

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

**August 21, 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 21<sup>st</sup> day of August, 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 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; José Cabrera, Project Manager/Regulatory Compliance; David Nguyen, Director of Information Technology; Terrie Sechrist with Sechrist-Duckers LLP, attorney for the District; Greg Lentz and Jared Welsh with Masterson Advisors ("Masterson"), financial advisors for the District; Hector Pena with Ardurra Group Inc. ("Ardurra"), engineer for the District; David Patterson with Assessments of the Southwest ("ASW"), tax assessor/collector for the District; Jason Kall with the Orchard Lake Estates HOA; Brad Moon (by Zoom), resident of the District; Tanveer Moose, resident of 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 July 17, 2025. After discussion, Director Williams made a motion to approve the minutes of the July 17, 2025, Board meeting, as presented. Director Wasim seconded the motion and it carried unanimously.

**PUBLIC COMMENTS**

Mr. Moosa next addressed the Board regarding the District's maintenance of its facilities during business hours that caused disruption to his business for a few hours and the District's tax rate. Mr. Kall next inquired as to what projects are eligible to be funded with surplus park bond money.

## **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 July 2025 (the "Tax Report"), a copy of which is attached hereto as **Exhibit "A"**. He reported that 97.51% of the District's 2024 taxes and 99.55% of the District's 2023 taxes had been collected as of July 31, 2025.

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

## **FINANCIAL ADVISOR'S RECOMMENDATION CONCERNING THE ESTABLISHMENT OF THE DISTRICT'S 2025 TAX RATE.**

Mr. Welsh next presented a 2025 tax rate analysis prepared by Masterson, a copy of which is attached hereto as "**Exhibit B**".

## **PROPOSED 2025 TAX RATE**

The Board then considered adopting proposed 2025 debt service and maintenance tax rates. After discussion, Director Addicks moved that the Board adopt a proposed 2025 debt service tax rate of \$0.59 per \$100 of assessed valuation and a proposed 2025 maintenance tax rate of \$0.22, for a total proposed 2024 tax rate of \$0.81 per \$100 of assessed valuation (the "Proposed 2025 Tax Rates"). The motion was seconded by Director Williams and carried by unanimous vote.

Mr. Patterson then advised the Board that the language in the Notice of Public Hearing on Tax Rate (the "Notice") varies depending on whether the District is a low tax rate district, a developed district, a developed district in a designated disaster area (as these terms are defined in Sections 49.23601 and 49.23602 of the Texas Water Code) or is a developing district, which is a district not described in Texas Water Code Sections 49.23601 or 49.23602. After discussion, the Board concurred that the District is a developing district for purposes of the Notice.

The Board next discussed calling any public hearings and authorizing any publications or mailings required in connection with the levy of the Proposed 2025 Tax Rates. After discussion, a motion was made by Director Addicks to (i) hold a public hearing on the levy of the Proposed 2025 Tax Rates on Thursday, September 18, 2025, at 5:30 p.m., and (ii) authorize ASW to publish notice of the Proposed 2024 Tax Rates in the *Fort Bend Herald*, the *Katy Times*, and the *Houston Chronicle* that includes language required by Section 49.23603 of the Texas Water Code. 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 (the "Delinquent Tax Attorney's Report") prepared by Larson & Weisinger, a copy of which is attached hereto as Exhibit "C". 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 "D".

He first presented Task Order E-73 regarding engineering services for the replacement of the centrifuge at the District's wastewater treatment plant no. 1 (the "Centrifuge Replacement Project") in an amount not to exceed \$134,890.

### **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 then presented Pay Application No. 14 submitted by Industrial TX Corp. (“Industrial”) in the amount of \$243,700.20 for the second phase of the rehabilitation of wastewater treatment plant nos. 1 and 2 (the “WWTP Nos. 1 and 2 Phase 2 Rehabilitation Project”). He informed the Board that Ardurra recommends approval of this Pay Estimate.

Mr. Pena next presented Pay Application No. 2 for Work Order No. 7 submitted by Duran’s Maintenance in the amount of \$78,594.00 for the storm sewer portion of the manhole rehabilitation annual service project (the “Manhole Rehabilitation Project”) in the Summerfield, Stratford Park and Chelsea Harbour subdivisions. He stated that Ardurra recommends approval of this Pay Application.

Mr. Pena next presented Pay Application No. 1 for Work Order No. 8 submitted by Duran’s Maintenance in the amount of \$27,863.00 for the storm sewer portion of the Manhole Rehabilitation Project in the Orchard Lake Estates 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 Asif made a motion to:

- (i) accept the Engineer's Report;
- (ii) approve Pay Application No. 14 from Industrial in the amount of \$243,700.20 for the WWTP Nos. 1 and 2 Phase 2 Rehabilitation Project;
- (iii) approve Pay Application No. 2 for Work Order No. 7 submitted by Duran's Maintenance in the amount of \$78,594.00 for the Manhole Rehabilitation Project;
- (iv) approve Pay Application No. 1 for Work Order No. 8 submitted by Duran's Maintenance in the amount of \$27,863.00 for the Manhole Rehabilitation Project; and
- (v) approve Ardurra's Task Order E-73 for engineering fees related to the Centrifuge Replacement Project in an amount not to exceed \$134,890, subject to review and approval by the District's attorney and District staff.

The motion was seconded by Director Wasim 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.

**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 "E"**. He reported that water accountability in the District was 99% for June. He next informed the Board that a District employee was in a minor fender bender accident with a District truck. He stated that the employee has been counseled on how to make safe turns in a median.

Mr. Cabrera next informed the Board that the District will begin the storm drain cleaning project, starting with the drains in the Chelsea Harbour subdivision.

**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 "E"**.

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 Asif 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 Exhibit "F" (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 Wasim 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 Asif 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 "G".

After discussion, a motion was made by Director Wasif 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 Addicks 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;
- (v) Review and approve third quarter results of Group Goals for fiscal year 2024-2025; and
- (vi) Risk Management items;

Ms. Ruvalcaba next presented the third quarter Group Goals results. She reported that all goals are on track to be achieved except the incidents and accidents goal.

After discussion, a motion was made by Director Williams to accept the third quarter group goals. The motion was seconded by Director Asif and carried by unanimous vote.

**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;
- (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.

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

PASSED, APPROVED, and ADOPTED this 18<sup>th</sup> day of September, 2025.



Secretary, Board of Directors

**LIST OF ATTACHMENTS**

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