

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

June 19, 2025

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 June, 2025, 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 Addicks, 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, Director of Information Technology; Terrie Sechrist with Sechrist-Duckers LLP, attorney for the District; Hector Pena and Chris Canonico with Ardurra Group Inc. (“Ardurra”), engineer for the District; Seth Samuelson with Odyssey Engineering Group; Brittany Keeswood with Assessments of the Southwest (“ASW”), tax assessor/collector for the District; and Officer Rodney Rodriguez with the Fort Bend County Sheriff’s Office.

MINUTES

The Board first considered approval of the minutes of its regular meeting held on May 15, 2025. After discussion, Director Wasim made a motion to approve the minutes of the May 15, 2025, Board meeting, as amended. Director Asif seconded the motion and it carried unanimously.

PUBLIC COMMENTS

No comments were received from members of the public.

DEVELOPER’S REPORT

Mr. Pena reported that Ardurra has completed the feasibility study for the possible annexation of a 10.76 tract of land at 17120 Old Richmond Road. He informed the Board that the developer of the property planned to construct 123 single family residential units and a 2,000 square foot amenity/leasing office. He also stated that the developer estimates that the projected assessed value of these improvements will be \$43,050,000. Mr. Pena then informed the Board that

this development would require the construction of (i) an additional pressure tank and an elevated tank waiver from the Texas Commission on Environmental Quality (the “TCEQ”), (ii) an on-site lift station, (iii) an extension of the off-site force main to the District’s Sanitary Sewer Treatment Plant No. 1, and (iv) detention facilities in accordance with Fort Bend County requirements.

TAX ASSESSOR/COLLECTOR’S REPORT

Ms. Keeswood then presented the Tax Assessor/Collector’s Report for May 2025 (the “Tax Report”), a copy of which is attached hereto as **Exhibit “A”**. She reported that 96.83% of the District’s 2024 taxes and 99.49% of the District’s 2023 taxes had been collected as of May 31, 2025.

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 Quadir 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 no Board action was required under this agenda item.

ENGINEER’S REPORT

Mr. Pena then 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 information to report on this agenda item.

E. Coordination of projects with Project Management Engineer

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

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

Mr. Pena stated that he had no 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 next presented Pay Application No. 2 for Work Order No. 6 submitted by Duran's Maintenance in the amount of \$94,625.00 for the sanitary sewer manhole and sidewalk repair project (the "Manhole Rehabilitation Project") in the Old Orchard subdivision. He stated 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 Wasim made a motion to:

- (i) accept the Engineer's Report; and
- (ii) approve Pay Application No. 2 for Work Order No. 6 submitted by Duran's Maintenance in the amount of \$94,625.00 for the Manhole Rehabilitation Project.

The motion was seconded by Director Quadir and carried unanimously.

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 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.

After discussion, a motion was made by Director Quadir to accept the Attorney's Report. The motion was seconded by Director Wasim 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;**
- (viii) QLIP items; and**
- (ix) Review the Consumer Confidence Report and authorize distribution of same.**

Mr. Cabrera 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 99% for May 2025 and that eleven (11) tap lines had been repaired.

Ms. Ruvalcaba next distributed to the Board a copy of the current Consumer Confidence Report that has been placed on the District's website prior to the July 1, 2025, deadline. She also informed the Board that an inspector from TCEQ recently informed her that the District's plant facilities rank in the top three (3) facilities he has inspected.

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

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

Mr. Cabrera next presented the Building Maintenance Report, a copy of which is attached hereto as part of **Exhibit "D"**.

After discussion, a motion was made by Director Wasim to accept the Field Operations Report, the Construction and Projects Summary Report, and the Building and Maintenance Report. The motion was seconded by Director Quadir 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 further discussion, a motion was made by Director Asif 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 Quadir 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”**.

Mr. Reddick next reported that District staff recently met with Mr. Pena and Mr. Canonico to update the District’s Five-Year Strategic Plan for bond issues. Mr. Canonico then informed the Board that it does not appear that the District will need to participate in the City of Sugar Land’s (the “City”) proposed surface water treatment plant because it can participate in the Fort Bend Subsidence District (the “Subsidence District”) Educational Credit and Reuse Program to comply with the required surface water to ground water ratio by 2027. He stated that the District would spend approximately \$100,000 per year (\$40.00 per student for 87,000 gallons of reuse credit) instead of having to issue approximately \$4,000,000 in bonds to participate in the City’s surface water treatment plant.

After discussion, a motion was made by Director Asif to (i) accept the Bookkeeper's Report, and (ii) authorize the payment of all disbursements listed thereon or otherwise presented at the meeting. The motion was seconded by Director Wasim 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 stated that she had no information to report under these agenda items.

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); and
- (v) Consider hiring a security company for the District.

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

OTHER MATTERS

Discussion next ensued regarding surplus park bond funds.

**CONVENE IN EXECUTIVE SESSION TO DELIBERATE, REVIEW AND DISCUSS
PENDING AND/OR POTENTIAL LITIGATION**

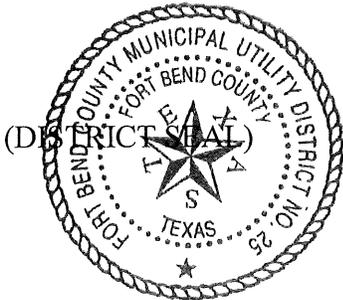
At 6:20 p.m., the Board next convened in Executive Session pursuant to the Texas Government Code. The Board reconvened in public session at 6:35 p.m.

After discussion, the Board directed the District's attorney to dismiss the pending county court lawsuit and communicate with Rosenberg Retail Center regarding its need to communicate with its tenants on the proper method of disposing of grease and to activate its security cameras.

After discussion, a motion was made by Director Williams to adjourn the meeting. The motion was seconded by Director Wasim and carried unanimously.

PASSED, APPROVED, and ADOPTED this 17th day of July, 2025.


Secretary, Board of Directors



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https://sdlawfirms.sharepoint.com/sites/S-D_Data/Sechrist/Sechrist_Shared/FB25/Minutes/2025/FB25 Minutes 06.19.25.docx