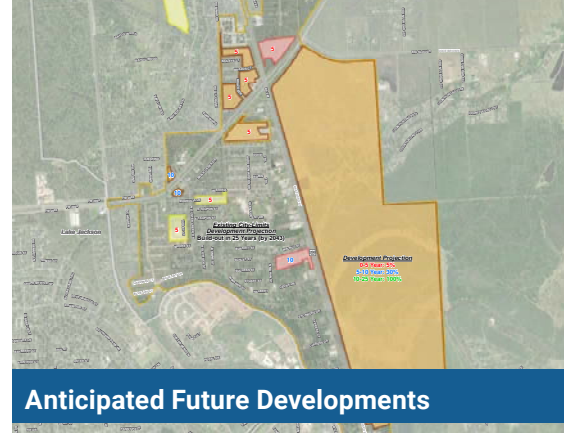


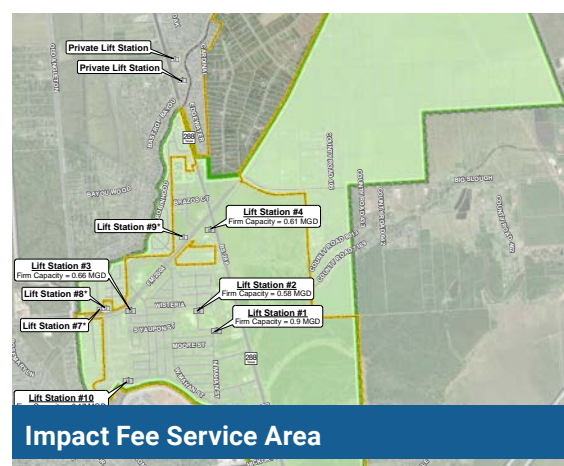


# CITY OF RICHWOOD

## 2019 Water and Wastewater Impact Fee



Anticipated Future Developments



Impact Fee Service Area



Capital Improvements Plan

PREPARED FOR:  
City of Richwood

PREPARED BY:  
Freese and Nichols, Inc.  
11200 Broadway Street, Suite 2320  
Pearland, Texas 77584  
832-456-4732



### STATEMENT OF QUALIFICATIONS

# City of Richwood

Water and Wastewater Impact Fee Study Update | #24-001Q

April 1, 2024

**ORIGINAL**



832-456-4700 | freese.com  
11200 Broadway Street, Suite 2320 | Pearland, TX 77584

April 1, 2024

City of Richwood  
City Secretary Office  
1800 Brazosport Blvd.  
Richwood, TX 77531

**RE: Water and Wastewater Impact Fee Study Update | #24-001Q**



832-456-4700 | freese.com  
11200 Broadway Street,  
Suite 2320  
Pearland, TX 77584

Dear Selection Committee:

Freese and Nichols, Inc. (FNI) is pleased to submit this statement of qualifications to the City of Richwood for its water and wastewater impact fee update. In this proposal, we have detailed many reasons why the FNI team is the ideal choice for this project, including:

**EXPERIENCED PROJECT MANAGER** – Kendall Ryan is a firm Associate and experienced project manager who worked closely with City staff on Richwood’s 2019 water and wastewater impact fee program. He has also personally managed the water and wastewater impact fee studies for the cities of Pearland, Friendswood, and Webster. Kendall manages FNI’s 10-person water and wastewater planning team that is based out of our Pearland office, just a 45 minute drive from Richwood’s City Hall. In addition to the dedicated project team, Kendall is supported by the resources of more than 150 Houston-area professionals and has access to more than 1,200 employees firm-wide to assist the City of Richwood.

**LOCAL, EXPERIENCED TEAM WITH A MUNICIPAL FOCUS** – Our team is local. FNI will conduct this project out of FNI’s Pearland office, which will provide quick access to the City of Richwood. FNI has a reputation for exceptional municipal client service, with cities and public agencies representing the majority of our clients. In addition, more than 86% of our clients are repeat, which means we have experience with municipalities across the state and can share these lessons learned with Richwood.

**UNPARALLELED IMPACT FEE EXPERIENCE** – Firm-wide, our impact fee experts have completed over 40 water and wastewater impact fee studies in the last 10 years for Texas municipalities. Our Pearland-based team has conducted impact fee studies for Richwood, Manvel, Pearland, Friendswood, League City, Webster, Dayton, Tomball, Jersey Village, Fulshear, Galveston, and College Station. This experience means we are skilled at advising City staff through the guidelines and requirements in Chapter 395 of the Texas Local Government Code, along with leading CIAC meetings and conducting public hearings. Our experience with ordinance development can further simplify the implementation of the water and wastewater impact fee update for Richwood.

**INTIMATE KNOWLEDGE OF RICHWOOD’S WATER/WASTEWATER IMPACT FEE** – FNI worked with Richwood’s staff in 2019 to develop the City’s water and wastewater master plan and impact fee program. The same staff team including Richard, Kendall, and Ishita are ready to engage with the City to complete this required 5-year update of the City’s water and wastewater impact fee. Kendall also worked with Richwood staff during the delivery of the City’s American Water Infrastructure Act (AWIA) Risk and Resilience Assessment and Emergency Response Plan in 2021.

On behalf of FNI, I certify that sufficient resources in personnel, equipment and time are available and can be committed to this project. Thank you for the opportunity to share our interest and qualifications. Please do not hesitate to contact us if you have any questions regarding our firm or our submittal.

Sincerely,

A handwritten signature in blue ink that reads 'Richard Weatherly'.

Richard Weatherly, PE  
Vice President/Principal  
817-875-2553 | richard.weatherly@freese.com



- Governed by Chapter 395 of the Texas Local Government Code
- Why have Impact Fees?
  - ✓ Allows cities to recoup costs associated with infrastructure needed to serve future development
  - ✓ Alleviates burden of new facilities on existing customers
  - ✓ Makes “growth pay for a share of the growth”
- Study determines the maximum fee *allowed* by state law
- City Council sets the *actual* fee to be collected from new development



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	Land Use Maps	
	Impact Fee Capital Improvement Plans	
	Impact Fee Calculations	
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### On the cover:

FNI helped develop Richwood’s water and wastewater impact fee program in 2019.



# 1. Introduction and Executed Signature Page

## FNI OVERVIEW

FNI is a privately owned, multidiscipline corporation serving municipal and county governments, water districts and river authorities, federal and state governments, military and higher education clients.

## REQUIRED STATEMENT

FNI accepts the stipulations contained in the Request for Qualifications and the terms and conditions of the Professional Services Agreement.

## REQUIRED SIGNATURE

Richard Weatherly has the authority to bind the firm to the submitted response.

Signature: 

Name: Richard Weatherly, PE

Title: Vice President/Principal

## LEGAL FIRM NAME

Freese and Nichols, Inc.

## BUSINESS TYPE

Corporation

## LOCAL ADDRESS

11200 Broadway Street  
Suite 2320  
Pearland, Texas 77584

## TELEPHONE NUMBER

832-456-4700

## LOCAL CONTACT

Richard Weatherly, PE  
Vice President/Principal  
713-600-6824  
richard.weatherly@freese.com

# 2. Qualifications

## FNI BACKGROUND

FNI is a client-focused, regionally based firm with national expertise. We meet client needs with responsiveness and flexibility. Dating back to our firm’s founding in 1894, we put relationships first – clients, teaming partners and staff – and seek long-term relationships, many of which are counted in decades, not years.

FNI provides a broad range of services to plan, design and manage public infrastructure projects. We help our clients through every stage of the project life cycle: planning, design, program management, funding procurement, regulatory compliance, construction management, and operations and maintenance. Our project teams are known for exceeding client expectations through innovative concepts and high-performing designs.

**1894**

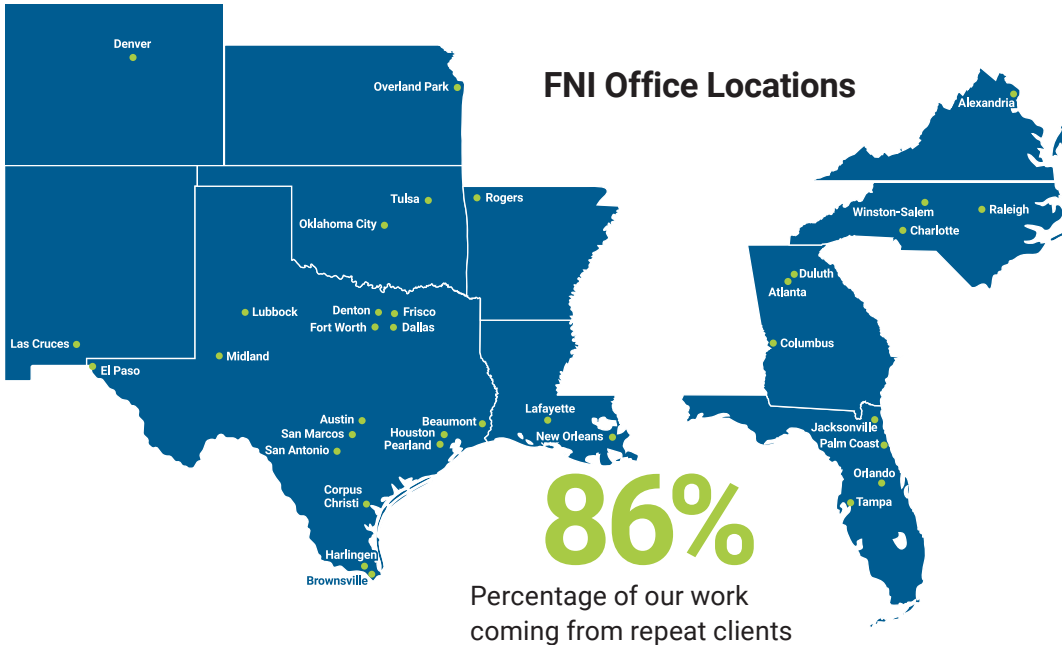
Year company was founded

**1,200+**

Multi-discipline professionals

**30+**

Offices nationwide



## Helping Our Communities Thrive for 130 Years

Since 1894, Freese and Nichols has shaped the communities where we live and work. In 2024, we’re celebrating 130 years of innovative approaches, practical results and outstanding service.

