

SUNBELT FRESH WATER SUPPLY DISTRICT
MINUTES OF MEETING OF BOARD OF DIRECTORS

January 16, 2025

The Board of Directors (individually referred to as "Directors," collectively, the "Board") of Sunbelt Fresh Water Supply District (the "District") met in a regular Bookkeeping and Management Session, at 5:00 p.m. on Thursday, January 16, 2025, at 410 West Gulf Bank Road, Houston, Texas, pursuant to notice of said meeting posted in accordance with Chapter 551 of the Texas Government Code; whereupon the roll was called of the members of the Board, to-wit:

Nathan Wade	President
Sandra Jaramillo	Vice President
Elizabeth Santiago	Secretary
Lynda Powell	Assistant Secretary
Ruben Salazar	Director

All Board members were present, thus constituting a quorum. Also attending were LaDonna Smith and Mary Jane Mendoza, employees of the District; Barbara Nussa of Republic Services of Houston ("Republic"); Susan Hill of Governmental Financial Reporting, LLC ("Bookkeeper"); Greg Dubiel of Municipal Operations and Consulting, Inc. ("Operator" or "MOC"); Meredith C. King, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); and Carmen Aguilar, Community Relations Liaison for Harris County Precinct 2.

The President, after finding that the notice of the meeting was posted as required by law and determining that a quorum of the Board was present, called the meeting to order at 5:00 p.m. and declared it open for such business as may regularly come before it.

PUBLIC COMMENT

The President then opened the meeting to public comment.

As no public comments were offered, the President directed the Board to proceed with the agenda.

SOLID WASTE COLLECTION REPORT

Ms. Nussa presented Republic's Solid Waste Collection Report. Ms. Nussa reminded the Board that Republic's rate for services increases each year in accordance with the annual Consumer Price Index ("CPI") pursuant to the District's service contract with Republic. Ms. Nussa then presented information related to such increase and explained that, effective March 1, 2025, the monthly rate for solid waste collection will increase from \$19.25 per residence to \$20.20 per residence. After discussion, it was the consensus of the Board to include an item on the February 20, 2025 agenda to consider increasing the Basic Services Fee.

Ms. Nussa explained that Republic is monitoring the anticipated inclement weather and noted that she will notify the Board and Ms. Smith if there are any route changes.

Upon a **motion** by Director Powell, seconded by Director Santiago, after full discussion and with all Directors present voting aye, the Board approved the Solid Waste Collection Report, as presented, including Republic's rate increase.

MINUTES

The President next directed the Board to consider the approval of the minutes of the regular Bookkeeping and Management meeting held on December 19, 2024. Upon a **motion** by Director Santiago, seconded by Director Powell, after full discussion and with all Directors present voting aye, the Board approved the minutes of the regular Bookkeeping and Management meeting held on December 19, 2024.

BOOKKEEPER'S REPORT

Ms. Hill then presented the Bookkeeper's Report, a copy of which is available upon request.

Ms. Hill next reviewed with the Board the District's current bills and financial statements and responded to questions from the Board.

Ms. Hill then reviewed the quarterly investment report.

Director Wade reminded the Board that, per the Ethics Policy, requests for reimbursement need to be submitted to the District Office within 30 days.

Upon a **motion** by Director Santiago, seconded by Director Powell, after full discussion and with all Directors present voting aye, the Board: 1) approved the Bookkeeper's Report, as presented; 2) authorized payment of current bills, as presented; and 3) approved the Quarterly Investment Report, as presented.

Ms. Nussa exited the meeting at this time

Ms. Hill exited the meeting at this time.

OPERATOR'S REPORT

Mr. Dubiel then presented the Operator's Report to the Board, a copy of which is available upon request, and reviewed with the Board the general operations, maintenance and repairs that occurred within the District, including water and wastewater operations and water accountability for the District's service areas.

Mr. Dubiel discussed with the Board the ultrasonic leak detection for the Oak Glen Service Area ("Oak Glen") and stated that he does not recommend doing the ultrasonic leak detection for this area. Mr. Dubiel stated that in his opinion, there were other service areas that would benefit more from the ultrasonic leak detection.

Mr. Dubiel then reported that Blower No. 1 at the Sewer Plant in the Woodland Oaks Service Area ("Woodland Oaks") has malfunctioned and will not power on. Mr. Dubiel further stated that Lift Pump No. 3 has been removed for repairs.

Mr. Dubiel next reported that the generator at the wastewater treatment plant ("WWTP") in the Heather Glen Service Area ("Heather Glen") is out of operation and that MOC is awaiting repairs for the solenoid valve in the fuel system.

Mr. Dubiel reported that pumps at Water Plant No. 2 in the Fairgreen-High Meadows Service Area ("High Meadows") have been installed and Water Plant No. 2 is now operational. Mr. Dubiel noted that Pump No. 1 has a bad bearing and will need to be removed for repairs.

Mr. Dubiel then explained that the High Meadows monthly water accountability percentage is at 70%, which is the same as last year, and is considered low. Mr. Dubiel stated that MOC will confirm when the water meters were last calibrated. Mr. Dubiel also recommended to the Board that the ultrasonic leak detection be performed for High Meadows and explained that he will bring a proposal for the leak detection to the February 6, 2025 Board meeting.

