

West Memorial Municipal Utility District
22025 Kingsland Blvd
Katy, Texas
Minutes of Meeting of the Board of Directors

June 24, 2024

A meeting of the Board of Directors (the "Board") of West Memorial Municipal Utility District (the "District") was held on Monday, June 24 at 7:00 p.m., open to the public at the West Memorial MUD Sewage Treatment Plant located at 22025 Kingsland Blvd., Katy, Texas, a designated meeting place inside the boundaries of the District. The following Board members were present:

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

In addition to the above-named directors, the following consultants and interested parties were present:

Don Self	Inframark/Operator
Esther Flores	Tax Tech Inc./Tax Assessor-Collector
Frank Mitchell	Mitchell, Zientek & Scruggs, LLP/Attorneys
Josh Zientek	Mitchell, Zientek & Scruggs, LLP/Attorneys
Lori Crawford	Recording Secretary/Paralegal
Harry Woodstrom	Jonathan B. Rozier American Legion Post 164
Jim McGuire	Jonathan B. Rozier American Legion Post 164
Sandy Krum	Commander, Post 164
Lynnette Tujague	District Data Services/Bookkeeper
Danae Dehoyos	Touchstone Communications

CALL TO ORDER, CERTIFICATE OF POSTING

Director Cryar called the meeting to order at 7:00 p.m. Director Vanderloo moved to accept the Certificate of Posting of the Agenda as presented. Director Kahn seconded the motion, which carried unanimously and was accepted by the Board. Exhibit A.

PUBLIC COMMENTS

No public comments were received.

MINUTES OF MEETINGS

The Board considered adopting the minutes of the May 27, 2024 Board meeting which were distributed in advance of today's meeting. Having reviewed the Minutes, Director Vanderloo moved to adopt the minutes as presented. Director Khan seconded the motion and it passed unanimously. Exhibit B.

The Board next considered adopting the minutes of the June 10, 2024 STP Advisory Committee meeting which were distributed in advance of the meeting. Following review, Director Vanderloo moved to adopt the minutes as presented. Director Khan seconded the motion which passed unanimously. Exhibit C

TOUCHSTONE COMMUNICATIONS

Ms. Dehoyos updated the Board on the District's communications platform and the Board approved publication of a hurricane preparedness notice on the website. Exhibit D

IONATHAN B. ROZIER AMERICAN LEGION POST 164

Mr. Woodstrom and Commander Krum addressed the Board regarding matters relative to Post 164 including the status of the elevator maintenance agreement, the July 4 fireworks booth and plans for the building dedication. No action was required.

TAX ASSESSOR-COLLECTOR'S REPORT

Ms. Flores reviewed the Tax Assessor-Collector's ("TAC") Report for the current reporting period. She highlighted collections for prior and current year's taxes, noting total collections for the month in the amount of \$9,204.87. She noted transfers and disbursements from the tax account and reminded the Board that she is sending delinquent tax accounts to the Delinquent Tax Attorney at the end of the month. She said she's designated about \$12,600 in the general account for the issuance of refunds. Ms. Flores addressed the District's certified value; per HCAD, value in the District has increased by \$22 million, from \$375,418,116 to \$395,831,173 for an approximate 6% increase over the prior year's assessment. Following review, Director Vanderloo made the motion to approve the TAC report as presented. Director Khan seconded the motion and it passed unanimously. Exhibit E

DISTRICT BOOKKEEPING REPORT

Ms. Tujague reviewed the District bookkeeping report 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. She also reminded the Board that the budget should be adopted tonight and it can be revised at any time during the fiscal year. Beginning with a balance in the general operating fund of \$492.62, plus receipts of \$126,558.51, the total cash available was \$127,051.13. Expenses totaled \$115,974.71 for the reporting period, leaving a cash balance of \$11,076.42 at Stellar

Bank and (\$14,355.97) at Central Bank as of June 24. She said there are TexPool investments in the amount of \$1,010,524.08 and an emergency reserve in the amount of \$4,719,787.88 which brings the total operating fund balance to \$5,727,032.98 as of June 24, 2024. As indicated on page 4 of the District Report, she said the capital projects fund has a balance of \$1,102,547.20 and the debt service fund has a balance of \$739,644.38. Following review of the report, Director Vanderloo made a motion to accept the District Bookkeeper's Report and the expenditures included therein, and to adopt the proposed budget for fye June 30, 2025, as presented. Director Kahn seconded the motion and it passed unanimously. Exhibit F

