

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

**August 7, 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, August 7, 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 Jaramillo, thus constituting a quorum. Also attending were Justin Edwards and Anna Hunter of A&S Engineers, Inc. ("Engineer" or "A&S"); Mario Garcia and Claudia Garza of Municipal Operations and Consulting, Inc. ("Operator" or "MOC"); LaDonna Smith and Mary Jane Mendoza, employees of the District; and Elliot M. Barner, 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 PRIOR MEETING**

Approval of the minutes of the regular meeting held on July 3, 2025, was tabled until the September 4, 2025 Board meeting.

**OPERATOR'S REPORT**

Mr. Garcia 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. Garcia updated the Board on the status of water capacity, production, and ultrasonic leak detection in the Fairgreen-High Meadows Service Area ("High Meadows"). Mr. Garcia

reported that there were no issues to report in the Fairgreen Service Area. Mr. Garcia stated that S.T.P. Services ("STP") has pulled the booster pump at Water Plant No. 2 for repairs and inspections were conducted on August 5, 2025 by the Fire Marshall with no issues to report.

Mr. Garcia reported there were no issues to report in the Northline Terrace Service Area.

Mr. Garcia updated the Board on the status of the Shady Lane 96" Water Line, a segment of the West Harris County Regional Water Authority ("WHCRWA") Water Line Extension Project. Mr. Garcia stated that during excavation, Harper Brothers Construction ("Harper Brothers") ruptured the District's adjacent pressurized 12-inch (12") water main. Mr. Garcia noted that service for 29 homes on three (3) different dates were disrupted with each occurrence, requiring additional repairs. Mr. Garcia stated that MOC has currently submitted to Harper Brothers Invoice No. 3 in the amount of \$30,858.71, which Harper Brothers have forwarded to upper management. Mr. Garcia reported that the Operator and RAB are working with Harper Brothers on payment of the full costs of damages incurred by the District, subject to RAB's review. Mr. Garcia will update the Board at the next meeting.

Mr. Garcia next updated the Board regarding the Oakwilde Service Area. Mr. Garcia stated at the Wastewater Treatment Plant, piping for non-potable pumps has been replaced and MOC is waiting on pumps from STP. Mr. Garcia further stated the Water Plant No. 2 rehabilitation was complete and back online and inspections were conducted on August 5, 2025, by the Fire Marshall with no issues to report.

Mr. Garcia reported that there were no issues to report in the Oak Glen Service Area ("Oak Glen").

Mr. Garcia reported that at Water Plant No. 1 in the Woodland Oaks Service Area, the 50-gallon liquid ammonium sulfate ("LAS") tank has been installed.

Mr. Garcia reported that ROC Contractors ("ROC") on June 5, 2025, bored through a six-inch (6") water line located at the intersection of Battleoak Drive and Woodland Oaks. The water line was isolated after many attempts to locate values and repairs were completed. Mr. Garcia reported that the Operator and RAB are working with ROC on payment of the full costs of damages incurred by the District, subject to RAB's review. Mr. Garcia will update the Board at the next meeting.

Mr. Garcia reported in the Heather Glen Service Area the lift pump is currently down and STP will make repairs.

Upon a **motion** by Director Santiago, seconded by Director Powell, 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. Garcia updated the Board on the fire hydrant inspections and testing performed. 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**

Mr. Edwards reported no change regarding the Surface Water Transmission Line Project. The scope of this project is to extend the existing 12-inch (12") City of Houston ("City") water transmission line down JFK Boulevard and to supply water to the Marquita Water Plant. A&S provided RAB with an updated cost estimate to be used in an amendment to the existing Interlocal Agreement between the District and East Aldine District ("EAD").

Mr. Edwards reported no change regarding the Marquita Water Plant Improvements in the EAD. The scope of work is a new 10,000-gallon Hydropneumatic tank with the associated piping and electrical/control modifications. A&S provided RAB with an updated cost estimate to be used in an amendment to the existing Interlocal Agreement with the District and EAD.

