



**CITY OF FAIR OAKS RANCH
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE (CIAC)
MEETING**

Thursday, September 05, 2024 at 9:00 AM

Fair Oaks Ranch Homeowners Association Office, 7286 Dietz Elkhorn, Fair Oaks Ranch

MINUTES

OPEN MEETING

1. Roll Call - Declaration of a Quorum.

CIAC Present: Chairman Paul Mebane and Vice Chair Chris Weigand, and Committee Members: John Guidry, Marcus Garcia, and Jamin Kazarian

CIAC Absent: Committee Members: Joe DeCola, Seth Mitchell, Dana Green, and Ben Koerner

Council Liaison, Emily Stroup, was also present at this meeting.

The meeting was called to order at 9:01 AM. Deputy City Secretary Amanda Valdez announced that there was no quorum, but the meeting would proceed to present items that require no action.

CITIZENS and GUEST FORUM

2. Citizens to be heard – None.

CONSENT AGENDA

3. Approval of the March 21, 2024 Regular Capital Improvements Advisory Committee meeting minutes.

There was no quorum of the Committee to take action. A quorum was established at 9:10 AM and the Committee took action to approve the minutes after all agenda items had been addressed.

MOTION: Made by Committee Chair Paul Mebane, seconded by Member Jamin Kazarian, to approve the Consent Agenda.

VOTE: 5-0; Motion Passed.

REVIEW OF COMMITTEE ACTIONS ITEMS

4. Semiannual Report from March 2024.

Paul Mebane, Chairman, went over the semiannual report submitted to City Council on April 4, 2024. Mr. Kazarian asked that staff correct the semiannual report to include him in the roll call. The change will be made administratively by staff.

REVIEW OF CAPITAL IMPROVEMENT PROJECTS**5. Willow Wind / Red Bud Hill / Rolling Acres Trail waterline replacement. (Not an Impact Fee Project)**

Steve Fried, Assistant Director of Public Works, informed the committee that the design phase of this project is 90% complete and included in the proposed FY 2024-25 budget. The estimated cost of the project is \$1.6 million dollars. This project is expected to decrease operation and maintenance costs, service disruptions, and water loss.

6. Old Fredericksburg Road Waterline Replacement. (Not an Impact Fee Project)

Assistant Director of Public Works Steve Fried gave a brief update on this project. The waterline replacement encompasses 2,700 ft of waterline along Old Fredericksburg Road. This area experiences frequent leaks and repairs can be challenging because it is located outside the city limits and requires staff to obtain permits. The design phase has been completed and Bexar County, with whom the City has partnered, is currently soliciting bids for the project. An Interlocal Agreement is expected to be presented to Council. Steve also let the Committee know that the project is included in the proposed FY 2024-25 budget as part of the bond project.

Vice Chair Chris Weigand arrived at 9:10 AM resulting in a quorum of the Committee.

7. SAWS Emergency Interconnection. (Not an Impact Fee Project)

Steve Fried, Assistant Director of Public Works, explained that this project, which is located near the Fair Oaks Village Shopping Center on Fair Oaks Parkway near I-10, would provide a backup alternative water source for Zone C in the event of an extended power outage or water shortage. The estimated cost of this project is \$200,000 with \$30,000 for the design included in the proposed FY 2024-25 budget.

8. Plant 3 Electrical Upgrades. (Not an Impact Fee Project)

Steve Fried, Assistant Director of Public Works, explained that this project includes overall efficiency improvements. Electrical equipment has exceeded its service life and replacing it would reduce wear and tear on service pumps and the water distribution system. The estimated cost of this project is just under \$400,000 with the design costs included in the proposed FY 2024-25 budget.

9. Tank Maintenance Program. (Not an Impact Fee Project)

Steve Fried, Assistant Director of Public Works, explained that this a project staff has been working towards for years. He detailed that the City's seven tanks need severe attention. Staff proposes soliciting bids for all tanks rather than individually to cover service and maintenance for 10-15 years. Services include tank coating, assistance with TCEQ compliance, cleaning of the tanks, and an annual inspection required by TCEQ. Annual costs for the services are estimated at \$207,000.

