

MINUTES
BRAZORIA COUNTY MUNICIPAL UTILITY DISTRICT NO. 31

March 27, 2025

The Board of Directors (the “Board”) of Brazoria County Municipal Utility District No. 31 (the “District”) met in regular session, open to the public, on the 27th day of March 2025, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2600, Houston, Texas, outside the boundaries of the district, and the roll was called of the members of the Board:

Micah Kreikemeier	President
Douglas Chumley	Vice President
James Lee, Jr.	Secretary
Andrew Yorlano	Assistant Vice President
Adrienne Brown	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also present at the meeting were: Shane Zercher of Terry’s Landscape LLC (“Terry’s”); Demitra Berry of McLennan & Associates, LP; Brittni Silvia of Assessments of the Southwest, Inc.; Debra Vincent of Elevation Land Solutions; Stephanie Lee of KGA/DeForest Design LLC (“KGA”); Josh Wadley of Land Tejas Development; and Jessica Holoubek, Allison Leatherwood, and Arlene Catalan of Allen Boone Humphries Robinson LLP (“ABHR”).

PUBLIC COMMENTS

The Board offered any members of the public attending the meeting the opportunity to make a public comment.

Director Chumley inquired about certain details of the City of Iowa Colony’s takeover of the District’s facilities. Ms. Holoubek responded to Director Chumley’s questions and comments.

APPROVE MINUTES

The Board considered approving the minutes of February 27, 2025, regular meeting. Following review and discussion, Director Chumley moved to approve the minutes listed above, as presented. Director Lee seconded the motion, which passed unanimously.

BOOKKEEPER’S REPORT

Ms. Berry reviewed the bookkeeper’s report, including a budget comparison and

the bills submitted for the Board's review.

Ms. Berry presented and reviewed an amended budget for the fiscal year end June 30, 2025.

Following review and discussion, Director Lee moved to: (1) approve the bookkeeper's report and the checks presented for payment; and (2) approve the amended budget for fiscal year end June 30, 2025. Director Yorlano seconded the motion, which passed unanimously. A copy of the bookkeeper's report is attached.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Silva reviewed the District's tax report, a copy of which is attached. She noted that the District's 2024 taxes were 97.06% collected by the end of February.

Ms. Silva presented and reviewed an Amendment to Agreement for Services of Tax Assessor/Collector.

Following review and discussion, Director Lee moved to: (1) approve the tax report and payment of the tax bills; and (2) approve the Amendment to Agreement for Services of Tax Assessor/Collector. The motion was seconded by Director Chumley and passed unanimously.

REPORT ON DETENTION MAINTENANCE IN THE DISTRICT

Mr. Zercher presented and reviewed a report on maintenance of the detention facilities, a copy of which is attached. He then reported on fence debris located on the District's drainage easements from Hurricane Beryl. The Board discussed notifying the property owners regarding the fence debris.

After review and discussion, Director Lee moved to: (1) approve the maintenance report; and (2) authorize ABHR to notify the property owners about the discarded fencing and request that they remove the debris before the next regular Board meeting. Director Brown seconded the motion, which passed unanimously.

LANDSCAPING IMPROVEMENT PROJECTS

Ms. Lee presented and reviewed the Landscape Architect report, a copy of which is attached.

Ms. Lee updated the Board regarding Sterling Lakes North (Canterra Creek) Sections 4 and 6 Landscape Improvements and reviewed and recommended approval of Pay Estimate No. 5 in the amount of \$152,182.87, payable to Terry's.

Ms. Lee updated the Board regarding the construction of the Sterling Lakes North Recreation Center Facility and reviewed and recommended approval of Pay Estimate No. 12 in the amount of \$3,005.92, payable to Millis Development and Construction, LLC. She then reviewed and recommended approval of Change Order No. 4 to increase the contract in the amount of \$14,732.00. The Board determined that Change Order No. 4 is beneficial to the District.

Ms. Lee updated the Board regarding the construction of Canterra Creek Karsten Boulevard Landscape Improvements and reviewed and recommended approval of Pay Estimate No. 4 in the amount of \$47,454.17, payable to Woodcreek Landscape Company, Inc.

Ms. Lee stated that bids were received for the Phase One Amenity Improvements Alternative Lighting project. She recommended that the Board award the contract to Stone Castle Constructors, LLC ("Stone Castle"), the lowest bidder, in the amount of \$23,475.00 for solar power. The Board concurred that, in its judgment, Stone Castle was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Following review and discussion, and based on the landscape architect's recommendation, Director Lee moved to: (1) approve the Landscape Architect report; (2) approve Pay Estimate No. 5 in the amount of \$152,182.87; (3) approve Pay Estimate No. 12 in the amount of \$3,005.92; (4) approve Change Order No. 4 in the amount of \$14,732.00 as an increase to the contract with Millis Development, based upon the Board's finding that the Change Order is beneficial to the District; (5) approve Pay Estimate No. 4 in the amount of \$47,454.17; and (6) award the contract for construction of the Phase One Amenity Improvements Alternative Lighting project to Stone Castle in the amount of \$23,475.00, subject to receipt of the payment and performance bonds and the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Yorlano seconded the motion, which passed unanimously.

STORMWATER PERMITTING MATTERS, INCLUDING APPLICATION FOR COVERAGE UNDER 2024 TPDES GENERAL PERMIT NO. TXR040000, AND APPROVE MASTER SERVICES AGREEMENT WITH STORM WATER SOLUTIONS AND PROPOSAL FOR SERVICES

There was no discussion on this agenda item.

ENGINEERING MATTERS

Ms. Vincent reviewed the engineer's report, a copy of which is attached.

Ms. Vincent stated that bids were received for construction of Sterling Lakes Drive Extension Sanitary, Drainage, and Paving Facilities. She recommended that the Board award the contract to Rodriguez Construction Group, LLC ("Rodriguez

Construction”), the lowest bidder, in the amount of \$1,399,700.00. The Board concurred that, in its judgment, Rodriguez Construction was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Ms. Vincent updated the Board regarding construction of the Cedar Rapids Commercial Detention and Mass Grading and reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$139,444.56, payable to DC Contracting Services, LLC.

Following review and discussion, Director Lee moved, based on the engineer’s recommendation, to: (1) approve the engineer’s report; (2) award the contract for construction of Sterling Lakes Drive Extension Sanitary, Drainage, and Paving Facilities to Rodriguez Construction in the amount of \$1,399,700.00, subject to receipt of the payment and performance bonds and the certificate(s) of insurance and endorsements, if any, provided by the contractor; and (3) approve Pay Estimate No. 1 in the amount of \$139,444.56. Director Yorlano seconded the motion, which passed unanimously.

DEEDS AND EASEMENTS

There was no discussion on this agenda item.

STERLING LAKES PROPERTY OWNERS ASSOCIATION’S (“POA”) MATTERS

There was no discussion on this agenda item.

REPORT ON DEVELOPMENT

Mr. Wadley updated the Board on development in the District.

NEXT MEETING DATE

The Board noted that the next regular meeting would be on April 24, 2025, subject to securing a quorum.

There being no further business to come before the Board, Director Chumley made a motion to adjourn the meeting. Director Yorlano seconded the motion, which passed unanimously.




Secretary, Board of Directors

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