

**MINUTES OF REGULAR MEETING OF  
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 25,  
OF FORT BEND COUNTY, TEXAS**

**June 15, 2023**

The Board of Directors (the “Board”) of Fort Bend County Municipal Utility District No. 25, of Fort Bend County, Texas (the “District”), met in regular session, open to the public, on the 15<sup>th</sup> day of June, 2023, at a regular meeting place thereof, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Glenn Farley	President
Escoto Thomas	Vice President/Assistant Secretary
Brian Addicks	Assistant Vice President/Investment Officer
Dan Turner	Secretary
Jeffery Williams	Assistant Secretary

and all of said persons were present during all or a portion of the meeting, with Director Thomas appearing by Zoom, thus constituting a quorum.

Also present during all or a portion of the meeting were: Leonela Ruvalcaba, Executive General Manager; Mary Moore Hayes (by Zoom), Executive Assistant General Manager; Dominique Reddick, Director of Financial Services; Tyler Bridges, Construction and Maintenance Manager; David Nguyen (by Zoom), Information Technology (“IT”) Department; Terrie Sechrist with Sechrist·Duckers LLP, attorneys for the District; Hector Pena with Ardurra Group, LLC (“Ardurra”), engineers for the District; and Deputy Jeff Martinez with the Fort Bend County Sheriff’s Office

**MINUTES**

The Board first considered approval of the minutes of its regular meeting held on May 18, 2023. After discussion, Director Farley made a motion to approve the minutes of the May 18, 2023, Board meeting, as presented. Director Williams seconded the motion and it carried unanimously.

**PUBLIC COMMENTS**

No comments were received from members of the public.

**DEVELOPER’S REPORT**

No report was received from developers of property in the District.

**TAX ASSESSOR/COLLECTOR’S REPORT**

Ms. Sechrist next presented the Tax Assessor/Collector’s Report for May 2023 (the “Tax

Report”), a copy of which is attached hereto as **Exhibit “A”**. she reported that 97.78% of the District’s 2022 taxes and 99.63% of the District’s 2021 taxes had been collected as of May 31, 2023.

After discussion, Director Farley moved that the Board accept the Tax Report and authorize payment of all disbursements listed thereon or otherwise presented at the meeting. The motion was seconded by Director Williams and carried by unanimous vote.

### **DELINQUENT TAX ATTORNEY’S REPORT**

Ms. Ruvalcaba next presented the Delinquent Tax Attorney’s Report prepared by Larson & Weisinger, a copy of which is attached hereto as **Exhibit “B”**. She stated that no Board action was required. She also presented a Contract for Collection of Delinquent Taxes with J. Steven Weisinger for delinquent tax collection services from July 1, 2023, to June 30, 2025 (the **“Delinquent Tax Attorney Contract”**) After discussion, a motion was made by Director Williams to accept the Delinquent Tax Attorney’s Report and the Delinquent Tax Attorney Contract. The motion was seconded by Director Addicks and carried by unanimous vote.

### **ENGINEER’S REPORT**

Mr. Pena next presented the District Engineer’s Report prepared by Ardurra (the **“Engineer’s Report”**), a copy of which is attached hereto as **Exhibit “C”**.

He first presented two (2) Task Orders for the Board’s approval: (i) Task Order E-37B for engineer fees relating to the rebid of the STP Nos. and 2 Rehabilitation, Phase II, Project in an amount not to exceed \$5,500; and (ii) Task Order No. E-59 for engineering fees relating to the Chelsea Harbour Effluent Line Project in an amount not to exceed \$472,000. After discussion, a motion was made by Director Farley to accept Task Order Nos. E-37B and E-59. The motion was seconded by Director Williams and carried by unanimous vote.

#### **A. Permit Amendments and renewals**

Mr. Pena stated that he had no information to report under this agenda item.

#### **B. Capacity analysis**

Mr. Pena stated that he had no information to report under this agenda item.

#### **C. Authorize and/or approve Bond application reports**

Mr. Pena stated that he had no further information to report under this agenda item.

#### **D. Construction of non-capital projects**

Mr. Pena stated that he had no information to report under this agenda item.

**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**

Mr. Pena stated that he had no information to report under this agenda item.

