

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

February 20, 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, February 20, 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"); Simon VanDyk of Touchstone District Services ("Touchstone"); Meredith C. King, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB"); and Paul Rome, a member of the public.

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.

Mr. Rome introduced himself to the Board and stated that he owns the China Wok restaurant in the District. Mr. Rome explained that he received a high surcharge fee for violations of the District's Industrial Waste Order (the "IWO"). Mr. Rome further explained that the Board had previously offered him a 12-month payment plan for the surcharge violations that were accrued but that he was now requesting a decrease in the surcharge fee in order for him to pay the full bill at once. Mr. Rome explained that he installed a larger grease trap so that he would be in compliance with the IWO.

Ms. Hill entered the meeting at this time.

Director Jaramillo entered the meeting at this time.

It was the consensus of the Board that the District remove 25% from Mr. Rome's surcharge violation fee. Director Salazar abstained from the discussion.

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

DISTRICT WEBSITE

Mr. VanDyk introduced himself to the Board and presented the proposal from Touchstone for website services, social media services and a text/email alert system. Mr. VanDyk explained that the monthly cost for the website would be \$250.00 with a \$2,950.00 one-time setup fee. Mr. VanDyk further explained that the monthly cost for the text/email alert system would be \$200.00 with a \$750.00 setup fee. Lastly, Mr. VanDyk explained that the social media services would cost \$950.00 per account.

Mr. VanDyk exited the meeting at this time.

SOLID WASTE COLLECTION REPORT

Ms. Nussa presented Republic's Solid Waste Collection Report. Ms. Nussa reported that the heavy trash collection flyer had been posted on the District website in English and Spanish. After discussion, it was the consensus of the Board that Ms. Nussa provide a proposal for recycling services at the March 20, 2025 Board meeting.

Directors Santiago and Powell then reported that solid waste was not collected in the Oakwilde Service Area. Ms. Nussa explained that she will speak to her team regarding the missed services.

Ms. Nussa stated that the next document shredding event will be held on May 3, 2025.

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.

MINUTES

The President next directed the Board to consider the approval of the minutes of the regular Bookkeeping and Management meeting held on January 16, 2025.

Upon a **motion** by Director Santiago, seconded by Director Salazar, after full discussion and with all Directors present voting aye, the Board approved the minutes of the regular Bookkeeping and Management meeting held on January 16, 2025, as presented.

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.

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

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

Mr. Dubiel then reported that Booster Pump No. 1 at the Woodland Oaks Water Plant No. 1 has been pulled for maintenance and that Booster Pump No. 2 would also be pulled for maintenance once Booster Pump No. 1's maintenance was completed. Mr. Dubiel also reported that Booster Pump No. 3 is leaking. Mr. Dubiel further reported that the spillage container for the liquid ammonium sulfate ("LAS") tanks has not been delivered yet.

Mr. Dubiel next reported that the bar screen gearbox seal is broken and leaking oil at the WWTP in the Heather Glen Service Area ("Heather Glen"). Mr. Dubiel then reported that Non-Potable Pump No. 1 at the Heather Glen WWTP is leaking.

Mr. Dubiel next reported that MOC is still waiting to receive an alternator for the Heather Glen Water Plant. Mr. Dubiel further stated that the Water Plant is currently only operating with two (2) pumps.

Mr. Dubiel next reported that the Well motor is leaking oil at Water Plant No. 2 in the Fairgreen-High Meadows Service Area ("High Meadows"). Mr. Dubiel noted that MOC has requested that C&C Water Services, LLC repair the Well motor and noted that the repairs would be covered by the warranty.

Mr. Dubiel reported that the pump at the WWTP in the Oakwilde Service Area has been pulled for repairs.

Mr. Dubiel recommended that an ultrasonic leak detection be performed in High Meadows. Mr. Dubiel further recommended that the District test all of the commercial water meters in High Meadows. Mr. Dubiel then presented a proposal from Accurate Meter & Backflow, LLC ("Accurate") to perform the ultrasonic leak detection in the High Meadows Service Area in the amount of \$16,800.00. Mr. Dubiel also presented a proposal from Accurate to test the commercial

water meters in the Fairgreen Service Area in the amount of \$875.00 and a proposal to test the commercial water meters in the High Meadows Service in the amount of \$4,550.00.

Upon a **motion** by Director Santiago, seconded by Director Jaramillo, after full discussion and with all Directors present voting aye, the Board: 1) approved the Operator's Report, as presented; and 2) approved the proposal from Accurate for the ultrasonic leak detection in the High Meadows Service Area in the amount of \$16,000.00 and the commercial water meter testing in the Fairgreen Service Area and High Meadows Service Area in the amount of \$875.00 and \$4,500.00, respectively.

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 January 2025. Ms. Smith further stated that 84 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 reminded the Board that she has not had contact with Collections Unlimited of Texas, Inc. ("Collections Unlimited") in four (4) months. A discussion ensued regarding terminating the Agreement with Collections Unlimited.