STP BOOKKEEPING REPORT

Ms. Tujague reviewed the bookkeeping report for the STP Fund for the current reporting period, noting a beginning cash balance of \$222,277.19, with receipts of \$314,143.52 for total cash available of \$536,420.71. Expenditures totaled \$352,233.23, leaving a cash balance in the STP fund of \$184,187.48 as of June 24, 2024. She then noted investments in the amount of \$189,789.59 which brings the total STP operating fund balance to \$373,977.07 Following review, Director Vanderloo moved to approve the STP bookkeeping report and the expenditures listed therein, and to adopt the budget for fye June 30, 2025 as presented. Director Kahn seconded the motion, which passed unanimously. Exhibit F

DISTRICT OPERATIONS REPORT

Mr. Self reviewed the Operator's report for the District. He noted the total water bill receivables were \$100,618.66 and the total amount invoiced for May is \$62,429.86. He said that accountability was approximately 94% for May and about 95% for the 13-month average. He reported that all bacteriological samples came back in the normal range. He reviewed the status of previously approved projects, including the sanitary manhole repairs and the hydrant survey repairs. It was noted that the Board previously i) approved distribution of the CCR, ii) denied the customer's request for adjustment to high usage on her water bill but did agree to offer a payout over 6 months, iii) denied customer's request about the use of hydrants to fill pool and iv) requested additional information concerning customer refunds. Mr. Self summarized maintenance items costing over \$1,000 which were completed during the reporting period. Regarding past due accounts, Mr. Self said there are one hundred (100) delinquent accounts which are scheduled for disconnection on July 8 if the balance remains unpaid. He said there were four (4) accounts for collection in the total amount of \$269.02 and three (3) accounts for write-off in the amount of \$35.73. The Operator said for the month of May there were one hundred twenty-four calls to Customer Services, the majority of which were billing inquiries. After discussion, Director Vanderloo moved to approve the Operator's Report, send four (4) accounts for collection, and to approve three (3) accounts for write off. Director Khan seconded the motion which passed by unanimous vote. Exhibit G.

STP OPERATIONS REPORT

Regarding the STP operations report, Mr. Self noted that the total amount invoiced was \$79,715.26 for the reporting period. He said the emergency repairs to the sinkhole above sanitary trunk line off of Kingsland are complete and the engineer will make further recommendations. He reviewed the invoice summary of work orders completed for costs exceeding \$1,000 per project during the reporting period. He updated the Board on the emergency repair to the generator transfer switch and the related insurance claim. After review Director Vanderloo moved to approve the report as presented. Director Khan seconded the motion and it passed unanimously. Exhibit G.

ENGINEER'S REPORT

Mr. Self

~~The engineer~~ updated the Board on proposed or planned projects in the District, including the lead & copper survey which he said will be issued in advance of the October deadline.

ATTORNEY'S REPORT

Mr. Mitchell advised the Board that an Order Calling a Director Election must be adopted by the Board on or before August 20, 2024. He said such Order will be prepared and presented for signature at the July Board meeting.

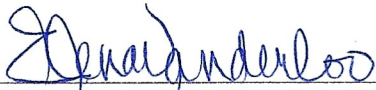
He updated the Board on the Resolution for use of Surplus Funds, noting that the numbers were adjusted following additional review of the arbitrage analysis.

He indicated there are no action items for consideration.

The Board and consultants discussed July's meeting date and concurred to meet on Monday July 29 as opposed to Monday July 22 due to some scheduling conflicts.

There being no further business to come before the Board, the meeting was adjourned.

THESE MINUTES ARE PASSED, APPROVED, and ADOPTED by the Board of Directors of West Memorial Municipal Utility District this 29th day of July, 2024.



Elena Vanderloo
Secretary, Board of Directors



EXHIBITS
BOARD OF DIRECTORS MEETING
JUNE 24, 2024

<u>Exhibit</u>	<u>Description</u>
A	Agenda with Certificate of Posting
B	Minutes of May 27, 2024
C	Minutes of STP Meeting June 13, 2024
D	Report of Touchstone Communications
E	Tax Assessor/Collector Report
F	Bookkeeper's Reports
G	Operator's Reports
H	Engineer's Report (?)