

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

**September 4, 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 session at 5:00 p.m. on Thursday, September 4, 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, except Director Powell, thus constituting a quorum. Also attending were Justin Edwards and Anna Hunter of A&S Engineers, Inc. ("Engineer" or "A&S"); Lonnie Wright and Claudia Garza of Municipal Operations and Consulting, Inc. ("Operator" or "MOC"); LaDonna Smith and Mary Jane Mendoza, employees of the District; and Regina D. Adams, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB").

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.

There being no public comments, the President directed the Board to proceed with the agenda.

**APPROVE MINUTES OF JULY 3, 2025 AND AUGUST 7, 2025**

The Board tabled approval of the minutes of the regular meetings held on July 3, 2025 and August 7, 2025, until the entire Board has the opportunity to review a draft of such minutes.

**OPERATOR'S REPORT**

Mr. Wright presented the Operator's Report, 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. Wright updated the Board on the status of water capacity, production, and ultrasonic leak detection in the Fairgreen-High Meadows Service Area ("High Meadows").

Mr. Wright stated that STP Services ("STP") supplied and installed the rebuilt mixer motor #2, while successfully replacing the bearings, seals, O-rings, shaft work and impeller at the Fairgreen Wastewater Treatment Plant ("WWTP"). Mr. Wright further stated that STP replaced the contactor and oil for surface aerator #2, while also replacing the time delay and base.

Mr. Wright next reported that STP has completed work on the generator and is back in service at Water Plant No. 1 in the High Meadows Service Area. Mr. Wright further stated that repairs to the booster pumps at Water Plant #2 are complete and fully operational.

Mr. Wright next reported that STP rebuilt the 25hp lift pump, replaced seals, bearings, windings, gear and casing rings at the High Meadows WWTP. A discussion ensued.

Mr. Wright next updated the Board regarding the Northline Terrace Service Area. Mr. Wright stated MOC has scheduled repairs regarding damage underground to the hydropneumatic tank #2 air line at the Water Plant. A discussion ensued.

Mr. Wright next updated the Board regarding the Oakwilde Service Area. Mr. Wright stated that STP realigned blower #1 and motor, while stating blower #2 is not operational at the WWTP.

Mr. Wright next reported at the WWTP in the Woodland Oaks Service Area, the generator is not operational and MOC will schedule repairs. Mr. Wright updated the Board on posting on the website service interruptions upcoming in the Woodlands Oaks Service Area.

Mr. Wright next reported at the Heather Glen WWTP, that lift pump #1 is currently down and STP is scheduled this week to make repairs while the oil leak due to a broken seal on the barscreen of the gearbox has been repaired. An extensive discussion ensued regarding use of submersible pump over a pump in a dry pit with the Engineer and Operator addressing questions from the Board.

Mr. Wright answered questions from the Board regarding the MOC invoices, which Ms. Garza clarified the "cash sale" invoice for pothole work in Northline Terrace Service Area.

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

### **WATER METER REPLACEMENT PROJECT**

Regarding the Water Meter Replacement Project, Mr. Wright reported this month that MOC has 132 meters left on the schedule for replacement. A discussion ensued.

### **ENGINEER'S REPORT**

Mr. Edwards presented to the Board the Engineer's Report, a copy of which is available upon request.

### **Fairgreen/High Meadows Service Area**

Regarding East Aldine Estates Single-Family Residential Subdivision Project, Mr. Edwards reported that the water, sanitary sewer, drainage and lift station construction is complete, and all annexation documents were provided to RAB.

Regarding the service request for residential development of 15 equivalent single-family connections ("ESFC") for both 11947 and 11955 Gloger Street, Mr. Edwards stated that A&S is currently collaborating with the developer and their engineer regarding the water line extension and sanitary sewer connection, while waiting on revised plans.

Mr. Edwards reported no change regarding the service request for 2026 Connorvale Road. Mr. Edwards stated that A&S notified the Applicant that annexation is required as a condition of service and their current water well will need to be plugged. Mr. Edwards reminded the Board that A&S provided the application for service and deposit requirements to the owner of the tract and awaiting response.

Mr. Edwards next reported a service request for one (1) ESFC for an auto repair shop located at 4538 Lauder Road. Mr. Edwards stated A&S provided to the applicant the Board approved Utility Commitment Letter and are awaiting plans to review.