- We have a 130-year track record of improving our communities and innovating along the way
- Our commitment to quality and client service stems from our long-term relationships
- We are part of and invested in your community
- We are resilient, adaptable and consistent
- We continue to innovate, collaborating with you

“ Innovation is the essence of the Freese and Nichols culture. We’ve structured our company to inspire innovation every day. The results are solutions for our clients that span disciplines and geography.”

Brian Coltharp, PE | FNI President and CEO



# Impact Fee Experts

Our impact fee experience dates back to the inception of state legislation in 1989. Since then we have helped communities across the state implement impact fee programs and then follow on with mandated program updates (at least every five years). We have assisted communities in identifying collection rates that retain city competitiveness with other comparison cities through benchmarking of fees.

Our experience extends to assisting city staff with communicating the land use assumptions (LUAs), eligible capital improvement plans (CIP) development process and maximum allowable impact fees to the City Council, Capital Improvements Advisory Committee (CIAC) and the Public. At staff's request, we can also provide additional impact fee 101 presentations to the Council. Our time saving cost calculators rapidly speed up the fee calculation process to enable staff for other important day-to-day activities.



## COMPLIANCE WITH TEXAS LOCAL GOVERNMENT CODE CHAPTER 395 (TLGC 395) REQUIREMENTS

The Texas Local Government Code defines the process for the establishment and update of impact fees. Our team is familiar with the guidelines and requirements established in TLGC 395, which will allow the City to have peace of mind regarding compliance with the code. Our experience with ordinance development can further simplify the implementation of the water and wastewater impact fee update for the City.

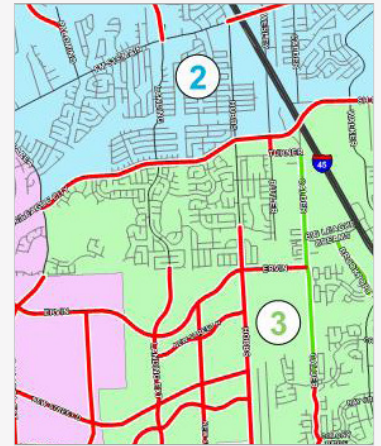
## Current Capacity

FNI's current workload will not hinder our ability or commitment to provide the City with the same quality and timely service as received by our clients. Each proposed team member is available to begin your project upon receipt of a signed contract from the City. However, should additional resources become required throughout the course of providing services, or should the project schedule become accelerated, FNI can draw from the expertise and resources of our entire firm to help meet your needs. We will commit the resources necessary to get the job done.



*I thought the team was just outstanding from top to bottom. They did great presenting the information to our Council and CIAC. In addition, they were very adaptable to our ever-evolving schedule, which we highly appreciated."*

- Jil Arias  
City of Friendswood

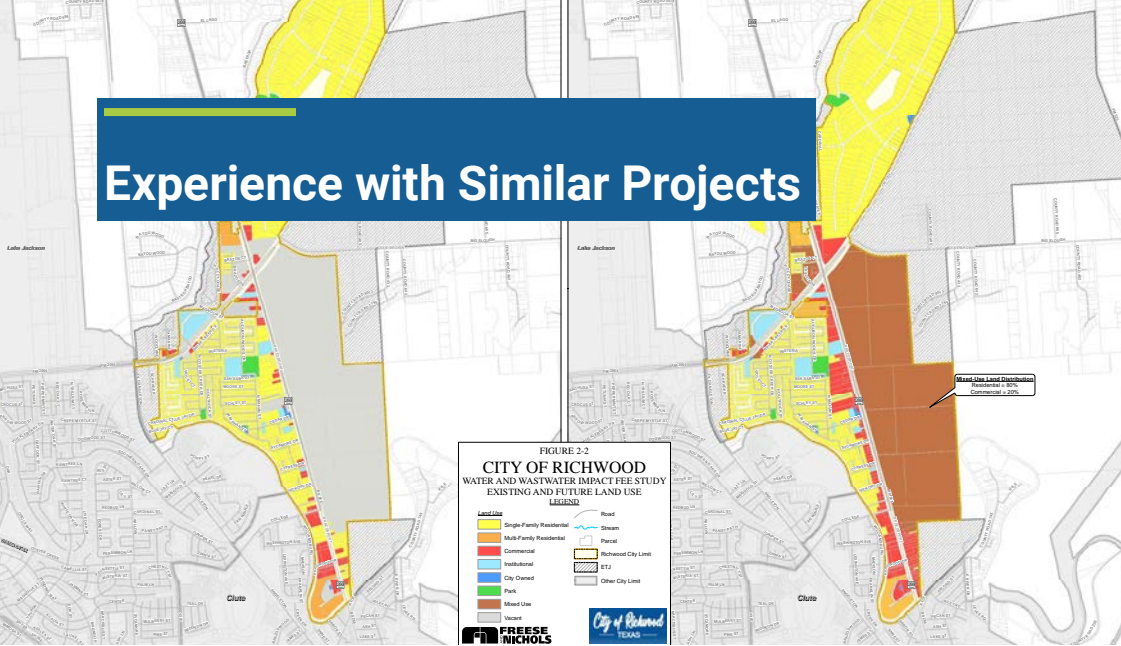


## Water/Wastewater Planning Capabilities

We have the largest water/wastewater master planning staff in the state. Our team of full-time water and wastewater planning engineers spend 100-percent of their time on water, wastewater, planning Capital Improvement Programs (CIP) and impact fee projects.

**FNI has completed 40 water and wastewater impact fee studies in the last 10 years for municipalities with populations ranging from 5,000 to 1 million+, including Richwood's.** FNI is skilled at helping cities through the impact fee process, leading committee meetings and conducting public hearings. FNI will utilize the same proven approach from the City's most recent impact fee study and will leverage our expertise on Richwood's water and wastewater systems to deliver an impact fee program that meets the City's unique needs.

## Experience with Similar Projects



This study was performed in accordance with Chapter 395

Completion Date  
August 2019

# Water and Wastewater Master Plan and Impact Fee

## City of Richwood

FNI conducted Richwood's 2019 Water and Wastewater Master Plan and Impact Fee Study that included development of land use assumptions, impact fee eligible CIP, and calculation of the maximum allowable impact fee.

As part of this project, FNI calculated maximum allowable water and wastewater impact fees by working closely with City management and public works to update land use assumptions, develop water and wastewater demands/flows, build and calibrate hydraulic models, and develop CIPs to serve projected growth. As part of the water and wastewater master plans, FNI developed 5-year, 10-year, and 25-year water and wastewater CIPs for Richwood. FNI utilized the 10-year land use and capacity-based CIPs to identify service units and impact fee eligible CIPs.

The water and wastewater impact fee development and adoption addressed the requirements of Chapter 395 of the TLGC. Key study elements included defining the impact fee service area and the development of 10-year land use assumptions, service units, impact fee eligible CIPs and costs, and calculating the maximum allowable impact fee per service unit. FNI worked with the City to establish a project schedule based on the required public hearings and assisted the City with delivering these presentations to the CIAC and Council. FNI also assisted City staff with the development of impact fee advertisements, as required by Chapter 395.