Mr. Edwards reported that A&S received comments from the Texas Commission on Environmental Quality regarding the Elevated Storage Tank Variance request and are currently addressing those comments and preparing a revised water model.

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. Mr. Edwards updated the Board that the 12-inch (12") water line installed in the south right-of-way of Connorvale Road has been connected to the District's water distribution system.

Mr. Edwards reported no change regarding the service request for 3940 Aldine Mail Route Road. The service request is for two (2) warehouse buildings totaling approximately 11,260 square feet in the amount of two (2) equivalent single-family connections ("ESFC"). A&S is currently waiting for the County and Fire Marshall's approved plans before issuing the No Objection Letter.

Regarding the service request for residential development of 15 ESFCs for both 11947 and 11955 Gloger Street, Mr. Edwards stated that A&S has reviewed and provided comments regarding construction plans and is currently collaborating with the developer and their engineer regarding the water line extension and sanitary sewer connection.

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. Edward 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 presented for review and approval the Utility Commitment Letter for this request.

### **Northline Terrace Service Area**

Mr. Edwards reported no change regarding the West Gulf Bank Road Widening Project related to water and sewer line relocations. Mr. Edwards stated all service lines and water meters have been transferred to the new water line.

### **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 discuss conflicts identified with the proposed water line and the recently completed Harris County Storm Sewer project, stating the proposed water line route will have to be adjusted. Mr. Edwards presented for review and consideration Pay Application No. 1 in the amount of \$2,462.58, stating the amount reflects a ten percent (10%) retainage withheld, and if approved, A&S will submit to the Texas Water Development Board ("TWDB") applicable outlay reports, upon approval.

Mr. Edwards next reported that A&S is coordinating with Harris County ("County") regarding the ongoing drainage improvement project and conflicts with the District's future water line replacement plans. Mr. Edwards stated Ram Rod was currently performing exploratory excavation to identify existing locations and presented for review and approval Change Order No. 1 in the amount of \$80,000.00.

Mr. Edwards reminded 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 then presented to the Board for review and consideration R.P.'s Pay Application No. 5 in the amount of \$240,037.09, stating the amount reflects a ten percent (10%) retainage withheld, and if approved, A&S will submit to TWDB applicable outlay reports, upon approval.

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. Mr. Edwards stated that A&S has received one (1) bid from W.W. Payton Corporation in the amount of \$3,800,000.00. A discussion ensued.

Mr. Edwards updated the Board that C3 Constructors, LLC ("C3 Constructors") has completed the Hurlingham Water Plant Improvement Project and all punch list items have been addressed. Mr. Edwards presented for approval C3 Constructors Pay Application No. 8 and Final in the amount of \$45,611.50 and the issuance of the Certificate of Completion.



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 that door hangers were distributed notifying residents and Sweeping Corp. stated plans on cleaning and televising first, followed by smoke testing.

Mr. Edwards then updated the Board that there is no change regarding the service request for 11730 Aldine Westfield Road, which consists of renovating a 7,945-foot building to serve as a banquet hall (no food service proposed), in the amount of two (2) ESFCs. Mr. Edwards reported that A&S is awaiting plans for review.

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 signup. Mr. Edwards reported that A&S continues working with C.E. Barker on testing the sanitary sewer lines.

#### **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 stated A&S has reviewed construction plans and provided and received back comments from their engineer. Mr. Edwards stated A&S requested their engineer to confirm the total ESFC count required to finalize the sizing of the Ground Water Tank. Upon confirmation, A&S 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 reported that A&S is completing the exhibits and preparing the bid documents for the Hillwood lift station upgrades.