Mr. Edwards next reported a service request for six (6) ESFCs for a gas station, convenience store and strip center located at 13114 JFK Blvd. Mr. Edwards presented for review and approval the Utility Commitment Letter for this request.

### **Northline Terrace Service Area**

Mr. Edwards presented for approval by the Board the Harris County's (the "County") request for the District's logo to be included in marketing fliers for the October 28, 2025 ribbon cutting ceremony, illustrating the completion of the West Gulf Bank Road Widening Project related to water and sewer line relocations.

### **Oak Glen Service Area ("Oak Glen")**

Regarding Harris County Housing and Community Development's (the "HCHCD") Community Development Block Grant ("CDBG") 2024 plan year, Mr. Edwards reminded the Board that Ram Rod Utilities, LLC ("Ram Rod") was selected and awarded the project. Mr. Edwards reported that A&S met with Ram Rod to remobilize and perform exploratory excavation to identify existing locations of the District's water lines. Mr. Edwards stated A&S is coordinating with the County regarding the ongoing drainage improvement project and conflicts with the District's future water line replacement plans. Mr. Edwards updated the Board that additional work is required prior to the County installing their storm sewer lines and presented for review and consideration a revised Change Order No. 1 in the amount of \$71,260.00 to replace the estimated Change Order No. 1 in the amount of \$80,000.00 presented at the August 11, 2025 Board meeting.

Mr. Edwards updated the Board regarding Oak Glen Water Line Replacement, Phase 2 Project to replace all remaining water lines after Phase 1 is complete, approximately 7,670 linear

feet of water lines. Mr. Edwards stated that A&S is preparing the plans and profiles for the County's review and approval.

### **Oakwilde Service Area**

Mr. Edwards reminded the Board that R.P. Constructors, Inc. ("R.P.") was selected and awarded the WWTP and Lift Station Project. Mr. Edwards updated the Board regarding the continued installation of multiple concrete basins and other site work. Mr. Edwards stated to provide power to the new WWTP, an electric easement from CenterPoint Energy ("CenterPoint") is required where the power lines will be extended. Mr. Edwards then presented to the Board for approval the CenterPoint electric easement.

Mr. Edwards updated the Board regarding the construction plans for the Seven Mile Road Water Plant Improvements Project, which includes the ground storage tank, booster pump addition, new electrical service and upgrades to the existing electrical components as well as site modifications. A discussion ensued.

Mr. Edwards then updated the Board regarding the application for service for a proposed 0.9052-acre development to be located at 11709 Aldine Westfield Road, outside the boundaries of the District. Mr. Edwards stated that A&S is reviewing annexation documents to determine actual acreage.

Mr. Edwards reported that Sweeping Corporation of America, LLC ("Sweeping Corp.") was awarded the Oakwilde Smoke Testing Project in the amount of \$269,965.70, which will include smoke testing of the Oakwilde Service Area, including the wastewater collection Systems of both Mary Frances/Mary Eleanor and the North Houston Heights neighborhoods. Mr. Edwards stated A&S is reviewing Sweeping Corp's submitted inspection videos.

Mr. Edwards reminded the Board that the County awarded the Westfield Estates Wastewater Collection and Lift Station Project to C.E. Barker and that construction has begun. Mr. Edwards stated A&S is attending periodic construction progress meetings being conducted by the County. Mr. Edwards reminded the Board that A&S continues to work with the County and their consultants regarding sanitary sewer installation and future residential sign-up. Mr. Edwards reported that A&S is working with the County and RAB regarding the County's request for a temporary construction easement, pending boundary and timeline information being provided.

### **Heather Glen Service Area**

Mr. Edwards updated the Board regarding the Houston Food Bank's revised service request for multiple buildings totaling 432,350 square feet and a revised capacity of 116 ESFCs. Mr. Edwards will coordinate with RAB the preparation of the service agreement.

### **Woodland Oaks Service Area**

Mr. Edwards reported that A&S has started the design for the Woodland Oaks Water Plant upgrades and will coordinate with the electrical engineer. Mr. Edwards stated a new service request has been received for the Woodlands Oaks Water Well and a Job Assignment Proposal will be presented at the next board meeting. A discussion ensued.

Mr. Edwards reported that A&S received a service request for Building No. 7 located at 11201 Tanyard Creek Drive, within the defined area of Woodland Oaks, in the southern half of the Hillwood Development. Mr. Edwards stated the tap fee for Building No. 7 was presented to the Applicant and MOC has prepared the tap fee quotes for Buildings 5 and 6 and will distribute to the Applicant.