**LOCATION**  
Richwood, Texas

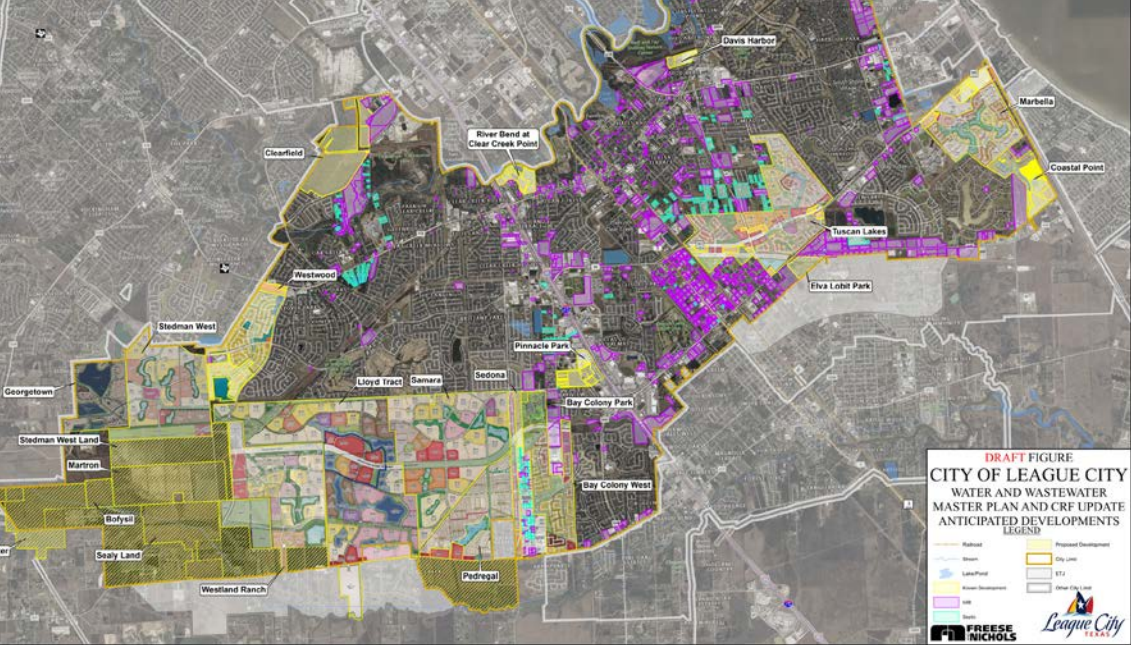
**POPULATION**  
6,000

**TEAM MEMBERS**

- Richard Weatherly
- Kendall Ryan
- Ishita Rahman

### IMPACT FEE SERVICES PROVIDED

- ✓ Land Use Assumptions
- ✓ Impact Fee CIP
- ✓ Max Allowable Impact Fee Calculation
- ✓ CIAC & Council Workshops & Public Hearings
- ✓ Impact Fee Report



**This study was performed in accordance with Chapter 395**

**Completion Date  
May 2023**

# Water and Wastewater Master Plan and Impact Fee Update

## City of League City

FNI completed an update to League City’s Water and Wastewater Master Plans and Impact Fees in 2024 and also developed the City’s previous Wastewater Master Plan and Impact Fee study in 2018.

As part of the latest update, FNI’s project team developed comprehensive, long-term, phased water and wastewater CIPs for 5-year, 10-year, and buildout planning periods with costs. FNI also developed a future operational plan for the City’s wastewater collection system that included the diversion of flows between the City’s two wastewater treatment plants. During the impact fee update process, FNI identified the projects that would serve 10-year growth and thus are impact fee eligible. FNI utilized the updated hydraulic models to determine the portions of projects needed to serve future growth within the 10-year impact fee-eligible planning period and the associated project costs.

The FNI project team also conducted a rate credit analysis for calculation of the maximum allowable impact fee per service unit. FNI assisted the City with public processes to address the requirements, as per Chapter 395 of the Texas Local Government Code, including preparation of the required Capital Improvements Advisory Committee (CIAC) and City Council public hearing presentations, planning for advertisements and development of the ordinance.

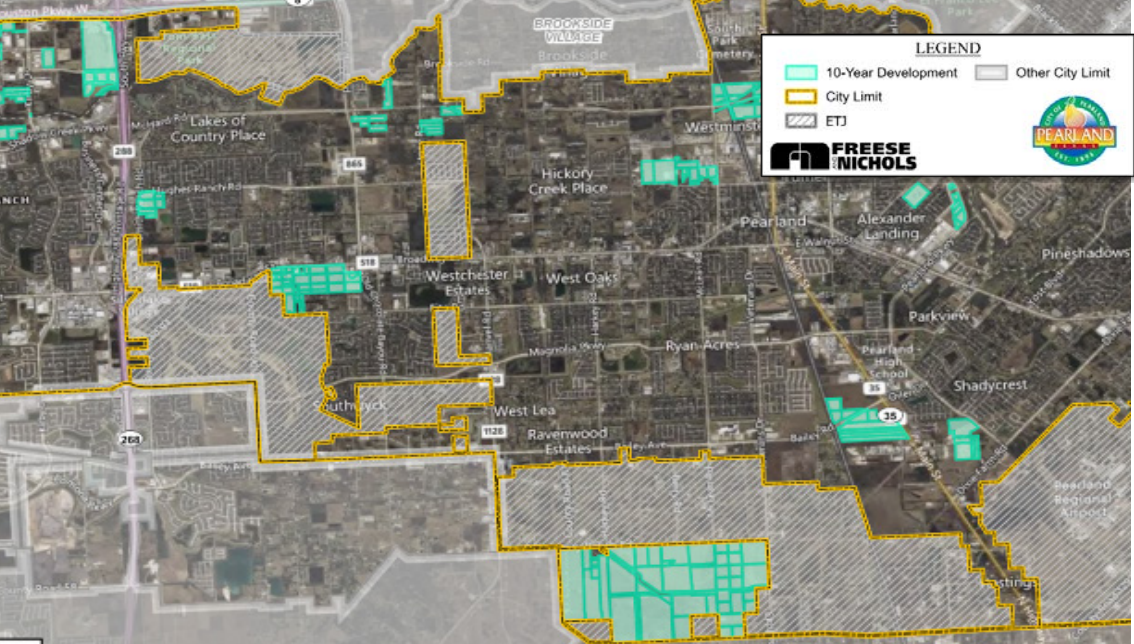
**LOCATION**  
League City, Texas

**POPULATION**  
116,900

- TEAM MEMBERS**
- Richard Weatherly
  - Kendall Ryan
  - Jessica Vassar
  - Bailey Keller
  - Ishita Rahman

- IMPACT FEE SERVICES PROVIDED**
- ✓ Land Use Assumptions
  - ✓ Impact Fee CIP
  - ✓ Max Allowable Impact Fee Calculation
  - ✓ CIAC & Council Workshops & Public Hearings
  - ✓ Impact Fee Report





**This study was performed in accordance with Chapter 395**

**Completion Date**  
March 2023

# Water and Wastewater Impact Fee Update

## City of Pearland

FNI completed the City of Pearland’s first water and wastewater impact fee study in 1997 and has performed all updated studies since. FNI recently completed the 2023 update to the City’s water and wastewater impact fees.

For this current update, FNI worked closely with the City’s Community Development Department and coordinated with the City’s ongoing comprehensive planning efforts to establish the required 10-year land use assumptions. FNI also utilized the City’s water and wastewater master plans and hydraulic models (prepared by FNI) to develop the 10-year impact fee CIP. FNI also assisted the City with moving to a water meter based impact fee assessment and implementation method.

The water and wastewater impact fee update addressed the requirements of Chapter 395 of the Texas Local Government Code. Key study elements included defining the impact fee service area and the development of 10-year land

use assumptions, service units, impact fee eligible CIPs and costs, and calculating the maximum allowable impact fee per service unit. FNI worked with the City to establish a project schedule based on the timeline for the impact fee update, shared the study information with the City’s CIAC, and presented at the required public hearing for the consideration of amending the land use assumptions, capital improvements plan, and impact fees.

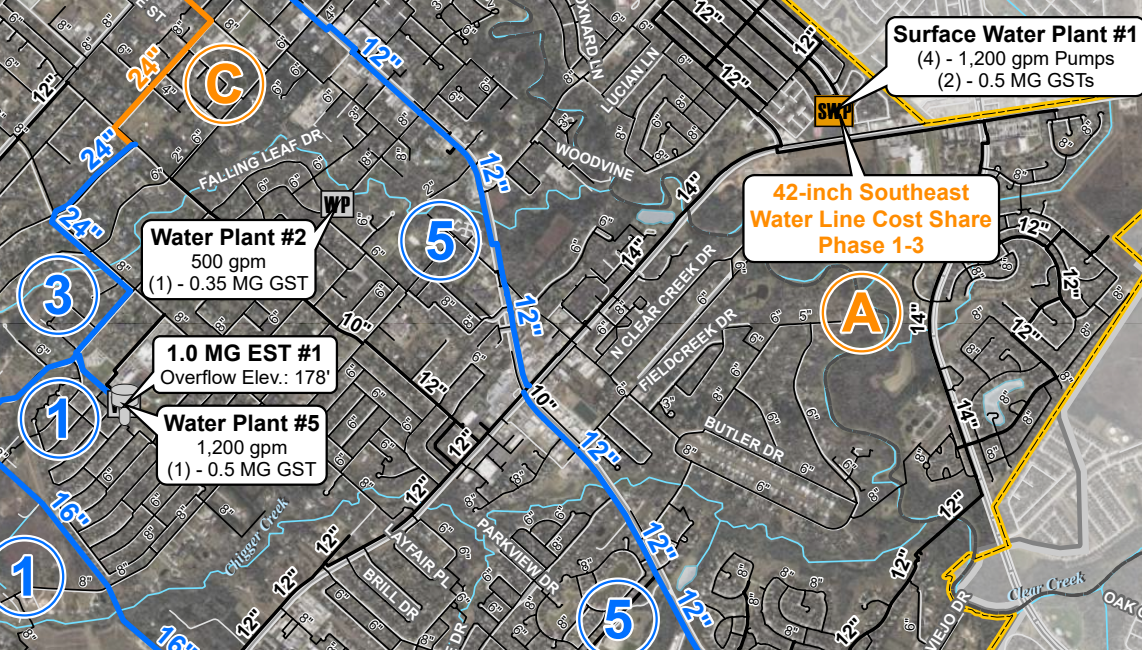
FNI also assisted the City with development of memorandums to City Council and the CIAC on the water and wastewater impact fee update per request from City staff.