Amanda Valdez introduced newly appointed Assistant City Manager Jim Williams to the Committee.

UPDATE ON IMPACT FEE CAPITAL PROJECTS**10. Impact Fee Capital Improvement Project Summary:**

- Water CIP with Map
- Wastewater CIP with Map

Grant Watanabe, P.E., Director of Public Works & Engineering Services, gave a brief overview of the projects, identified costs spent in 2020, and answered questions of the committee.

11. Elevated Storage Tank / Pressure Reducing Valves.

Grant Watanabe, P.E., Director of Public Works & Engineering Services, explained that the City is working with the City of Boerne to acquire 3 acres of land but there is no change to the status as of now.

12. Wastewater Treatment Plant (WWTP) Phase 1 Expansion.

Grant Watanabe, P.E., Director of Public Works & Engineering Services, explained that this project will provide several upgrades to the effluent station and includes replacement of 10,400 feet of 6-inch and 8-inch main with a larger 12" main as well as upgraded pumps with higher horsepower. This project is currently in the design phase at an estimated \$5.6 million. Design is expected to be completed in 2025 for inclusion in the proposed budget for FY 2025-26 for construction.

13. Cojak Circle Manhole and Sewer Upgrades.

Steve Fried, Assistant Director of Public Works, detailed that this project would upgrade 1,200 feet of undersized sewer main from the manhole to the lift station. The cost is estimated at \$650,000 and is included in the FY2024-25 proposed budget.

14. Water Plant 5 Ground Storage Tank.

Steve Fried, Assistant Director of Public Works, provided an update to the committee detailing that the current tank capacity causes daily turnovers. The project increases overall storage capacity from 125,000 gallons to 625,000 gallons by constructing a 500,000 gallon tank.

REVIEW OF AND LAND USE ASSUMPTIONS**15. Land Use Assumptions (LUA) Update.**

- LUA Summary - From February 1, 2024 through July 31, 2024
- Water and Wastewater Trend Charts (actual vs. projected growth)
- Demonstration of LUA Interactive Map

Amanda Wade, Public Works Administrative Support Specialist, provided an update to the Committee regarding Land Use Assumptions and answered questions of the Committee.

CONSIDERATION / DISCUSSION ITEMS**16. Discussion regarding the next Impact Fee update.**

Grant Watanabe, P.E., Director of Public Works and Engineering Services, announced that staff has completed negotiations with Freese & Nichols for a study costing \$69,283. The agreement will be presented for action at the September 5, 2024, City Council meeting. If City Council approves the

agreement, staff will hold an internal kickoff meeting with the company later in September. Staff will work with them to update land use assumptions so that they are able to develop draft calculations for the March 2025 semiannual CIAC meeting. A special meeting will be scheduled during the March meeting to receive the DRAFT fees in April 2025. If the Committee agrees with the fees, staff will advance them to Council for a Workshop in May, then a public hearing and final adoption in June 2025.

17. Recommendations to City Council for Semi-Annual Report.

Paul Mebane, Chairperson, will provide the report to Council on October 3, 2025. The report will brief Council on the Impact Fee update. The committee agreed it was the only item for inclusion in the report at this time.

FUTURE MEETINGS

18. Recognition of outgoing committee members.

Paul Mebane, Chairman, recognized outgoing CIAC Committee members John Guidry and Seth Mitchell.

19. CIAC Semi-Annual Meeting March 6, 2025.

Amanda Valdez, TRMC, Deputy City Secretary, announced that the next regular meeting is scheduled for March 6, 2025.

20. Consideration and possible action to schedule special meetings for an impact fee update.

Amanda Valdez, TRMC, Deputy City Secretary, informed the Committee that no action would be necessary to schedule a special meeting at this time.

ADJOURNMENT

Vice Chair, Chris Weigand, suggested that the Committee consider proposing Transportation Impact Fees.

Chairman, Paul Mebane, adjourned the meeting at 10:29 AM.

ATTEST:

Paul Mebane, Chairman

Amanda Valdez, TRMC
Deputy City Secretary