Upon a **motion** by Director Powell, seconded by Director Santiago, after full discussion and with all Directors present voting aye, the Board approved the Operator's Report, as presented.

OFFICE REPORT

Ms. Mendoza then presented the Monthly Revenue and Water Accountability Report, a copy of which is available upon request.

Next, Ms. Smith presented the Meter Reread Report and updated the Board on the number of re-reads for the previous billing cycle.

Ms. Smith then reviewed the Door Tag Report and Returned Check Report for December 2024. Ms. Smith further stated that 108 accounts were disconnected last month.

Ms. Smith then stated that there were no reports of meter tampering or obstruction of meters this month.

Ms. Smith reported that Collections Unlimited of Texas, Inc. ("Collections Unlimited") is working to collect unpaid accounts. Ms. Smith noted that she has not been able to reach anyone at Collections Unlimited for the past four (4) months.

Ms. Smith stated that the URead mobile meter reading software was programmed onto the District's phones and that a training seminar on the URead software was held on January 15th. Ms. Smith further stated that the Oak Glen, North Houston Heights and High Meadows Service Areas will be available to read within the URead software beginning January 24th.

Ms. Smith stated that she has had no response from Collections Unlimited. A discussion ensued. It was the consensus of the Board that an item be placed on the February 20, 2025 agenda to discuss termination of the Collections Unlimited agreement.

Mrs. King stated that RAB has reviewed and revised the agreement with ADT, Inc. ("ADT") and has provided the revisions to the ADT representatives.

Upon a **motion** by Director Jaramillo, seconded by Director Salazar, after full discussion and with all Directors present voting aye, the Board accepted the Office Report, as presented.

EMPLOYEE INSURANCE RENEWAL, OBTAIN PROPOSALS AS NECESSARY (EXPIRES JULY 3)

Mrs. King next reminded the Board that the District currently receives employee insurance coverage through Texas Municipal League Intergovernmental Risk Pool ("TML") and that such coverage expires in July. Ms. Smith stated that she will discuss with the staff if they would like to continue with TML.

DISTRICT WEBSITE

A brief discussion ensued regarding text notifications and alerting customers of water outages. A discussion further ensued regarding a recent water outage in the District. It was the consensus of the Board that notices of water outages be posted on the District website.

PERSONNEL COMMITTEE REPORT

The Board discussed using the Center for Disease Control and Prevention ("CDC") guidelines in place of the District's current COVID Policy. After a brief discussion, it was the consensus of the Board to consider revisiting the COVID Policy at the February 20, 2025 Board meeting.

DIRECTOR'S REPORT

Director Salazar stated that there is a Texas Water Conference from March 18 – 21 at the George R. Brown Convention Center and a Texas Water Association Conference from March 5 – 7 in Austin, Texas that he would be interested in attending.

Upon a **motion** by Director Wade, seconded by Director Santiago, after full discussion and with all Directors present voting aye, the Board authorized attendance at the Texas Water Conference and the Texas Water Association Conference for any of the Directors who are available to attend.

Mr. Dubiel exited the meeting at this time.

ATTORNEY'S REPORT

Mrs. King then reported that Texas Local Government Code, Sections 203.062 and 403.0241, requires the annual filing of certain financial and tax-related information by all special purpose districts in the Texas Comptroller's Special Purpose District Public Information Database. Mrs. King noted that such information must be filed with the Texas Comptroller annually by April 1st or a fine will be incurred.

Upon a **motion** by Director Salazar, seconded by Director Jaramillo, after full discussion and with all Directors present voting aye, the Board authorized the Attorney to file the required financial and tax-related information with the Texas Comptroller by April 1, 2025.

Mrs. King discussed with the Board recent correspondence received from Harris County (the "County") regarding providing an official statement to District customers that would connect to the Westfield Estates Wastewater Collection System which would explain the District's policy that requires one (1) meter per structure. A discussion ensued.

Upon a **motion** by Director Wade, seconded by Director Jaramillo, after full discussion and the question being put to the Board, the Board voted four (4) in favor and one (1) against, with Director Powell opposed, the Board authorized the preparation of an official statement which would be sent to the customers that would connect to the Westfield Estates Wastewater Collection System.

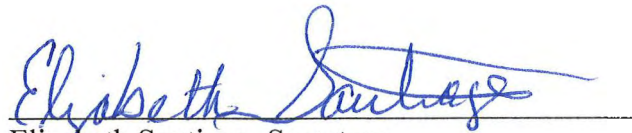
Ms. Aguilar reported that the County is no longer doing debris pickup. Ms. Aguilar further reported that there is a partnership program with the County that the District could apply to be a part of. Ms. Aguilar noted that the application for the partnership program closes on February 21, 2025.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, the meeting was adjourned at 7:08 p.m.

PASSED AND APPROVED this 20th day of February, 2025.



(DISTRICT SEAL)


Elizabeth Santiago, Secretary
Sunbelt Fresh Water Supply District