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 that A&S has reviewed and approved the plans provided and will periodically inspect the project, and once installation and testing are complete, the Water, Sanitary Sewer and Drainage ("WS&D") utilities will be conveyed to the District for operation and maintenance. Mr. Edwards stated the tap fee for Building No. 7 was presented to the Applicant and MOC is currently preparing tap fee quotes for Buildings 5 and 6.

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 RAB is preparing such easements.

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 stated that during construction a conflict was noted between the ten-inch (10") sanitary sewer line at the lift station and the existing 24-inch (24") reinforced concrete pipe ("RCP") storm sewer. Mr. Edwards reported ISJ Utilities will remove a portion of the RCP prior to installing the ten-inch (10") sanitary sewer and reinstall the RCP with subgrade restoration. Mr. Edwards presented for consideration ISJ Utilities Change Order No. 1 in the amount of \$11,536.00.

### **WHCRWA 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 TWDB 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.

### **EAD Application for Wastewater Collection System in the Castlewood Subdivision**

Mr. Edwards reported that the EAD prepared and submitted a TWDB Application to secure funds to install a sanitary sewer system in the Castlewood Subdivision, just west of High Meadows. Mr. Edwards stated that if successful, the District may add sewer-only accounts to the system and future wastewater collection system and lift station would be conveyed to the District for operation and maintenance. A discussion ensued.

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

Mr. Edwards presented to the Board for authorization a Job Assignment Proposal for Facilities Evaluation 2025 in the amount of \$94,400.00. Mr. Edwards stated this evaluation will include site visits to all District facilities to assess the condition/performance of existing equipment and infrastructure. A discussion ensued.

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

Mr. Edwards presented to the Board for authorization a Job Assignment Proposal for the District's GIS in the amount of \$35,000.00, a copy of which is available upon request. A discussion ensued.



Upon a **motion** by Director Powell, seconded by Director Santiago, 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 4538 Lauder Road; 2) Ram Rod Pay Application No. 1 in the amount of \$2,462.58; 3) Ram Rod Change Order No. 1 in the amount of \$80,000.00; 4) R.P.'s Pay Application No. 5 in the amount of \$240,037.09; 5) C3 Constructors Pay Application No. 8 and Final in the amount of \$45,611.50 and the issuance of the Certificate of Completion; 6) ISJ Utilities Change Order No. 1 in the amount of \$11,536.00; 7) Job Assignment Proposal for Facilities Evaluation 2025 in the amount of \$94,400.00; and 8) Job Assignment Proposal for the District's GIS in the amount of \$35,000.00, as presented.

### **ATTORNEY'S REPORT**

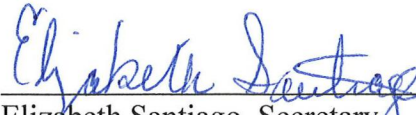
Mr. Barner updated the Board regarding the status of the annexation of 46.9320 acres of land, located adjacent to Defined Area No. 1, that is being developed by D.R. Horton into Pinehaven residential subdivision. Mr. Barner reminded the Board that the City recently issued their consent to the District's annexation of such land. Mr. Barner then presented to and recommended that the Board adopt an Order Annexing Land and Redefining Boundaries of the District (the "Order Annexing Land") and an Amended and Restated District Information Form (the "ADIF").

Mr. Barner then updated the Board regarding the annexation of 10.0430 acres of land that is being developed by the County into East Aldine Estates residential subdivision. Mr. Barner stated the County has approved the petition to the District for annexation of such land. Mr. Barner then presented to the Board a petition to request the City's consent to annex such land.

Upon a **motion** by Director Wade, seconded by Director Powell, after full discussion and with all Directors present voting aye, the Board approved the Attorney's Report, including: 1) the Order Annexing Land and the ADIF; and 2) a petition requesting consent from the City to annex approximately 10.0430 acres.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD**, the meeting was adjourned.

**PASSED AND APPROVED** this 18<sup>th</sup> day of September, 2025.



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Elizabeth Santiago, Secretary  
Sunbelt Fresh Water Supply District