Mr. Edwards updated the Board regarding the Defined Area No. 1 easements located in the southern half of the Hillwood Development. Mr. Edwards stated that all future District access and all public WS&D utilities are required to be installed with designated easements. Mr. Edwards further stated that A&S provided RAB additional easements for the storm sewer and provided RAB for review an overall exhibit showing all requested easements.

Mr. Edwards updated the Board that A&S is completing the exhibits and preparing the bid documents for the Hillwood lift station upgrades. Mr. Edwards stated the project is anticipated to be less than \$150,000.00, which advertisement is not required. Mr. Edwards requested authorization from the Board to solicit a minimum of three (3) bids for the project.

Mr. Edwards updated the Board regarding the extension of the off-site water and sewer line installation to serve the D.R. Horton development, which the Board awarded the contract to ISJ Utilities, LLC ("ISJ Utilities"). Mr. Edwards presented for consideration ISJ Utilities Change Order No. 2 in the amount of \$4,540.00 for additional stabilization for the proposed water line into the D.R. Horton development.

Mr. Edwards further recommended for payment an ISJ's Pay Application No. 1 in the amount of \$61,458.75 for Pinehaven water and wastewater line extensions. Additionally, Mr. Edwards presented for execution the new District Boundary Map illustrating the 46.9320 acres annexed into the District.

### **West Harris County Regional Water Authority Water Line Extension**

Mr. Edwards reported that construction will continue through the summer on the eight-foot (8') diameter water transmission line through Oakwilde (south of Hopper Road along Shady Lane, west of Halls Bayou). Mr. Edwards stated the contractor has changed their schedule and currently are installing an eight-inch (8") water line proposed for the west right-of-way of Shady Lane, which upon completion, will continue on the eight-inch (8") water transmission line.

### **Water Line Rehabilitation Within District**

Mr. Edwards updated the Board that preliminary water line rehabilitation/replacement costs estimates were provided to Texas State Representative Armando Walle's office regarding the \$12 million grant awarded the District for water line replacement funds, under the Texas Water Development Board budget, which is pending final approval by Governor Abbott. Mr. Edwards stated A&S is waiting on details regarding the distribution of these funds which will encompass all District service areas, except Woodland Oaks.

### **Proposal for Facility Evaluations 2025**

Mr. Edwards updated the Board regarding Facilities Evaluation site visits. Mr. Edwards stated A&S is coordinating with MOC and electrical engineers to assess the condition/performance of existing equipment and infrastructure, with plans to visit Heather Glen's Facilities this month, then moving on to Woodland Oaks and Oakwilde Facilities in October. Mr. Edwards further stated site visits are scheduled in November for Northline Terrace, Oak Glen, Fairgreen and High Meadows Facilities.

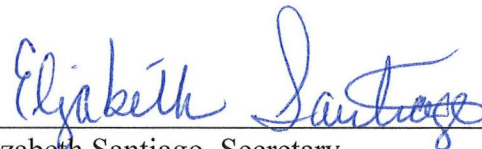
### **Proposal for Geographic Information System ("GIS")**

Mr. Edwards updated the Board that A&S has started work on the District's GIS and will coordinate with the Operator.

Upon a **motion** by Director Santiago, seconded by Director Jaramillo, after full discussion and with all Directors present voting aye, the Board approved the Engineer's Report, as presented, including: 1) issuance of Utility Commitment Letter for service request at 13114 JKF Blvd.; 2) usage of the District logo on marketing fliers promoting an October 28, 2025 ribbon cutting ceremony; 3) Ram Rod revised Change Order No. 1 in the amount of \$71,260.00; 4) execution of CenterPoint's electric easement; 5) solicit a minimum of three (3) bids for the Hillwood Lift Station Upgrades; 6) ISJ Utilities Change Order No. 2 in the amount of \$4,540.00; and 7) ISJ's Pay Application No. 1 in the amount of \$61,458.75, as presented.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD**, the meeting was adjourned at 5:48 p.m.

**PASSED AND APPROVED** this 2<sup>nd</sup> day of October, 2025.

A handwritten signature in blue ink, reading "Elizabeth Santiago", is written over a horizontal line.

Elizabeth Santiago, Secretary  
Sunbelt Fresh Water Supply District