

NOTICE OF MEETING

FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 25

TO: THE BOARD OF DIRECTORS OF FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 25 AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of Fort Bend County Municipal Utility District No. 25 (the "District") will hold a regular meeting, open to the public, on Thursday, September 17, 2020, at 5:30 p.m., by Zoom<sup>1</sup> (Meeting ID: 815 3234 8178, Password: 829546) and telephone (Call in number: (1)346-248-7799, Passcode: 81532348178#), to consider, discuss, and adopt such orders, resolutions, or motions and take other direct or indirect actions as may be necessary, convenient, or desirable with respect to the matters listed below.

1. Approve the minutes of previous meeting(s).
2. Receive and consider comments and questions from the public (limited to 3 minutes per person).
3. Receive Developer's report.
4. Receive Tax Assessor/Collector's report, including:
  - a. Approval of checks drawn on the tax account and payment of invoices presented and approval of tax refunds;
  - b. Conduct public hearing in connection with the levy of the District's 2020 tax rate;
  - c. Consider levy of the District's 2020 debt service and maintenance tax rates and the adoption of an order in connection therewith; and
  - d. Consider the approval and execution of an Amended District Information Form.
5. Receive Delinquent Tax Attorney's report, including:
  - a. Authorize termination of water service to delinquent taxpayers.
6. Receive District Engineer's report, including Projects, Disaster Recovery, and Development, and the following:
  - a. Permit Amendments and renewals;
  - b. Capacity analysis;
  - c. Bond application reports;
  - d. Construction of non-capital projects;
  - e. Coordination of projects with Project Management Engineer;
  - f. Developer projects, new development and requests for service;
  - g. Authorize and/or concur with the design, advertisement for bids and/or award of contracts for the construction of water, sanitary sewer and drainage or other facilities within the District;
  - h. Approve and/or concur in the approval of pay estimates and change orders on current construction projects within the District;
  - i. Grant or accept site and/or easement conveyances for facilities constructed or to be constructed for or on behalf of the District;
  - j. Grant or consent to easements over District property;
  - k. Review status of the developments within the District;
  - l. Review summary of pending projects, including the status thereof;
  - m. Procedures planned for remediation and recovery;
  - n. Evaluation planned to determine status of storm drainage system; and

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<sup>1</sup> As a result of the current COVID-19 virus epidemic emergency, the convening at one location of a quorum of the Board is difficult or impossible. Therefore, the Board will conduct this meeting by video/telephone conference call rather than by physical quorum pursuant to Section 551.125 of the Texas Government Code and the guidance of the Governor of the State of Texas. Members of the public are entitled to participate and address the Board during the telephonic meeting under agenda item no. 2. In all respects, this meeting will be open to the public and compliant with applicable law and guidance of the Governor of the State of Texas.

- o. Reimbursement and payment options.
7. Receive Attorney's Report, including:
- a. Consider requests for annexation of land into the District and authorize all appropriate action, including acceptance of annexation petitions from landowners, execution of petitions to the City of Houston for consent to annexation, adoption of Order(s) Adding Land into the District and approval of Amendment to District Information Form;
  - b. Approval of utility commitment letters;
  - c. Approval of developer reimbursement agreements;
  - d. Approval of resolutions to the Texas Commission on Environmental Quality regarding the release of escrowed funds, the use of surplus funds or a change in use of funds;
  - e. Approval of the audit of reimbursements to be made to a developer from the proceeds of the sale of the District's Bonds; and
  - f. Adopt amendments to the District's Rate Order.
8. Receive General Manager's Report, including the following:
- a. Operations and Projects Reports, including:
    - i. Overall Field Operations Report;
    - ii. Illegal Hookups and/or violations of the District's Rate Order
    - iii. Construction, Engineering and project updates;
    - iv. Other Operations issues;
    - v. General Operations issues;
    - vi. General construction issues;
    - vii. Detention and outfall updates; and
    - viii. QLIP items, including pocket park status.
  - b. Billing & Collections Report, including:
    - i. Conduct hearing and authorize termination of water service to delinquent accounts;
    - ii. Review of customer communications regarding billing issues;
    - iii. Consider Rate Order issues; and
    - iv. Consider other actions or issues associated with billing.
  - c. Information Technology Reports and other information to include:
    - i. Fixed Network Update (meter reads and analytics); and
    - ii. Other Information Technology related items.
  - d. Financial Services Report, including:
    - i. Approve the District Bookkeeper's Report, the Investment Report, and other Financial Reports and payment of bills.
  - e. Human Resources, Operations Group Goals, Policies and General Policy matters, including:
    - i. Update, review and approve, if appropriate, Policy Manuals, SOPs, etc.; and
    - ii. Any other matters deemed appropriate and related to overall Administrative items, Human Resources, etc.
  - f. Risk Management Policies, Regulatory Compliance Matters, Standard Operations Procedures (SOPs), Red Flag Policies, Safety Reports, Group Goals and other related administrative items, including:
    - i. Approve SOPs presented;
    - ii. Approve any policy changes and /or amendments;
    - iii. Ongoing training items;
    - iv. Community Projects and Communication; and
    - v. Risk Management items.
  - g. Building Maintenance and Landscaping/Grounds Maintenance Items, including:
    - i. General building items; and
    - ii. General landscape and grounds items.




h. Executive Management Reports to include Financial/Budget, Group Goals, Strategic, Legal, Engineering, Project and Future Strategic Planning updates, including:

- i. General legal items;
- ii. General engineering items;
- iii. General project items; and
- iv. Future/Strategic Planning Issues (overall).

9. The Board of Directors reserves the right to convene in Executive Session to deliberate, review and discuss matters as authorized under the Texas Open Meetings Act, Chapter 551, Texas Government Code.

10. Reconvene in public session and authorize any necessary action resulting from Executive Session.

11. Such other matters that may come before the Board.

  
Executive General Manager for the District

(DISTRICT SEAL)