**H. Approve and/or concur in the approval of pay estimates and change orders on current construction projects within the District**

Mr. Pena then presented Pay Application No. 7 from C<sup>3</sup> Constructors (“C<sup>3</sup> Constructors”) in the amount of \$417,924 for the replacement of the conveyors at Wastewater Treatment Plant No. 1 (the “WWTP Nos. 1 and Centrifuge and Blower Rehabilitation Project”). He informed the Board that Ardurra recommends approval of this Pay Estimate.

Mr. Pena then presented Pay Application No. 1 pursuant to Work Order No. 1 submitted by PM Construction & Rehab, LLC (“PM Construction”), in the amount of \$113,367 for the sanitary sewer rehabilitation annual service in the Orchard Lake Estates subdivision (the “Sanitary Sewer Rehabilitation Annual Service Project”). He informed the Board that Ardurra recommends approval of this Pay Estimate.

Mr. Pena then presented Pay Application No. 1 pursuant to Work Order No. 3 submitted by CDC Unlimited, LLC (“CDC”), in the amount of \$103,014 for the manhole rehabilitation project within the Chelsea Harbour subdivision (the “Manhole Rehabilitation Annual Service”). He informed the Board that Ardurra recommends approval of this Pay Estimate.

**I. Grant or accept site and/or easement conveyances for facilities constructed or to be constructed for or on behalf of the District**

Mr. Pena stated that he had no information to report on this agenda item.

**J. Grant or consent to easements over District property**

Mr. Pena next discussed with the Board the fee to be charged to the owner of the property located at 16403 West Bellfort (the “Property”), which is adjacent to the District and located in Fort Bend County Fresh Water Supply District No. 2, for the grant of a drainage easement (the “Easement”) over adjacent District property (the “Easement Property”). After discussion, a motion was made by Director Farley to charge a fee for the grant of a drainage easement over the Easement Property based on the following formula: the current square foot market value of the Easement Property as established by the Fort Bend Central Appraisal District, multiplied by the square feet within the Easement, plus the legal and engineering costs incurred by the District in reviewing, approving, and preparing the Easement and related documents. The motion was seconded by Director Addicks and carried by unanimous vote.

**K. Review status of the developments within the District**

Mr. Pena stated that he had no information to report on this agenda item.

**L. Review summary of pending projects, including the status thereof**

Mr. Pena stated that he had no further information to report on this agenda item.

**M. Procedures planned for remediation and recovery**

Mr. Pena stated that he had no information to report on this agenda item.

**N. Evaluation planned to determine status of storm drainage systems**

Mr. Pena stated that he had no information to report on this agenda item.

**O. Reimbursement and payment options**

Mr. Pena stated that he had no information to report on this agenda item.

After discussion, Director Farley made a motion to:

- (i) accept the Engineer's Report;
- (ii) approve Pay Application No. 8 from C<sup>3</sup> Constructors in the amount of \$211,897.50 for the WWTP Nos. 1 and 2 Centrifuge and Blower Rehabilitation Project;
- (iii) approve Pay Application No. 2 submitted by PM Construction pursuant to Work Order No. 1 in the amount of \$67,829.34 for the Sanitary Sewer Rehabilitation Annual Service Project; and
- (iv) approve Pay Application No. 2 submitted by Brandt in the amount of \$63,889.02 for the Water Plant No. 3 Electrical Equipment Replacement Project.

Director Turner seconded the motion, which passed unanimously.

**ATTORNEY'S REPORT**

Ms. Sechrist next presented the Attorney's Report.

**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**

Ms. Sechrist stated that she had no information to report under this agenda item.

**B. Approval of utility commitment letters**

Ms. Sechrist stated that she had no information to report under this agenda item.

**C. Approval of developer reimbursement agreements**

Ms. Sechrist stated that she had no information to report under this agenda item.

**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**

Ms. Sechrist stated that she had no information to report under this agenda item.

**E. Approval of the audit of reimbursements to be made to a developer from the proceeds of the sale of the District's Bonds**

Ms. Sechrist stated that she had no information to report under this agenda item.

**F. Adopt amendments to the District's Rate Order**

Ms. Sechrist stated that she had no information to report under this agenda item.

After discussion, a motion was made by Director Farley to accept the Attorney's Report. The motion was seconded by Director Turner and carried by unanimous vote.

**GENERAL MANAGER'S REPORT**

**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) **OLIP items, including pocket park status.**

Mr. Bridges next presented the monthly Field Operations Report and the Construction and Projects Summary Report, copies of which are attached hereto as part of **Exhibit "D"**. He reported that water accountability in the District was 98% for May.