**LOCATION**  
Pearland, Texas

**POPULATION**  
132,300

- TEAM MEMBERS**
- Richard Weatherly
  - Kendall Ryan
  - Jessica Vassar
  - Bailey Keller
  - Ishita Rahman

- IMPACT FEE SERVICES PROVIDED**
- ✓ Land Use Assumptions
  - ✓ Impact Fee CIP
  - ✓ Max Allowable Impact Fee Calculation
  - ✓ CIAC & Council Workshops & Public Hearings
  - ✓ Impact Fee Report



 This study was performed in accordance with Chapter 395

Completion Date  
January 2024

# Water and Wastewater Impact Fee Update

## City of Friendswood

FNI recently completed an update to the City of Friendswood’s water and wastewater impact fees that addressed the requirements of Chapter 395.

As part of this project, FNI worked closely with City staff to develop 10-year land use assumptions and identify impact fee eligible water and wastewater CIP projects to be included in the maximum allowable impact fee calculation. FNI developed a schedule for the impact fee update based on the requirements from

Chapter 395 including advertisements, public hearings, and CIAC meetings. Other key study elements included the preparation of the impact fee report and presentations to CIAC and city council regarding the land use assumptions, CIPs, and impact fee calculation.

**LOCATION**  
Friendswood, Texas

**POPULATION**  
42,400

- TEAM MEMBERS**
- Richard Weatherly
  - Kendall Ryan
  - Bailey Keller
  - Ishita Rahman
  - Jessica Vassar

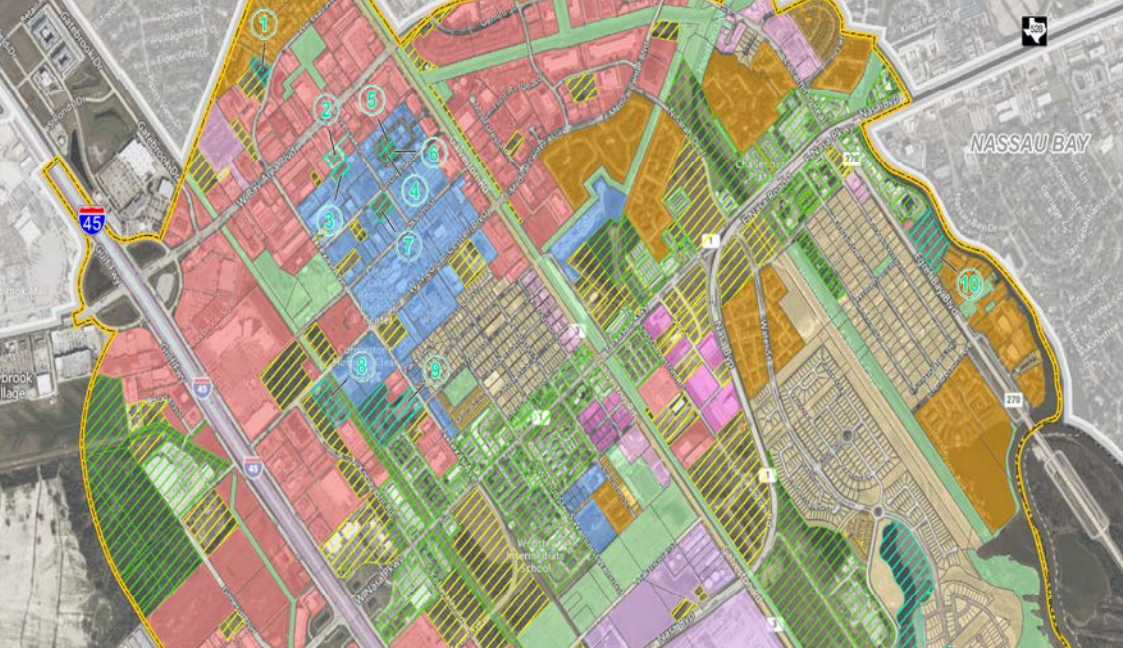
**IMPACT FEE SERVICES PROVIDED**

- ✓ Land Use Assumptions
- ✓ Impact Fee CIP
- ✓ Max Allowable Impact Fee Calculation
- ✓ CIAC & Council Workshops & Public Hearings
- ✓ Impact Fee Report

2023 Water Impact Fee Calculation	
Total Eligible Impact Fee Costs <sup>(1)</sup>	\$13,540,236
50% Credit	\$6,770,118
<b>Total Eligible Impact Fee Costs with 50% Credit Applied ①</b>	<b>\$6,770,118</b>
<b>10-Year Growth in Service Unit Equivalents ②</b>	<b>1,819</b>
<b>Maximum Allowable Water Impact Fee ① ÷ ②</b>	<b>\$3,721</b>

(1) Includes financing costs for debt service.

*Maximum Allowable Water Impact Fee Calculation*



**This study was performed in accordance with Chapter 395**

**Completion Date**  
November 2022

# Water and Wastewater Impact Fee Update

## City of Webster

FNI has performed multiple water and wastewater impact fee updates for the City of Webster, with the most recent study completed in 2023..

FNI worked with the City’s Public Works and Finance staff to develop the required 10-year land use assumptions and impact fee-eligible water and wastewater CIPs. The water and wastewater impact fee update addressed the requirements of Chapter 395 of the TLGC. Key study elements included defining the impact fee service area and the development of 10-year land use assumptions, service units,

impact fee eligible CIPs and costs, and calculating the maximum allowable impact fees per service unit. FNI worked with the City to establish a project schedule based on the timeline for the impact fee update, shared the study information with the City’s CIAC, and presented at the required public hearing for the consideration of amending the land use assumptions, capital improvements plan, and impact fees.

Year	Water SUEs	Wastewater SUEs
2022 <sup>(1)</sup>	12,622	10,650
2032 <sup>(2)</sup>	14,577	12,167
10-year Growth	1,955	1,517

*Impact Fee Land Use Assumptions Update and Service Units Development*

### LOCATION

Webster, Texas

### POPULATION

13,000

### TEAM MEMBERS

- Richard Weatherly
- Kendall Ryan
- Bailey Keller
- Ishita Rahman

### IMPACT FEE SERVICES PROVIDED

- ✓ Land Use Assumptions
- ✓ Impact Fee CIP
- ✓ Max Allowable Impact Fee Calculation
- ✓ CIAC & Council Workshops & Public Hearings
- ✓ Impact Fee Report



**This study was performed in accordance with Chapter 395**

**Completion Date  
November 2023**

# Water/Wastewater Master Plan and Impact Fee

## City of Tomball

FNI recently completed an update to the City of Tomball's Water and Wastewater Master Plan and Impact Fee study. FNI had also performed the previous Water and Wastewater Master Plan and Impact Fee study for the City.

As part of the current study, FNI updated the City's water and wastewater GIS, hydraulic models, and conducted an update to the City's population and commercial acreage projections incorporating the latest information from the City's 2019 Future Land Use Plan and anticipated known development information from the City's Planning Department.

The water and wastewater impact fee update addressed the requirements of Chapter 395 of the Texas Local Government Code. Key study elements included defining the impact fee service

area and the development of 10-year land use assumptions, service units, impact fee eligible CIPs and costs, and calculating the maximum allowable impact fee per service unit. FNI worked with the City to establish a project schedule based on the timeline for the impact fee update, shared the study information with the City's CIAC, and presented at the required public hearing for the consideration of amending land use assumptions, a capital improvements plan, and an impact fee for the current update.

### LOCATION

Tomball, Texas

### POPULATION

13,600

### TEAM MEMBERS

- Richard Weatherly
- Kendall Ryan
- Bailey Keller
- Ishita Rahman
- Amy Byland

### IMPACT FEE SERVICES PROVIDED

- ✓ Land Use Assumptions
- ✓ Impact Fee CIP
- ✓ Max Allowable Impact Fee Calculation
- ✓ CIAC & Council Workshops & Public Hearings
- ✓ Impact Fee Report

# 3. Qualifications of Staff

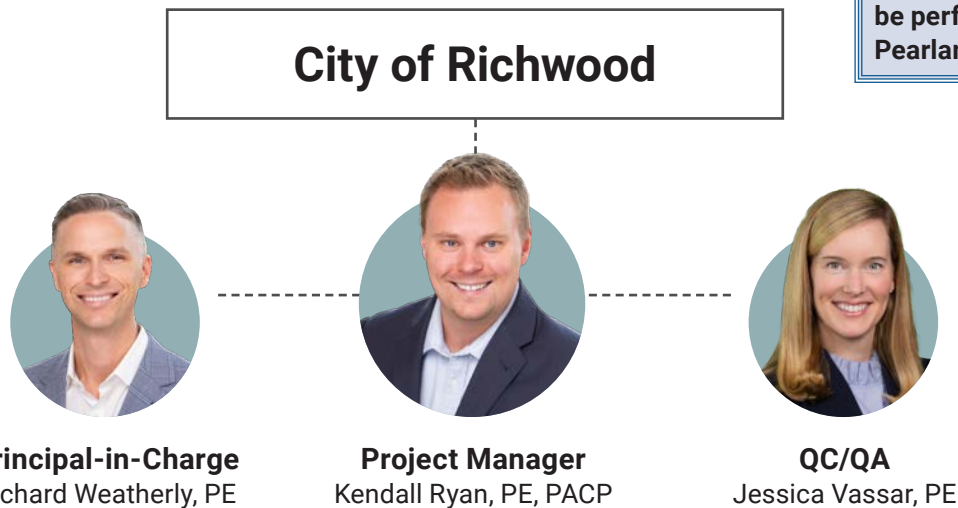
## Knowledgeable, Trusted and Familiar Team

We've put forth the advance-planning effort to verify we have the **right team members** in the **right place**, with the **right availability** to meet client goals. Our chosen team members combine decades of experience in water and wastewater master planning and impact fee studies and provide Richwood with a knowledgeable, trusted, and familiar team.

