

**WEST MEMORIAL MUNICIPAL UTILITY DISTRICT**

**Minutes of Meeting of Board of Directors**

March 24, 2025

The Board of Directors (the “Board”) of West Memorial Municipal Utility District (the “District”) met in special session, open to the public, at the District’s Sewage Treatment Plant located at 22025 Kingsland Blvd., Katy, Texas, a designated meeting place inside the boundaries of the District and the roll was called of the members of the Board as follows:

Kenny Cryar	President
Patty Leo	Vice President
Elena Vanderloo	Secretary
Anna Khan	Assistant Secretary
Jerry Wells	Director

All the above were present thus constituting a quorum.

Also present at the meeting were Don Self of Inframark, LLC (“Inframark”); Frank Mitchell and Joshua Zientek of Mitchell, Zientek & Scruggs, LLP (“MZS”); Members of American Legion Post 164 (“AL164”); Esther Buentello Flores of Tax Tech, Inc. (“Tax Tech”); Lynnette Tujague of District Data Services, Inc. (“DDS”); Wayne Cherry of Baxter & Woodman, Inc. (“BW”); Danae Dehoyos of Touchstone District Services (“Touchstone”).

**CALL TO ORDER, CERTIFICATE OF POSTING**

Director Cryar called the meeting to order at 7:00 p.m.

**PUBLIC COMMENTS**

Mr. Self provided background information on a water main leak under a resident’s driveway and further explained repairs which were made. He reminded the Board that it previously approved only replacing the driveway on the affected panel(s). The District reviewed photos of the damage and repairs and considered the resident’s request to additional panel(s) due to sinkage purportedly from the repairs made. Mr. Self advised that he would investigate the matter further and provide additional information at a future meeting.

**MINUTES OF MEETINGS**

The Board considered approving the minutes of the February 24, 2025, board meeting which were distributed in advance of the meeting. Director Vanderloo moved, and Director Khan seconded, to approve the minutes, as presented. The motion passed unanimously.

**STP MINUTES OF MEETING**

Director Cryar gave a brief explanation of STP meeting and business during the month, including discussion related to communications with DDS related to delivery of the report. The Board reviewed and considered for adoption the minutes of the STP meeting. Director Vanderloo

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made a motion to accept the minutes, as presented. The motion was seconded by Director Khan and passed unanimously.

#### AMERICAN LEGION POST 164

Mr. Woodstrom noted that previously discussed appliances will be delivered on Wednesday, March 26, 2025, and that the elevator maintenance was completed. He advised that a Fire Pros inspection would be completed and additional information will be provided. He explained that an electrical pole would be installed for purposes of the firework stand using the American Legion electricity meter. He advised that the District previously approved this option but that the expense would be paid for by the firework stand. He advised that the Marine Corps. League is now conducting meetings at the building. Lastly, he informed the Board that a birthday event is planned and requested using the District's parking lot. The Board concurred with the use of the parking lot for the day of the event.

#### COMMUNICATIONS REPORT

The Board considered the Communications Report, a copy of which is attached as Exhibit A. The Board reviewed visitors to the website, analytics, and new postings. Director Vanderloo moved, and Director Khan seconded, to approve the Communications Report. The motion passed unanimously.

#### DISCUSSION RELATED TO PARK IMPROVEMENTS

Director Cryar noted efforts by Director Vanderloo related to the park improvements. Director Vanderloo provided an update noting pesticide treatments are proceeding. Next, she asked about repairs to the fences/gates to help with neighborhood safety. She advised that this would be completed after laying of grass and non-invasive bamboo. Lastly, she gave an update on improvements to the gutter system to aid with erosion concerns. Director Wells asked about leveling of soil prior to placing grass seed. Director Vanderloo explained that leveling is part of the quote. After some discussion, Director Cryar moved to approve the gate quote in the amount of \$16,479.78, as previously presented. Director Khan seconded the motion which passed 3-0-2 with Directors Leo and Wells abstaining.

#### TAX ASSESSOR-COLLECTOR'S REPORT

Ms. Flores presented and reviewed the Tax Assessor-Collector's ("TAC") Report for the current reporting period, a copy of which is attached as Exhibit B. Following review of the report and the status of current collections, Director Vanderloo made the motion to approve the Tax Assessor-Collector's Report, as presented. Director Khan seconded the motion and it passed unanimously.