After discussion, a motion was made by Director Farley to accept the Field Operations Report and the Construction and Projects Summary Report. Director Williams seconded the motion, which carried by unanimous vote.

**B. Building Maintenance and Landscaping/Grounds Maintenance Items, including:**

- (i) General building items; and
- (ii) General landscape and grounds items.

Mr. Bridges stated that he had no additional information to report under this agenda item.

**C. 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.

Ms. Ruvalcaba next presented the Billings and Collections Report. The Board then conducted a hearing regarding water and sewer service terminations. Ms. Ruvalcaba informed the Board that the customers on the list attached hereto as Exhibit "E" (the "Termination List") were delinquent in the payment of their utility bills and were given written notification at least seven (7) days prior to the meeting of the opportunity to appear before the Board to explain, contest, or correct their utility service bills and to show reason why utility service should not be terminated for reason of nonpayment. After discussion, a motion was made by Director Williams to terminate water service to those accounts on the Termination List that have not been paid in accordance with the District's Rate Order or an approved payment plan. Director Farley seconded the motion, which carried unanimously.

**D. Information Technology Reports and other information to include:**

- (i) Fixed Network Update (meter reads and analytics); and
- (ii) Other Information Technology related items.

Mr. Nguyen next stated that testing of the electronic payment processing system has been completed and the Billing Department has begun a two week training period. He also reported that the new system should be operational by July 5.

After discussion, a motion was made by Director Farley to accept the IT Report. Director Turner seconded the motion, which carried by unanimous vote.

**E. Financial Services Report, including:**

- (i) Approve the District Bookkeeper's Report, the Investment Report and other Financial Reports and payment of bills

Mr. Reddick then presented the bookkeeper's report, a list of bills presented for payment, a summary of the District's budget and expenditures, and the investment report prepared in accordance with the Public Funds Investment Act (collectively, the "Bookkeeper's Report"). A copy of the Bookkeeper's Report is attached hereto as Exhibit "F". He reported that a certificate of deposit purchased with funds from the Operating Account and a certificate of deposit from funds

in the debt service fund will be renewed with Industry State Bank for a seven month term at an interest rate of 4.25%.

After discussion, a motion was made by Director Farley to accept the Bookkeeper's Report and authorize the payment of all disbursements listed thereon or otherwise presented at the meeting. Director Addicks seconded the motion, which carried by unanimous vote.

**F. Human Resources, Operations Group Goals, Policies and General Policy matters, including:**

- (i) **Update, review and approve, if appropriate, Policy Manuals, SOPs, etc.**

Ms. Ruvalcaba stated that she had no information to report on this agenda item.

- (ii) **Any other matters deemed appropriate and related to overall Administrative items, Human Resources, etc.**

Ms. Ruvalcaba stated that she had no information to report on this agenda item.

**G. 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.**

Ms. Ruvalcaba stated that she had no information to report on this agenda item.

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

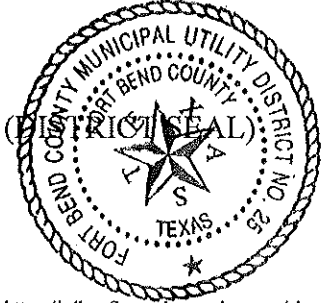
- (i) **General legal items;**
- (ii) **General engineering items;**
- (iii) **General project items; and**
- (iv) **Future/Strategic Planning Issues (overall).**

Ms. Ruvalcaba stated that she had no information to report on this agenda item.

**OTHER MATTERS**

There being no further business to come before the Board, the meeting was adjourned.

PASSED, APPROVED, and ADOPTED this 3<sup>rd</sup> day of August, 2023.



  
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Secretary, Board of Directors

[https://sdlawfirms.sharepoint.com/sites/S-D\\_Data/Sechrist/Sechrist\\_Shared/FB25/Minutes/2023/Draft 6.15.23 Minutes - DRAFT.docx](https://sdlawfirms.sharepoint.com/sites/S-D_Data/Sechrist/Sechrist_Shared/FB25/Minutes/2023/Draft 6.15.23 Minutes - DRAFT.docx)



**LIST OF ATTACHMENTS**

	Minutes
	<u>Page</u>
tax assessor/collector's report.....	2
delinquent tax attorney's report .....	2
engineer's report .....	2
operations report, construction and projects summary, building and maintenance report .....	7
penalty register.....	7
bookkeeper's report .....	8