worth.

Q. What percentage of the maximum allowance is Fort Worth charging?

A. Fort Worth charges 40% of the maximum allowable fees.

Q. If the City Council does not approve the package for an increase in impact fees, where does the difference come from to fund the projects?

A. Water and Wastewater operate as an enterprise fund separate and apart from the City's general fund, so projects would most likely be funded from increased in water and wastewater rates paid by all customers necessary to service additional debt issued.

There being no further business, Trent Baker moved and Justin French seconded a motion to adjourn the meeting.

Time: 6:40 p.m.

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