

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

**July 17, 2025
REVISED**

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 17th day of July, 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 Directors Addicks and 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, Director of Information Technology; Terrie Sechrist with Sechrist-Duckers LLP, attorney 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/collector for the District; Ella Guillory, Vice President of Chelsea Harbour HOA; Brad Moon (by Zoom), 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 June 19, 2025. After discussion, Director Williams made a motion to approve the minutes of the June 19, 2025, Board meeting, as presented. Director Wasim seconded the motion and it carried unanimously.

PUBLIC COMMENTS

Ms. Guillory next addressed the Board requesting the cleaning of the storm drains in the Chelsea Harbour subdivision. Mr. Cabrera stated that the Chelsea Harbour amenity/detention pond was last drained in July 2018 and the storm inlets throughout the District generally are cleaned every three (3) months. Director Williams stated that there are no State mandatory schedules for the draining and cleaning of amenity/detention pond and such draining/cleaning schedule is determined by the District's budget. Ms. Ruvalcaba stated that the Chelsea Harbour pond is scheduled to be drained in 2027, but District staff would review the budget to determine if it could

be drained earlier. Ms. Guillory requested that the District notify the Chelsea Harbor HOA when its lake will be lowered so that it can arrange to have the bottom of the pond cleaned. She then inquired as to the mowing schedule for the detention pond in the Chelsea Harbour subdivision. Mr. Cabrera stated that the pond generally is mowed quarterly unless monthly mowings are warranted due to rainfall.

DEVELOPER'S REPORT

Mr. Pena reported that the developer of a 10.76 acre tract of land is working on drainage issues that may involve condemnation of a portion of Duhacsek Park, which is owned by the City of Sugar Land.

TAX ASSESSOR/COLLECTOR'S REPORT

Mr. Patterson then presented the Tax Assessor/Collector's Report for June 2025 (the "Tax Report"), a copy of which is attached hereto as Exhibit "A". He reported that 97.26% of the District's 2024 taxes and 99.55% of the District's 2023 taxes had been collected as of June 30, 2025. He then informed the Board that the District's 2025 certified property values may be released tomorrow by the Fort Bend Central Appraisal District.

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.

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".

He first presented Task Order E-72 regarding engineering services for the replacement of the waterline in the Pheasant Creek subdivision (the "Pheasant Creek Waterline Replacement Project") in an amount not to exceed \$963,095.

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. 13 submitted by Industrial TX Corp. (“Industrial”) in the amount of \$79,942.50 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. 3 for Work Order No. 6 submitted by Duran’s Maintenance in the amount of \$6,056.00 for the storm sewer portion of the manhole rehabilitation annual service project (the “Manhole Rehabilitation Project”) in the Old Orchard subdivision. He stated that Ardurra recommends approval of this Pay Application.

Mr. Pena next presented Pay Application No. 1 for Work Order No. 7 submitted by Duran’s Maintenance in the amount of \$61,064.80 for the storm sewer portion of the Manhole Rehabilitation Project in the Summerfield, Stratford Park and Chelsea Harbour subdivisions. 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;
- (ii) approve Pay Application No. 13 from Industrial in the amount of \$79,942.50 for the WWTP Nos. 1 and 2 Phase 2 Rehabilitation Project;
- (iii) approve Pay Application No. 3 Work Order No. 6 submitted by Duran's Maintenance in the amount of \$6,056.00 for the Manhole Rehabilitation Project;
- (iv) approve Pay Application No. 1 for Work Order No. 7 submitted by Duran's Maintenance in the amount of \$61,064.80 for the Manhole Rehabilitation Project; and
- (v) approve Ardurra's Task Order E-72 for engineering fees related to the Pheasant Creek Waterline Replacement Project in an amount not to exceed \$963,095, subject to review and approval by the District's attorney and District staff.

The motion was seconded by Director Williams 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 97% for June and eight (8) tap lines had been repaired.

Ms. Ruvalcaba next informed the Board that Lopez Utilities is ready to begin work on the sewer main repair project, beginning with the Orchard Lake Estates 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 “D”**.

After discussion, a motion was made by Director Asif to 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 **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 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".

Mr. Reddick next informed the Board that he has received quotes from the Stafford Park HOA for a pergola, swings, benches, and picnic tables project to be funded with surplus park bond funds.

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;**
(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.

OTHER MATTERS

Discussion next ensued regarding surplus park bond funds.

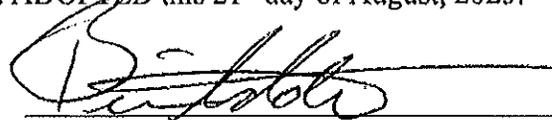
CONVENE IN EXECUTIVE SESSION TO DELIBERATE, REVIEW AND DISCUSS PENDING AND/OR POTENTIAL LITIGATION

At 6:15 p.m., the Board convened in Executive Session pursuant to the Texas Government Code. The Board reconvened in public session at 6:35 p.m. No action was taken from the Executive Session.

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 21st day of August, 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 07.17.25.docx