

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

December 19, 2024

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 19th day of December, 2024, at a regular meeting place thereof, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Jeffery Williams	President
Syed Wasim	Vice President
Mustafa Asif	Assistant Vice President
Brian Addicks	Secretary/Investment Officer
Jabirul Quadir	Assistant Secretary

and all of said persons were present, except Director Quadir, thus constituting a quorum.

Also present during all or a portion of the meeting were: Leonela Ruvalcaba, Executive General Manager; Dominique Reddick, Director of Financial Services; Jose Cabrera, Project Manager/Regulatory Compliance; David Nguyen, Information Technology ("IT") Department; Terrie Sechrist with Sechrist-Duckers LLP, attorneys for the District; Hector Pena with Ardurra Group Inc. ("Ardurra"), engineer for the District; David Patterson (by Zoom) with Assessments of the Southwest ("ASW"), tax assessor and collector for the District; Deputy Jeff Martinez with the Fort Bend County Sheriff's Office; and Saahir Ramiji and Mohammad Ramiji, property owners within the District.

MINUTES

The Board first considered approval of the minutes of its regular meeting held on November 21, 2024. After discussion, Director Williams made a motion to approve the minutes of the November 21, 2024, Board meeting as presented. Director Addicks seconded the motion and it carried unanimously.

OTHER MATTERS

Saahir Ramiji next discussed the recent letter to Rosenberg Retail regarding the imposition of a fine for the illegal dumping of grease into the District's storm sewer facilities. After discussion, Mr. Cabrerra agreed to forward documents relating to the grease in the storm sewer system to Mr. Ramiji.

PUBLIC COMMENTS

No comments were received from members of the public.

DEVELOPER'S REPORT

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

TAX ASSESSOR/COLLECTOR'S REPORT

Mr. Patterson then presented the Tax Assessor/Collector's Report for November 2024 (the "Tax Report"), a copy of which is attached hereto as **Exhibit "A"**. He reported that 5.75% of the District's 2024 taxes and 99.11% of the District's 2023 taxes had been collected as of November 30, 2024.

After discussion, Director Wasim made a motion to accept the Tax Report and authorize payment of all disbursements listed thereon or otherwise presented at the meeting. Director Addicks seconded the motion, and it carried unanimously.

DELINQUENT TAX ATTORNEY'S REPORT

Ms. Ruvalcaba next presented the Delinquent Tax Attorney's Report (the "Delinquent Tax Attorney's Report") prepared by Larson & Weisinger, a copy of which is attached hereto as **Exhibit "B"**. She reported that Larson & Weisinger had no updates to report under this agenda item.

After discussion, Director Wasim made a motion to accept the Delinquent Tax Attorney's Report. Director Addicks seconded the motion, and it carried unanimously.

ENGINEER'S REPORT

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

A. Permit Amendments and renewals

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

B. Capacity analysis

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

C. Authorize and/or approve Bond application reports

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

D. Construction of non-capital projects

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

E. Coordination of projects with Project Management Engineer

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

F. Developer projects, new development, and requests for service

Mr. Pena stated that he had no additional information to report on 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 on 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 submitted by The Brandt Company (“Brandt”) in the amount of \$17,466.02 for the electrical equipment replacement project at Water Plant No. 3 (the “Water Plant No. 3 Electrical Equipment Replacement Project”). He informed the Board that Ardurra recommends approval of this Pay Application.

Mr. Pena next presented Pay Application No. 9 from Gilleland Smith Construction, Inc. (“Gilleland”), in the amount of \$16,650.00 for the new hydropneumatic tank at Water Plant No. 3 (the “Hydro Tank Project”). He informed the Board that Ardurra recommends approval of this Pay Application.

Mr. Pena then presented Pay Application No. 3 and Final submitted by Gilleland in the amount of \$31,900.00 for the headworks equipment replacement project for Water Plant Nos. 2-4 (the “Headworks Equipment Replacment Project”). He informed the Board that Ardurra recommends approval of this Pay Application.

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

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 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 under this agenda item.

After discussion, Director Addicks made a motion to:

- (i) accept the Engineer's Report;
- (ii) approve Pay Application No. 7 from Brandt in the amount of \$17,466.02 for the Water Plant No. 3 Electrical Equipment Replacement Project;
- (iii) approve Pay Application No. 9 from Gilleland in the amount of \$16,650.00 for the Hydro Tank Project; and
- (iv) approve Pay Application No. 3 from Gilleland in the amount of \$31,900.00 for the Headworks Equipment Replacement Project.

The motion was seconded by Director Wasim and carried unanimously.

ATTORNEY'S REPORT

Ms. Sechrist first presented a Resolution Adopting List of Qualified Brokers Authorized to Engage in Investment Transactions with the District (the "Qualified Brokers Resolution".) After discussion, Director Addicks moved that the Board adopt the Qualified Brokers Resolution. Director Wasim seconded the motion and it carried unanimously.

- 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 on this agenda item.

- B. Approval of utility commitment letters

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

- C. Approval of developer reimbursement agreements

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

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

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

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;
- (viii) QLIP items; and
- (ix) Authorize Operations staff to provide required information to districts receiving water through emergency interconnects relative to Consumer Confidence Reports.

Mr. Cabrera next presented the monthly Field Operations Report, the Construction and Projects Summary Report, and the Building and Maintenance Report, copies of which are attached hereto as **Exhibit “D”**. He reported that water accountability in the District was 98% for November. He then informed the Board that an employee was injured in November when he hit his hand with a hammer. He stated that the employee received several stitches and was counseled to wear gloves in the future.

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

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

Mr. Cabrera then reported that there is a delay in receiving the materials necessary to complete the inventory building expansion. He also reported that new granite is being installed on the Red Gully trail.

After discussion, a motion was made by Director Wasim accept the Field Operations report, the Construction and Projects Summary Report, and the Building and Maintenance Report. The motion was seconded by Director Williams and carried by unanimous vote.

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 Collection 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 part of **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 Wasim to terminate water service after January 2, 2025, 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 Williams seconded the motion, which carried unanimously.

D. Information Technology Report and other information to include:

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

Mr. Nguyen stated that he had no information to report under these agenda items.

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 an investment report prepared in accordance with the Public Funds Investment Act (collectively, the "Bookkeeper's Report"), a copy of which is attached hereto as Exhibit "F". He then reported that two (2) certificates of deposit at Industry State Bank, one with operating funds and one with debt service funds, earning 3.73% interest (the "CDs"), were maturing. He informed the Board that Texas Class is currently paying 4.88% interest.

After discussion, a motion was made by Director Wasim to (i) accept the Bookkeeper's Report, (ii) authorize the payment of all disbursements listed thereon or otherwise presented at the meeting, and (iii) transfer the CDs' funds upon maturity to Texas Class. The motion was seconded by Director Williams and 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.; and**
- (ii) **Any other matters deemed appropriate and related to overall Administrative items, Human Resources, etc.**

Ms. Ruvalcaba informed the Board that staff performance reviews will begin in January. The Board then requested that Ms. Ruvalcaba email them her performance review form for completion and discussion at the January Board meeting.

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 under these agenda 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).**

Ms. Ruvalcaba stated that she had no information to report under these agenda items.

PASSED, APPROVED, and ADOPTED this 16th day of January, 2025.



Asst. 
Secretary, Board of Directors

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