



**NOTICE OF A REGULAR MEETING
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
TUESDAY, DECEMBER 19, 2023, AT 1:00 PM
SECOND FLOOR CITY HALL BUILDING
CONFERENCE ROOM 2A
200 W. VULCAN STREET
BRENHAM, TEXAS**

1. Call Meeting to Order

2. Public Comments

[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.]

CONSENT AGENDA

3. Statutory Consent Agenda

The Statutory Consent Agenda includes non-controversial and routine items that the Commission may act on with one single vote. A Commissioner may pull any item from the Consent Agenda in order that the Commission discuss and act upon it individually as part of the Regular Agenda.

3-a. Minutes from the October 24, 2023 Capital Improvements Advisory Committee (CIAC) meeting.

REGULAR AGENDA

4. Presentation and Discussion by Strand Associates, Inc. Concerning the Impact Fee Development Process, the Approved Land Use Assumptions, the Approved Capital Improvement Plans, and the Draft Maximum Assessable Impact Fees for Water, Wastewater, and Roadway Facilities.

5. Adjourn

CERTIFICATION

I certify that a copy of the December 19, 2023 agenda of items to be considered by the Capital Improvements Advisory Committee was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on December 15, 2023 at 11:45 a.m.

Kim Hodde

Kim Hodde, Planning Technician

Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that the attached notice and agenda of items to be considered by the Capital Improvements Advisory Committee was removed by me from the City Hall bulletin board on the _____ day of _____, 2023 at _____.

Signature

Title

**CITY OF BRENHAM
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
October 24, 2023**

The meeting minutes herein are a summarization of meeting procedures, not a verbatim transcription.

A regular meeting of the Capital Improvements Advisory Committee (CIAC) was held on October 24, 2023, at 1:00 pm in the Brenham Municipal Building, Conference Room 2A, at 200 West Vulcan Street, Brenham, Texas.

Committee Members present:

M. Keith Behrens, Chairman (*joined meeting at 1:10 pm*)

Darren Heine, Vice-Chairman

Dr. Deanna Alfred

Blake Brannon

Calvin Kossie

Randy Hodde

Committee Members absent:

Chris Cangelosi

Cayte Neil

Dr. Paul LaRoche

Lindi Braddock

Staff present:

Shauna Laauwe

Daniel McCracken

Debbie Gaffey

Dane Rau

Tim McRoberts

Kim Hodde

Strand Associates:

Ryan Tinsley

Blake Faldyn

Kelly Hajek

Alec McAndrew

Morgan Ruiz

Citizens / Media present:

None

1. Call Meeting to Order

Vice Chairman Heine called the meeting to order at 1:00 pm with a quorum of five (5) Committee Members present.

2. Public Comments

There were no public comments.

CONSENT AGENDA

3. Statutory Consent Agenda

The Statutory Agenda includes non-controversial and routine items that the Committee may act on with one single vote. A Committee Member may pull any item from the Consent Agenda in order that the Committee discuss and act upon it individually as part of the Regular Agenda.

3-a. Minutes from the September 12, 2023 Capital Improvements Advisory Committee (CIAC) Meeting.

Vice Chairman Heine called for any corrections or additions to the minutes as presented. A motion was made by Blake Brannon and seconded by Deanna Alfred to approve the Consent Agenda (minutes from the September 12, 2023 meeting), as presented. The motion carried unanimously.

REGULAR SESSION

4. Presentation and Discussion by Strand Associates, Inc. Concerning the Impact Fee Development Process, Service Unit Definition, and Draft Water and Wastewater Capital Improvement Plan Projects.

Ryan Tinsley, Kelly Hajek, and Morgan Ruiz gave a work session presentation that included the following items:

- Impact fee development process
- Service unit definition
- Draft water capital improvement (CIP) projects
- Draft wastewater capital improvement (CIP) projects
- Capital Improvements Advisory Committee (CIAC) feedback
- Next steps

Impact Fees are governed by Chapter 395 of the Texas Local Government Code. Chapter 395 also defines the credit for infrastructure development.

The Impact Fee Development Process provides multiple opportunities for input and public comment. The proposed process is listed below:

1. Form of the CIAC.
2. Prepare draft Land Use Assumptions with City Staff.
3. Present draft Land Use Assumptions to CIAC.
4. Incorporate CIAC comments into updated Land Use Assumptions and prepare draft CIP's.
- 5-a. Present updated Land Use Assumptions and draft CIP's for roadway impact fees to CIAC.
- 5-b. Present updated Land Use Assumptions and draft CIP's for water and wastewater impact fees to CIAC.
6. Incorporate CIAC comments into updated CIP's.
7. Public hearing: approval of land use assumptions and CIP's.
8. Prepare draft Impact Fees.
9. Present draft Impact Fees to CIAC.
10. CIAC to make formal recommendation to City Council.
11. Public hearing: Approval of Impact Fees.
12. Adopt Impact Fee Ordinance.

Note: This meeting is number 5-b as listed above.

A recap of steps 2, 3, and 4 was presented and included the following:

Service Units Provide Basis of Measurement for Collection of Impact Fees

- Service units
 - Means to measure use of capital facilities by new development

- Roadways = Vehicle-Miles
 - Capacity consumed in a single lane in the PM peak hour by a vehicle making a trip one-mile in length
- Water & Wastewater = Connections
 - Capacity consumed by a single equivalent residential water meter connection
 - 5/8" meter rated for 10 gpm continuous flow
 - Impact fees may be escalated based on water meter types and sizes per AWWA [Not all connections are equal. For larger meter sizes and types, info from tables per the AWWA will determine the impact fee.]