Ms. Smith explained that the District's backup server is five (5) years old and that the warranty would expire at the end of the five (5)-year term. The Board then requested that Ms. Smith request a proposal from Argos for a new backup server and that a representative from Argos present such proposal at the March 20, 2025 Board meeting.

Upon a **motion** by Director Salazar, seconded by Director Santiago, after full discussion and with all Directors present voting aye, the Board: 1) accepted the Office Report, as presented; and 2) authorized termination of the Agreement with Collections Unlimited.

RATE ORDER

Mrs. King recommended that the Board consider amending the District's Rate Order to ensure that the increased costs for solid waste collection services are being passed through to the District's customers. Mrs. King explained that the current cost to the District for solid waste collection services is \$19.25 per home, per month; however, the annual price increase will cause the monthly rate to increase to \$20.20 per home, per month starting March 1, 2025. Mrs. King stated that currently, the Basic Service Fee in the District's Rate Order is \$21.15 per month.

Upon a **motion** by Director Wade, seconded by Director Santiago, after full discussion and with all Directors present voting aye, the Board approved amending the Rate Order to increase the

Basic Service Fee to \$22.15 per month, effective March 1, 2025.

**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 spoke to the District's employees regarding their satisfaction with the District's current employee insurance provider, and such employees indicated that they were satisfied with such coverage. Ms. Smith further stated that she has not yet received the renewal proposal from TML.

DISTRICT WEBSITE

The Board then discussed the proposals from BusyBee Creatives and Touchstone for website and social media services. After discussion, it was the consensus of the Board to further discuss the proposals at the March 20, 2025 Board meeting.

PERSONNEL COMMITTEE REPORT

The Board then discussed using the Center for Disease Control and Prevention guidelines in place of the District's current COVID-19 Policy and Procedures ("COVID Policy"). Director Jaramillo reported that she was still reviewing the District's current COVID Policy and would further review the COVID Policy with the Board at the March 20, 2025 Board meeting.

Mr. Dubiel exited the meeting at this time.

Director Jaramillo presented to the Board the finalized scope of duties for the Customer Representative Supervisor, Business Service Supervisor and Office Manager.

Mrs. King then explained that the review of the District's Personnel Policy is an annual agenda item and recommended no changes to such policy at this time. A discussion then ensued regarding the current dress code for District employees.

A discussion then ensued if District employees who attended the Association of Water Board Directors ("AWBD") winter conference should be compensated for the time it took them to travel back on Sunday.

Upon a **motion** by Director Santiago, seconded by Director Salazar, after full discussion and with all Directors present voting aye, the Board authorized payment to the District employees who attended the AWBD winter conference for their travel time on Sunday.

DIRECTOR'S REPORT

Director Salazar then presented a proposal for business cards for the Board from Casanova Signs.

Upon a **motion** by Director Jaramillo, seconded by Director Santiago, a full discussion and the question being put to the Board, the Board voted three (3) votes in favor, and with Director Powell abstaining and Director Wade opposing, the Board authorized the purchase of business cards, for District information only, for any of the Directors that would like them.

ATTENDANCE AT AWBD SPRING SEMINAR AND 2025 SUMMER CONFERENCE

Discussion then ensued regarding the Directors' attendance at the AWBD Spring Seminar in Houston, Texas, and the 2025 Summer Conference on June 12-14, 2025, in San Antonio, Texas.

Upon a **motion** by Director Jaramillo, seconded by Director Santiago, after full discussion and with all Directors present voting aye, the Board authorized the Directors' attendance on behalf of the District at the AWBD Spring Seminar and 2025 Summer Conference.

Director Powell exited the meeting at this time.

ATTORNEY'S REPORT

Mrs. King then discussed with the Board the Resolution Amending the Policy Prohibiting the Use of Certain Social Media Applications on District Equipment.

Upon a **motion** by Director Salazar, seconded by Director Jaramillo, after full discussion and with all Directors present voting aye, the Board approved the Resolution Amending the Policy Prohibiting the Use of Certain Social Media Applications on District Equipment.

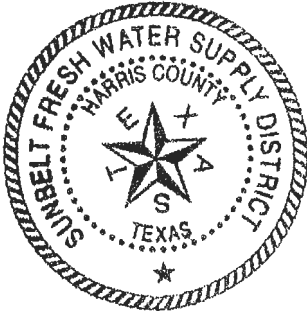
BOOKKEEPER'S REPORT (CONT.)

Mrs. King next requested that the Board consider approval of RAB's invoice.

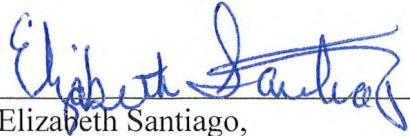
Upon a **motion** by Director Salazar, seconded by Director Jaramillo, after full discussion and with the question being put to the Board, the Board voted three (3) votes in favor, with Director Santiago opposing, the Board approved RAB's invoice, subject to the Board's review.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, the meeting was adjourned at 8:31 p.m.

PASSED AND APPROVED this 17th day of April, 2025.



(DISTRICT SEAL)



Elizabeth Santiago,
Secretary
Sunbelt Fresh Water Supply District