- ✔ **Trust:** Kendall Ryan is one of FNI's most experienced water and wastewater impact fee project managers. He, along with other key project team members, were involved in Richwood's previous Water and Wastewater Master Plan and Impact Fee study.
- ✔ **Knowledge:** FNI developed the City's most recent Water and Wastewater Master Plan and Impact Fee study, providing us with unmatched insights into Richwood's water and wastewater systems and allowing us to more efficiently serve the City.
- ✔ **Experience:** FNI has completed more water and wastewater impact fees than any other consultant in Texas.
- ✔ **Resources:** FNI has more than 60 full-time professionals focusing on master planning and impact fees, and over 1,200 employees firmwide.

We do not have any investigations or disciplinary action taken or pending by national or state regulatory bodies against our firm or individuals employed by our firm.

### ORGANIZATIONAL CHART



The majority of the work engagements will be performed in FNI's Pearland office.

### MAJOR WORK AREAS

**Land Use Assumptions**  
Bailey Keller, PE

**CIP Development**  
Ishita Rahman, PE, PACP  
Amy Byland, PE

**Financial/Impact Fee Analysis**  
Trey Shanks, IAM

**Public Engagement**  
Kendall Ryan, PE, PACP



# Richard Weatherly PE

## Principal-in-Charge

Richard Weatherly has personally managed more than 50 water and wastewater modeling studies and master plans, many of which included impact fees and rate studies.

Throughout Richard’s career, his project management and municipal client service experience have been focused on the development and implementation of regional infrastructure and capital improvement programs. His financial and rate study experience positions him to help municipal clients successfully implement water and wastewater CIPs. Richard is a past president of the WEAT Southeast Texas Section.

### EXPERIENCE

21 years

### EDUCATION

BS, Civil Engineering, The University of Texas at Austin

### REGISTRATION

Professional Engineer, Texas #100211

### RELEVANT PROJECT EXPERIENCE

#### Impact Fee Studies and Updates

- City of Richwood
- City of Friendswood
- City of Manvel
- City of Pearland
- City of College Station
- City of Webster
- City of Dayton
- City of Tomball
- City of League City
- City of Galveston
- City of Fulshear

#### Partial List of Water and Wastewater Impact Fee Projects

##### Water and Wastewater Master Plan and Impact Fee | City of Richwood | Project Manager

Key elements of this project included hydraulic modeling, development of land use assumptions and growth projections, development of a 10-year impact fee eligible CIP, and calculating the maximum allowable impact fee. FNI also assisted the City with the public hearing process and presentations.

##### 2021 Impact Fee Study Update | City of Manvel | Principal-in-Charge

FNI prepared an update to the City’s water and wastewater impact fees. Key study elements included the preparation of land use assumptions, the development of impact fee eligible capital improvement plans (CIP) and associated CIP costs, the calculation of the maximum allowable impact fee per service unit, and the update of the service unit equivalency table.

##### 2022 Water and Wastewater Impact Fee Update | City of Fulshear | Principal-in-Charge

FNI updated Fulshear’s water and wastewater impact fees addressing the requirements per the Texas Local Government Code. FNI also provided financial planning support by coordinating with rate study and financial study consultants, attending meetings, developing and delivering presentations to the City Council.

##### 2021 Water/Wastewater Impact Fee Update | City of College Station | Principal-in-Charge

FNI conducted an update to the City of College Station’s water and wastewater impact fees. During this study, FNI also updated the City’s water and wastewater hydraulic models and developed 5, 10, and 25- year planning period capital improvements plan recommendations.

Richard is one of FNI’s most experienced impact fee experts. Throughout his career, he has led more than 50 water and wastewater modeling studies, master plans, and impact fee projects in Southeast Texas.



# Kendall Ryan PE, PACP

## Project Manager

### EXPERIENCE

13 years

### EDUCATION

BS, Civil Engineering, The University of Texas at San Antonio

### REGISTRATION

Professional Engineer, Texas #125786

Pipeline Assessment Certification Program, National Association of Sewer Service Companies, #U-1019-70307528

Kendall Ryan is an FNI Associate and experienced project manager, having delivered more than 25 water and wastewater master plans and impact fee studies. He manages the firm’s Water/Wastewater Master Planning group in Southeast Texas and Florida. Kendall has focused full-time on hydraulic modeling and master planning for the entirety of his career, and is experienced in modeling, land use assumptions, system analyses, CIP development, and impact fee studies for municipal clients.

For two years, Kendall was embedded at the City of Houston, assisting City staff with citywide wastewater modeling and planning. In 2016, Kendall was selected as the WEAT Young Engineer of the Year for the Greater Houston Region.

### RELEVANT PROJECT EXPERIENCE

#### Impact Fee Studies and Updates

- City of Richwood
- City of Manvel
- City of Galveston
- City of Dayton
- City of League City
- City of Friendswood
- City of Pearland
- City of Webster
- City of Tomball
- City of Mont Belvieu

#### Partial List of Water and Wastewater Impact Fee Projects

##### Water and Wastewater Master Plan and Impact Fee | City of Richwood | Assistant Project Manager

Key elements of this project included hydraulic modeling, development of land use assumptions and growth projections, development of a 10-year impact fee eligible CIP, and calculating the maximum allowable impact fee. FNI also assisted the City with the public hearing process and presentations.

##### 2023 Water and Wastewater Impact Fee Update | City of Pearland | Project Manager

FNI has completed multiple updates to Pearland’s water and wastewater impact fees, most recently in 2023, to help the City maintain compliance with Chapter 395. The project included assisting the City with updates to the impact fee ordinance.

##### 2024 Water and Wastewater Impact Fee Update | City of Friendswood | Project Manager

FNI updated the City of Friendswood’s land use assumptions and impact fee calculation. FNI developed an impact fee update timeline to assist the City with scheduling public hearings and submitting public notices.

##### 2024 Water and Wastewater Impact Fee Update | City of Webster | Project Manager

FNI updated the City of Webster’s land use assumptions, and 10-year water and wastewater CIP. FNI developed an impact fee report and presented the findings to the CIAC and City Council.

Kendall worked closely with Richwood’s staff to develop the 2019 Water/Wastewater Impact Fee, and has extensive experience delivering presentations to CIAC and City Councils.



# Jessica Vassar PE

## QC/QA

### EXPERIENCE

18 years

### EDUCATION

BS, Civil Engineering, The University of Texas at Austin

### REGISTRATION

Professional Engineer, Texas#108934

Jessica Vassar specializes in hydraulic modeling, master planning, and impact fee studies. She has developed models for water and wastewater master planning, impact fee studies and development reviews and is experienced in updating existing models.

She supports utility design staff in making fully informed decisions on operating, rehabilitating and expanding their water and wastewater systems. Jessica frequently confirms growth projections for water demands and wastewater flow projections, and she utilizes the hydraulic model to confirm design decisions and operational scenarios. She is proficient in water and wastewater modeling software, such as InfoWater, InfoSewer, WaterGEMS and InfoWorks ICM. Jessica is an active member of the Water Environment Association of Texas (WEAT).

### RELEVANT PROJECT EXPERIENCE

#### Impact Fee Studies and Updates

- City of Buda
- City of Cibolo
- City of Cedar Hill
- City of Cleburne
- City of Coppell
- City of Fair Oaks Ranch
- City of Fredericksburg
- City of Friendswood
- City of Harker Heights
- Harlingen Waterworks System
- City of Lago Vista
- City of Lancaster
- City of Little Elm
- City of Pearland
- City of Pflugerville
- City of Portland
- City of Princeton
- City of Seguin
- City of Waco
- City of League City
- Town of Little Elm
- Town of Sunnyvale

Jessica has been involved in over 20 water and wastewater impact fee studies across Texas.

#### Partial List of Water and Wastewater Impact Fee Projects

##### 2023 Water and Wastewater Master Plan and Capital Impact Fee | City of League City | QC/QA

FNI is conducting an update to the City's existing water and wastewater master plans and impact fees. During this process, FNI is updating the City's land use assumptions, water and wastewater hydraulic models and developing capital improvements plans for 5, 10, and buildout planning periods.

##### 2023 Water and Wastewater Impact Fee Update | City of Pearland | QC/QA

FNI has completed multiple updates to Pearland's water and wastewater impact fees, most recently in 2023, to help the City maintain compliance with Chapter 395. The project included assisting the City with updates to the impact fee ordinance.





# Ishita Rahman PE, PACP

## CIP Development

Ishita Rahman is a Project Manager and Hydraulic Modeling Lead in the Water and Wastewater Modeling and Master Planning Group in Pearland. She has worked on more than 10 wastewater modeling and strategic planning studies for clients in Southeast Texas.

Ishita is experienced with hydraulic modeling, population and flow projections, system analysis, WWTP service area optimization, CIP development, model training, and impact fee studies.