TCEQ's Capacity Requirements Drives Need for Water Production Improvements based on Connection Growth

- TCEQ connections
 - Current – 10,283 connections (August 2023)
 - 10-year = 4,870 connections
- Water supply – 0.6 gpm per connection
 - TCEQ granted an ACR of 0.40 gpm per connection
 - 5,800 gpm = 14,500 total connections (70.9%) – current connections
- Water treatment – 0.6 gpm per connection
 - TCEQ granted an ACR of 0.40 gpm per connection
 - 4,850 gpm = 12,125 total connections (84.8%) – current connections

[Per the TCEQ, at 85% capacity a City is required to start planning for a new plant.]

Water Source Evaluation and Water Treatment Plant Expansion Plan Identified Need for Incremental Water Production Improvements

- Surface Water Treatment Plant Improvements:
 - Upgrade facility with conventional treatment methods
 - Increase capacity from 6.984 mgd to 8.350 mgd
 - Provides approximately 2,370 additional connections

[Currently under design – several years until completion]
- Groundwater Treatment Plan Improvements:
 - Three sites identified at Loesch Street, Jackson Street Park, and Westside Elevated Storage Tank
 - Two wells, treatment, ground storage, and pumping
 - Provides approximately 1,770 additional connections per each

{Loesch Street has an existing well that is only currently used for testing}

Water Storage and Pumping Improvements Required to Maintain System Pressures and Meet TCEQ Capacity Requirements

- Total storage – 200 gallons per connection
 - 4,000,000 gallons = 20,000 total connections (51.4%) - current
 - 3,400,000 gallons = 17,000 total connections (60.5%) * not a concern at this time
- Elevated storage – 100 gallons per connection
 - 1,400,000 gallons = 14,000 total connections (73.5%)

- Service pumping – 0.653 gpm per connection
 - WTP – 6,100 gpm = 9,342 total connections (110.1%)
 - Atlow – 1,500 gpm = 2,297 total connections (60.6%)
[2 pressure planes]
- System pressures – minimum of 35 psi

TCEQ Chapter 217 Identifies Need for Wastewater Collection, Pumping, and Treatment Improvements based on Increased Sanitary Flows

- Wastewater treatment
 - Rated – 3.55 mgd daily average flow (daf)
 - Current = 1.95 mgd daf (54.9%)
[at 75% for 3-consecutive months – start planning]
[at 90% - start construction]
- Lift station and force mains
 - 19 lift stations with varying rated capacities
 - Rated capacity is the volume of wastewater a lift station can pump with its largest pump out of service
- Sanitary sewers
 - Gravity sewer slopes are established to allow a velocity not less than 2.0 feet per second when the pipes are at full capacity

Calibrated Hydraulic Model used to simulate System pressure changes because of anticipated 10-year development growth.

- Existing system pressures show two areas of low pressure.
- 10-year system pressures (with no improvements) show multiple areas with pressure too low for TCEQ requirements.

TCEQ Compliance Maintained through Combination of Wastewater Treatment, Pumping, and Collection Projects

- WWT = Wastewater Treatment (1 project)
- WWP = Wastewater Pumping (15 projects)
- WWC= Wastewater Collections (6 projects)

Wastewater Collection Model Considers inflow and Infiltration to Identify needed Wastewater Infrastructure Improvements (Hydraulic and hydrologic model accounts for rainwater)

- WT = Water Treatment (3 projects)
- WS = Water Storage (2 projects)
- WM = Water Mains (11 projects)

Strand Associates stated that the projects were prioritized based on multiple factors – existing development and growth in the area, proposed development in the area, areas that currently need attention. City staff will have the flexibility to move the projects up or down in the list as needed.

Incorporating CIAC feedback improves confidence in Impact Fee Study

- Consensus items:
 - Water and Wastewater CIP's to include all proposed projects.
 - Proposed prioritization of CIP projects.

All CIAC members were in support of the above-reference consensus items.

General Notes/Comments

- Potential storm sewer overflows at 105 and Munz Street.
- Munz will need to be replaced with larger pumps by 2027.
- Standard peaking factor of 4 is assumed.
- Some systems are designed with a larger well and a smaller pump so that the pump can be replaced with a larger pump when needed.
- Impact fees will ultimately pay for 50% of the attributable costs.
- Projects will not be done until the growth is there.
- 33% of homesteads are senior citizens.

Next Steps with anticipated dates:

- CIAC Presentation No. 1 – draft Land Use Assumptions – July 24, 2023
- CIAC Presentation No. 2A – updated Land Use Assumptions and draft CIP’s (Roadway Impact Fees)– September 12, 2023
- CIAC Presentation No. 2B – updated Land Use Assumptions and draft CIP’s (Water and Wastewater) – October 24, 2023
- City Council – Public Hearing for Approval of Land Use Assumptions and CIP’s – December 7, 2023
- CIAC Presentation No. 3 – Draft Impact Fees – Mid-December 2023
- Developer’s Workshop with City Staff and CIAC – Mid-January 2024
- City Council – Public Hearing for Approval of Impact Fees – February 1, 2024
- City Council – Adopt Impact Fee Ordinance (First Reading) – February 15, 2024
- City Council – Adopt Impact Fee Ordinance (Second Reading) – March 7, 2024

As this was a work session item, no formal action was taken.

5. Adjourn.

The meeting was adjourned the meeting at 2:25 pm. The motion carried unanimously.

The City of Brenham appreciates the participation of our citizens, and the role of the Capital Improvements Advisory Committee (CIAC) in this decision-making process.

Certification of Meeting Minutes:

<hr/>	<u>M. Keith Behrens</u>	<u>December 19, 2023</u>
Capital Improvements Advisory Committee	Chair	Meeting Date
<hr/>	<u>Kim Hodde</u>	<u>December 19, 2023</u>
Attest	Staff Secretary	Meeting Date