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**BOOKKEEPER'S REPORT**

Ms. Tujague presented the District's Bookkeeper's Report, a copy of which is attached as **Exhibit C-1**, and updated the Board on District receipts, disbursements, sales tax and investment revenue, and reviewed the comparison of budget to actual for the reporting period.

Ms. Tujague presented the STP Bookkeeper's Report, a copy of which is attached as **Exhibit C-2**. There was a brief discussion related to a customer refund. Following review of both Bookkeeper's Reports, Director Vanderloo made a motion to accept the District Bookkeeper's Report and the expenditures included therein. Director Khan seconded the motion which passed unanimously.

The Board concurred that all board members would attend the AWBD Summer Conference. Ms. Tujague advised that she would coordinate expenses and reimbursements. Director Vanderloo moved, and Director Leo seconded, to approve reimbursements as related to attendance at the AWBD Summer Conference, as allowed by the District's Ethics Policy. The motion passed unanimously.

**UNCLAIMED PROPERTY REPORT**

Mr. Mitchell discussed the unclaimed property report and the filing process. Director Leo moved to authorize researching unclaimed property, notification, and filing of the unclaimed property report with the Texas Comptroller, as needed. Director Khan seconded said motion, which passed unanimously.

**OPERATOR'S REPORTS**

Mr. Self reviewed the Operator's Report for the District, a copy of which is attached as **Exhibit D-1** and the STP, a copy of which is attached as **Exhibit D-2**. There was additional discussion related to the resident request related to the driveway repair and Mr. Self reminded the Board that Inframark is monitoring repairs and billing for costs associated therewith. There was extensive discussion related to the collections process and avenues for relief. Director Wells expressed concerns related to the efficiency of collection methods. Mr. Self requested approval to pull and repair the Clarifier #2 gear drive at an estimate of \$35,525. Mr. Mitchell noted the appropriate exception to the requirement to solicit bids. Mr. Self reminded the Board of the cutoff date and gave an update on delinquent accounts. He also advised that the District's "Red Flag Policy" was reviewed and that no changes were recommended. Director Khan moved to approve the Operator's Reports, related cutoff list, and approve pull and repair of Clarifier No. 2 in the amount of \$35,525. The motion was seconded by Director Vanderloo and passed unanimously.

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**ENGINEER'S REPORT**

Mr. Cherry presented the Engineer's Report, a copy of which is attached as **Exhibit E**. He updated the Board on a number of items including: the 1) a) WWTP Issues: 24" Influent Line Repair and b) 54" CGMP WWTP Outfall Line; 2) WWTP Air System Rehabilitation; 3) TCEQ compliance - Water Well No. 2; and 4) Walkway Repairs/Replacement Status. Director Vanderloo asked about prior security camera discussion. Mr. Cherry advised more information will be provided on a future date. After he advised that a rate study update should be provided at the April 2025, board meeting, Director Vanderloo made a motion to approve the Engineer's Report. The motion was seconded by Director Khan and passed unanimously.

**ATTORNEY'S REPORT**

Mr. Mitchell advised that the District insurance policy was sought but not yet received. After a review of prior communications, the Board concurred with holding the payment for the insurance renewal until the proposal is received and reviewed by MZS and Director Cryar and then it could be released.

Next, Mr. Mitchell advised that the Ethics Policy was reviewed and that no changes were recommended. Director Vanderloo moved to adopt the resolution evidencing the annual review of the Ethics Policy indicating no changes. Director Khan seconded the motion which passed unanimously. Next, Mr. Mitchell gave an update on the Cabo Bobs lease. He advised of prior communications and that follow-up with the new owner is needed. Director Vanderloo moved, and Director Wells seconded, to approve the Attorney's Report. The motion passed unanimously.

**EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTION 551.071, ET. SEQ.**

The Board did not enter Executive Session.

**ADJOURNMENT**

Director Cryar noted there being no further business to come before the Board, the meeting was adjourned.

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THESE MINUTES ARE PASSED, APPROVED, and ADOPTED by the Board of Directors of West Memorial Municipal Utility District this 28th day of April, 2025.

/s/Elena Vanderloo  
Secretary, Board of Directors



BOARD OF DIRECTORS MEETING  
EXHIBITS TO MINUTES OF MEETING

March 24, 2025

- A Communications Report
- B Tax Assessor/Collector Report
- C-1 & C-2 Bookkeeper's Reports (District and STP)
- D-1 & D-2 Operator's Report (District and STP)
- E Engineer's Report