### EXPERIENCE

9 years

### EDUCATION

MEng, Civil Engineering,  
Texas A&M University

MS, Civil Engineering,  
University of Waterloo

BS, Civil Engineering,  
Bangladesh University  
of Engineering and  
Technology

### REGISTRATION

Professional Engineer,  
Texas #134745

Pipeline Assessment  
Certification Program,  
National Association of  
Sewer Service Companies,  
#U-1019-70307527

Ishita led the CIP development phase of Richwood's 2019 Water and Wastewater Master Plan and Impact Fee.

### RELEVANT PROJECT EXPERIENCE

#### Impact Fee Studies and Updates

- City of Richwood
- City of Friendswood
- City of Manvel
- City of Dayton
- City of College Station
- City of Pearland
- City of League City
- City of Tomball
- City of Fulshear
- City of Galveston
- City of Mount Belvieu

#### Partial List of CIP Development Projects

**Water and Wastewater Master Plan and Impact Fee | City of Richwood | Project Engineer**  
Key elements of this project included hydraulic modeling, development of land use assumptions and growth projections, development of a 10-year impact fee eligible CIP, and calculating the maximum allowable impact fee. FNI also assisted the City with the public hearing process and presentations.

**Water and Wastewater Impact Fee Update | City of Manvel | Project Engineer**  
Key study elements included the preparation of land use assumptions, the development of impact fee eligible CIPs and associated costs, the calculation of the maximum allowable impact fee per service unit, and presentations to City Council and CIAC.

**Water and Wastewater Master Plan and Impact Fee Update | City of Tomball | Project Engineer**  
FNI worked with the City's Planning Department to develop the required 10-year Land Use Assumptions. FNI also updated the City's water and wastewater hydraulic models during this project and used those to develop impact fee CIP projects and identify percent eligibility of the projects for impact fee calculation.



# Amy Byland PE

## CIP Development

Amy Byland is an experienced master planner and hydraulic modeler in FNI's Water/Wastewater Master Planning Group. She specializes in distribution system hydraulic modeling and water quality analyses.

Amy is also experienced in demand forecasting, pump station design, water system resilience, operational analyses, CIP development, and emergency on-call modeling.

### EXPERIENCE

10 years

### EDUCATION

MS, Environmental Engineering, Rice University

BS, Environmental Engineering, Southern Methodist University

### REGISTRATION

Professional Engineer, Texas #133075

### RELEVANT PROJECT EXPERIENCE

#### Impact Fee Studies and Updates

- City of Tomball
- City of Galveston

#### Partial List of CIP Development Projects

##### **Water and Wastewater Master Plan and Impact Fee Update | City of Tomball | Project Engineer**

FNI worked with the City's Planning Department to develop the required 10-year Land Use Assumptions. FNI also updated the City's water and wastewater hydraulic models during this project and used those to develop impact fee CIP projects and identify percent eligibility of the projects for impact fee calculation.

##### **Water and Wastewater Master Plan and Impact Fee | City of Galveston | Project Engineer**

FNI is developing water and wastewater master plans for the City of Galveston. Key elements of this study include development of land use assumptions, 5-year, 10-year, and buildout CIP, and calculation of the maximum allowable impact fees. This study also includes presentations to City Council and CIAC.

##### **Water and Wastewater CIP Update | City of Lancaster | Project Engineer**

FNI utilized hydraulic modeling to perform updates to the City's near term water and wastewater CIP in response to proposed development.

##### **Water Quality Modeling | Arlington, TX | Project Engineer**

Amy is leading the water modeling for this project. FNI validated the City's model and performed water age modeling. Amy is modeling various scenarios to recommend operational changes and infrastructure updates to assist the City with managing water quality in the distribution system.

Amy has ten years of professional experience focused on water distribution system hydraulic capacity modeling, pump station design, and transient modeling.



# Bailey Keller PE

## Land Use Assumptions

Bailey Keller is an experienced hydraulic modeler in FNI's Water and Wastewater Modeling and Master Planning Group in Pearland.

She is skilled in developing land use assumptions, population and demand/flow projections, impact fee studies, water and wastewater model development and calibration, hydraulic analyses, and CIP development.

### EXPERIENCE

5 years

### EDUCATION

BS, Biological Engineering,  
University of Arkansas

### REGISTRATION

Professional Engineer,  
Texas #149628

### RELEVANT PROJECT EXPERIENCE

#### Impact Fee Studies and Updates

- City of College Station
- City of Friendswood
- City of Dayton
- City of League City
- City of Tomball
- City of Webster
- City of Pearland
- City of Galveston

#### Partial List of Land Use Assumption Projects

##### **Water and Wastewater Impact Fee Update | City of Pearland | Project Engineer**

FNI has completed multiple updates to Pearland's water and wastewater impact fees, most recently in 2023, to help the City maintain compliance with Chapter 395. The project included assisting the City with updates to the impact fee ordinance.

##### **Water and Wastewater Master Plan and Impact Fee Update | City of Tomball | Project Engineer**

FNI worked with the City's Planning Department to develop the required 10-year Land Use Assumptions. FNI also updated the City's water and wastewater hydraulic models during this project and used those to develop impact fee CIP projects and identify percent eligibility of the projects for impact fee calculation.

##### **Water and Wastewater Impact Fee Update | City of College Station | Project Engineer**

FNI conducted an update to the City of College Station's water and wastewater impact fees. FNI also updated the City's water and wastewater hydraulic models and developed 5, 10, and 25- year planning period land use assumptions and capital improvements plan recommendations.

##### **Water and Wastewater Master Plan and Impact Fee Update | City of League City | Project Engineer**

FNI conducted an update to the City's existing water and wastewater master plans and impact fees. During this process, FNI updated the City's land use assumptions, water and wastewater hydraulic models and developed capital improvements plans for 5-year, 10-year, and buildout planning periods.

Bailey has extensive experience working with municipalities to develop land use assumptions in Brazoria, Galveston, and other counties in Southeast Texas.



# Trey Shanks IAAM

## Financial/Impact Fee Analysis

Trey Shanks is an FNI Vice President/Principal experienced in taking municipalities from approval, data gathering and integration, and public involvement to ordinance development, utility implementation and related CIP development.

Trey has proven experience providing financial management advisory consulting. He has expertise in water and wastewater rate studies, utility fees, and water and wastewater impact fees and has worked on projects for a wide range of cities, from smaller rural and suburban communities to larger, urban centers. His service to clients is strengthened by his background in asset management, master planning, and environmental studies.

### EXPERIENCE

29 years

### EDUCATION

MS, Environmental Management, University of Houston-Clear Lake

BS, Chemistry, The University of Texas at Austin

### REGISTRATIONS

Certificate in Asset Management #1041700

Utility Risk and Resilience Certification Program, American Water Works Association

### RELEVANT PROJECT EXPERIENCE

#### Financial/Impact Fee Analysis Experience

- City of Cedar Park
- City of Celina
- City of DeSoto
- City of Fredericksburg
- City of Frisco
- City of Lubbock
- City of Midland
- City of Richardson
- City of Sachse
- City of Sherman
- City of Galveston
- City of Weatherford
- City of Wilmer

#### Partial List of Impact Fee Projects

##### Water and Wastewater Master Plan and Impact Fee | City of Galveston | Finance/Impact Fee

FNI is developing water and wastewater master plans for the City of Galveston. Key elements of this study include development of land use assumptions, 5-year, 10-year, and buildout CIP, and calculation of the maximum allowable impact fees. This study also includes presentations to City Council and CIAC.

##### Water and Wastewater Master Plan and Impact Fee Update | City of Krum | Finance/Impact Fee

FNI is providing an update to the City's Water and Wastewater Master Plan and Impact Fee Program as well as a review and evaluation of the sufficiency and appropriateness of existing user rates and charges associated with the City's water and wastewater systems. Additionally, FNI is preparing to request an Alternative Capacity Requirement.

##### Water, Wastewater, and Roadway Impact Fee Study | City of Wilmer | Finance/Impact Fee

FNI is performing an Impact Fee Study which includes developing service areas, performing an existing conditions analysis, determining the growth for the 10-year planning period, developing an impact fee capital improvements program, defining a service unit equivalency table and calculating the maximum fee per service-unit for the roadway, water and wastewater systems.

Trey is skilled in providing our clients with comprehensive financial and impact fee analysis services throughout Texas.

# 4. Familiarity/History Within the Region

FNI will manage the City’s Impact Fee Study from our Pearland office, where we have local and relevant impact fee experience. The proximity of our team means we will be highly responsive to the project needs. We are committed to proceeding with the work without delay and to completing it within the designated time period and budget.

Our proposed project team, shown on page 12, has experience with water supply, LUAs, master planning, CIP development and impact fee development for a number of municipalities within 50 miles of Richwood. Additionally, FNI’s Pearland office is located less than 40 miles from the City of Richwood.

## BENEFIT OF PREVIOUS EXPERIENCE

FNI’s extensive water/wastewater master planning and urban planning experience means our project team has the proven experience at all components of an impact fee project, from LUAs and CIP components to the public involvement and Texas Local Government Code requirements. Furthermore, our project team helps other municipalities in Southeast Texas successfully implement impact fees. Years of lessons learned means our team can provide efficient service to Richwood.

## Local Government Entities

During FNI’s 130-year history, our firm has worked with more than 500 local governments. A comprehensive list of the local government entities we have worked with in the last 10 years is available upon request.



## WHY FNI?

### DEFENSIBLE, EASY-TO-ADMINISTER IMPACT FEE PROGRAM

FNI will customize its proven and efficient CIP development and impact fee process to address the unique needs and issues affecting Richwood. Our goal is to enable the City to implement a defensible and easy-to-administer impact fee program.

### COMPREHENSIVE, EASY-TO-UNDERSTAND DELIVERABLES

FNI also understands the importance of presenting a comprehensive, easy-to-understand final report. This style of deliverable can be beneficial to advisory committee members who may not have a technical background in impact fee analysis.

### ENGAGING THE CITY’S STAFF

As we have done on previous projects, our team members will serve as an extension of the City’s staff.

### EXPERIENCE PROVIDING IMPACT FEE STUDIES THROUGHOUT TEXAS

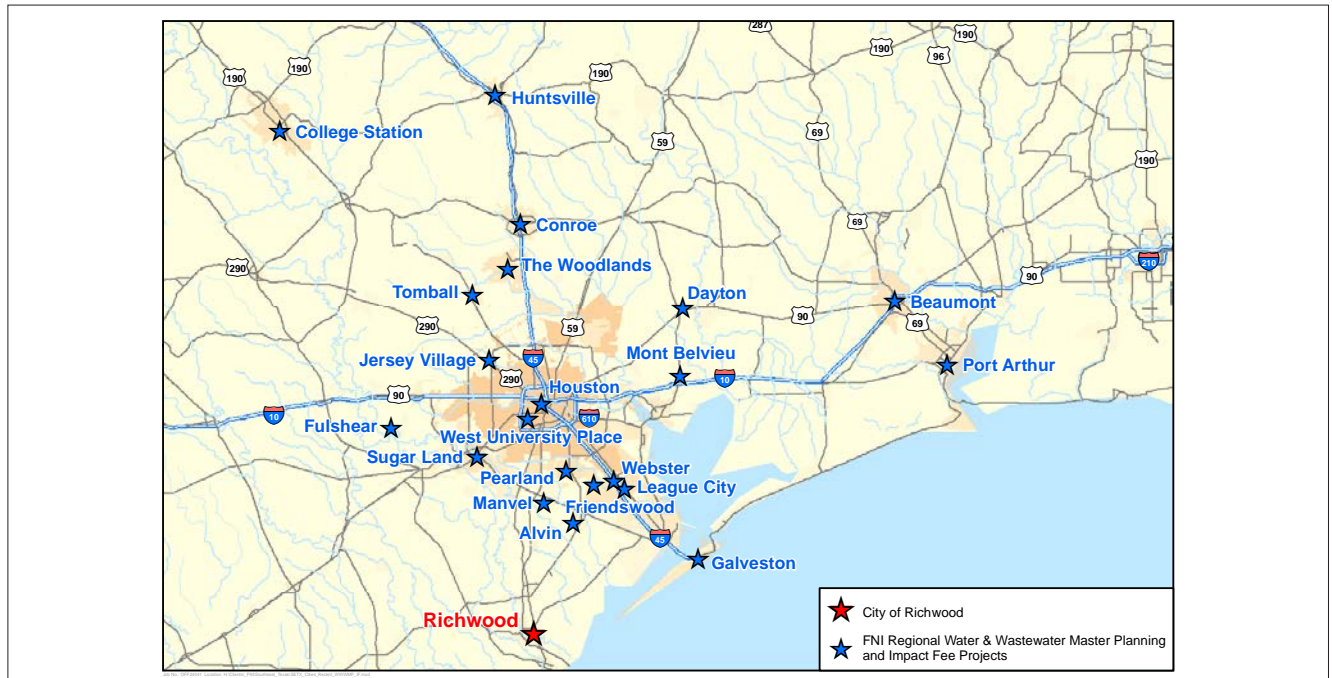
FNI has developed impact fees for more than 35 Texas municipalities and fully understands the planning, engineering, financial, legal and political issues involved in structuring and implementing a program that works for all stakeholders.

## EXAMPLES OF FNI'S RECENT IMPACT FEE EXPERIENCE WITH TEXAS MUNICIPALITIES

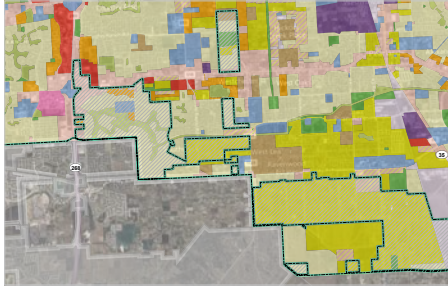
CITY/ENTITY	POPULATION SERVED	YEAR COMPLETED	TYPE OF IMPACT FEE		MASTER PLANNING AND CIP
			WATER	WASTEWATER	
City of Pearland*	132,300	2023	★	★	★
City of College Station	121,000	2016	★	★	★
City of League City*	116,900	2023	★	★	★
New Braunfels Utilities	90,000	Ongoing	★	★	★
City of Cedar Park	77,000	2019	★	★	
City of Mansfield	71,000	2018	★	★	★
City of North Richland Hills	70,000	2019	★	★	★
City of Pflugerville	64,000	2020	★	★	★
City of DeSoto	56,100	2021	★	★	
City of Galveston	54,000	Ongoing	★	★	★
City of Grapevine	50,600	2021	★	★	★
City of Friendswood*	42,400	2024	★	★	★
City of Fulshear	17,000	2022	★	★	★
City of Tomball*	13,600	2023	★	★	★
City of Webster*	13,000	2022	★	★	★
City of Manvel	10,000	2021	★	★	★
City of Dayton	8,800	2021	★	★	★
City of Mont Belvieu	7,700	Ongoing	★	★	★
City of Richwood*	4,800	2019	★	★	★

\*Featured projects shown on pages 6 - 11

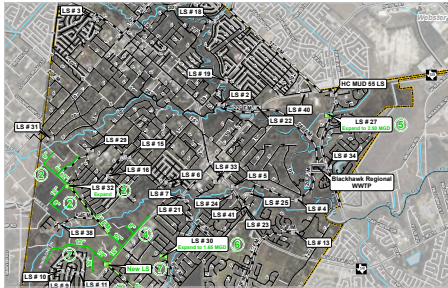
### FNI's Regional Water and Wastewater Master Planning and Impact Fee Experience



# 5. References



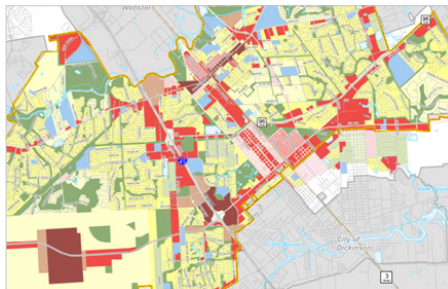
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**RAJENDRA SHRESTHA, PE**  
City Engineer  
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281-652-1649  
[rshrestha@pearlandtx.gov](mailto:rshrestha@pearlandtx.gov)



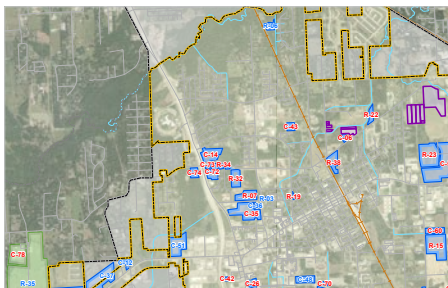
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# 6. Technical Approach

*FNI's master planning and impact fee professionals are well-versed in the requirements of Texas Local Government Code Chapter 395 for first time implementation of impact fees, as well as the required five-year updates.* Our impact fee approach, illustrated below, is to work with City staff, walking through each step from land use assumptions to the creation of the Impact Fee Ordinance. FNI will begin with a schedule identifying tasks and dates and finish the project by producing a report that documents a defensible, easy-to-administer impact fee program that enables the City's growth to pay for growth.

## IMPACT FEE APPROACH







## 1 DATA COLLECTION/REVIEW

FNI will develop a data request memorandum building off our knowledge from Richwood’s previous water/wastewater master plan and impact fee study and will work with City staff to gather and discuss appropriate information, including:

- Planning and development projections
- Most recent GIS of existing water and wastewater infrastructure
- Existing water meter information
- Latest water production and wastewater flow data
- Information on recently constructed water and wastewater capacity projects, including the Oakwood Shores Water Plant



## 2 LAND USE ASSUMPTIONS

An impact fee CIP is required to be based upon a set of adopted Land Use Assumptions (LUAs), which includes a description of the service area(s) and projections of changes in land use and population in the service area during a 10-year period. FNI will utilize the latest information from the City of Richwood to develop the land use assumptions.

### Progress Meeting: Impact Fee LUAs

FNI will conduct a progress meeting with City staff to review the Impact Fee LUAs. The meeting will focus on:

- 10-year LUAs, which is the horizon for eligible impact fee cost recovery
- Calculation of Service Unit Equivalents (SUEs) utilizing the AWWA-based water meter equivalency developed during the 2019 Impact Fee Study

City staff feedback will be solicited.



## 3 UPDATES TO 10-YEAR WATER AND WASTEWATER CIP

FNI will work with staff to identify 10-year water and wastewater CIP projects that serve future growth and thus are impact fee eligible.

### MODELING TO DETERMINE IMPACT FEE ELIGIBLE PROJECTS AND COSTS

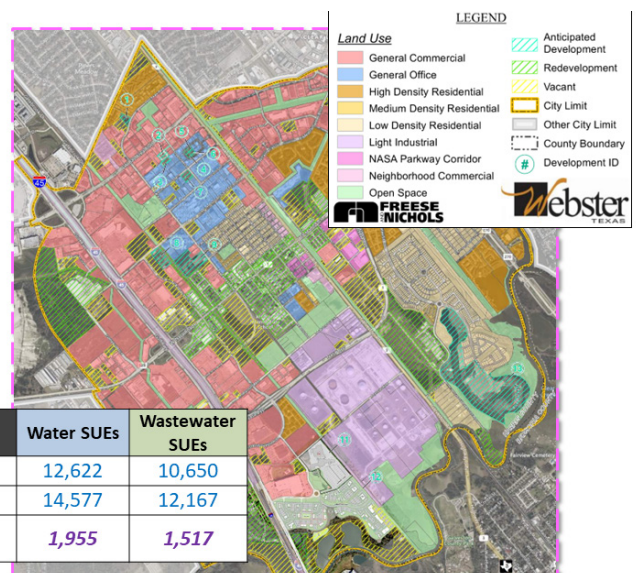
FNI will utilize the previously developed hydraulic water and wastewater models to update the 10-year CIPs based on the latest growth projections. Using hydraulic models of the water/wastewater systems provides more accurate, defensible capacity calculations for determining proposed system improvements eligible for impact fee cost recovery.

### ELIGIBLE PROJECTS AND UPDATED COST ESTIMATES

Cost recovery through impact fees is limited to those projects or portions of projects that directly serve the service area’s project 10-year growth. FNI will update the City’s Water/Wastewater Impact Fee CIP as well as existing and recently completed projects that are eligible for cost recovery through impact fees.

Eligibility of projects will be based on Chapter 395 of the Texas Local Government Code. The resulting Impact Fee CIP will include two categories of projects:

- Existing projects already in-service that still have excess capacity to serve growth during the next 10-



Webster Land Use Assumptions

year planning period

- New projects that will be needed to serve future growth during the next 10-year planning period

**FNI will update and/or develop new planning-level cost estimates for the Water/Wastewater Impact Fee CIP projects in 2024 dollars.**

### ELIGIBLE PORTIONS OF PROJECTS FOR IMPACT FEE COST RECOVERY

FNI will perform a project capacity utilization analysis to calculate portions of the projects eligible for impact fee cost recovery for:

- Ongoing or recently completed projects to determine excess capacity available to serve growth
- CIP projects proposed to accommodate growth during the 10-year planning period

FNI will apply the capacity utilization analysis results and updated cost estimates to calculate the percentage of the total project costs that are eligible for cost recovery through impact fees. The combined total of these capital costs, along with associated future financing costs, will represent the total water/wastewater capital improvement costs eligible for impact fee cost recovery.

***The eligibility of costs will be consistent with Chapter 395 of the Texas Local Government Code, and FNI will work with Richwood's finance staff to determine appropriate assumptions in financing calculations.***

### Progress Meeting: Impact Fee CIP

FNI will conduct a progress meeting with City staff to review the Impact Fee CIP. The meeting will focus on:

- 10-year CIP projects
- Project eligibility for impact fee cost recovery

City staff feedback will be solicited.



## 4 MAXIMUM ALLOWABLE IMPACT FEES CALCULATION

### CALCULATION OF MAXIMUM ALLOWABLE IMPACT FEES

Richwood elected to provide a credit equal to 50 percent during the development of the water and wastewater impact fee program in 2019, in accordance with Chapter 395. FNI will update Richwood's impact fee calculation utilizing the latest land use assumptions and impact fee CIP.

### Impact Fee Equation

$$\text{Maximum Allowable Impact Fees} = \frac{\text{Eligible CIP} - \text{Credit}}{\text{Growth in New Service Units}}$$

### IMPACT FEE BENCHMARKING WITH COMPARABLE UTILITIES

FNI will obtain data on adopted water and wastewater impact fees from nearby communities and compare with the calculated maximum allowable Richwood impact fees. FNI will work with City staff to identify comparable utilities for a meaningful comparison of impact fees.



## 5 PUBLIC INVOLVEMENT, CIAC WORKSHOPS AND PUBLIC HEARINGS

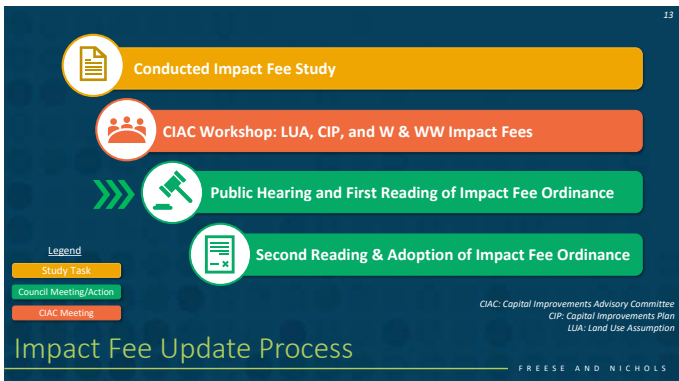
FNI understands the importance of communication throughout the entire impact fee process. FNI has experience developing workshop presentations to educate the public, CIACs and City Councils on the following key elements:

- Chapter 395 rules and recent updates
- CIAC roles and responsibilities
- Impact fee implementation and update process
- Project timeline
- Eligibility of CIPs

Early education and review are extremely valuable and worthwhile to help keep the impact fee update process on-track with minimal questions and concerns. ***Project Manager Kendall Ryan and his team have extensive experience preparing presentations, meeting with capital improvements advisory committees to explain the study components, and presenting clear and concise overviews at impact fee public hearings. We can also provide assistance in drafting the water and wastewater impact fee ordinance.***

### CIAC WORKSHOP: IMPACT FEES 101

***If desired, FNI will prepare and conduct an 'Impact Fees 101' workshop for the CIAC to provide an overview of impact fees and the implementation process, as well as CIAC's role in the updating of impact fees.***



## 6 IMPACT FEE REPORT

FNI will prepare a draft Impact Fee Study Report discussing methodology, projected 10-year land use assumptions, utilization of water/wastewater improvements and impact fee calculations. The Impact Fee Report will include water/wastewater maps depicting the projected 10-year land use assumptions and the existing and proposed system improvements required to meet the projected 10-year growth needs.

FNI will meet with the City staff throughout the impact fee update process to discuss the findings, impact fee calculations, and strategies for communicating the study process and results to CIAC and Council.

**FNI will provide the final Impact Fee Study** to the City along with an electronic copy of files for graphs, forms and tables of the impact fee calculations, including a PDF for the final report.

## SCHEDULE

With FNI’s deep understanding of Chapter 395, the City can confidently navigate compliance requirements.

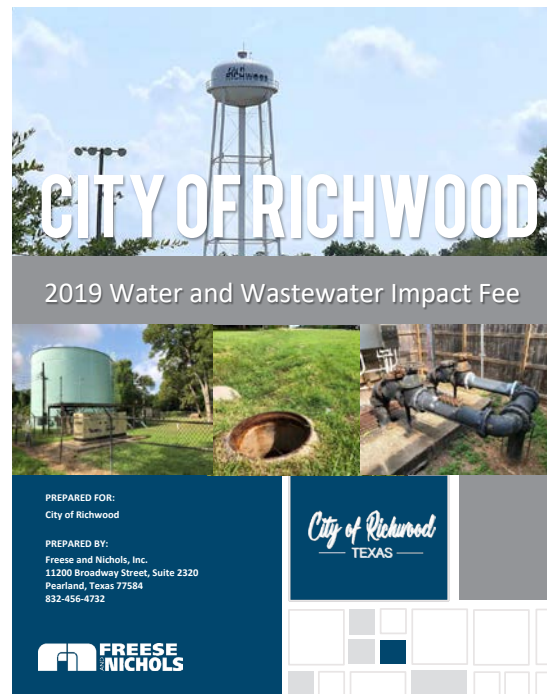
FNI will begin the project by developing and reviewing a schedule with City staff. During our initial meeting with Richwood, we will discuss key impact fee milestones and involved parties for each milestone. Based on this discussion, we will provide a schedule to City staff for review and approval.

## QUALITY CONTROL/QUALITY ASSURANCE

FNI is committed to verifying quality at every project milestone. We accomplish this via our internal Quality Control/Quality Assurance (QC/QA) program, which includes a review of each technical element of the project by experienced personnel within the firm.

## QUALITY CONTROL

The goal of a QC review is to check for sound technical principles and accuracy. QC at FNI involves technical review of all project components to determine accuracy and readability of studies, verify design calculations and details, and check constructibility of construction documents. FNI considers QC to be the ongoing responsibility of each team member, but formal QC reviews will be performed as key milestones throughout the project.



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# 7. Sample Documents

FNI is providing the following sample documents in the attached USB drive for the City of Friendswood, City of Webster, and City of Pearland:

- Land Use Maps
- Impact Fee CIPs
- Impact Fee Calculations
- Public Hearing Presentations



## Mission

Innovative approaches  
Practical results  
Outstanding service

## Vision

Be the firm of choice  
for clients and  
employees

## Values



-  LEARN CONTINUOUSLY
-  ENGAGE AS FAMILY
-  ACT WITH INTEGRITY
-  DELIVER QUALITY
-  SERVE ALWAYS

