

WEST MEMORIAL MUNICIPAL UTILITY DISTRICT

Minutes of Meeting of Board of Directors

February 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 Daniel Scruggs of Mitchell, Zientek & Scruggs, LLP (“MZS”); Members of American Legion Post 164 (“AL164”); Tommy Mendez of Tax Tech, Inc. (“Tax Tech”); Lynnette Tujague of District Data Services, Inc. (“DDS”); Nancy Blackwell of Baxter & Woodman, Inc. (“BW”)(remote); Avik Bonnerjee of B&A Municipal Tax Service (“B&A”); 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

There were no comments from the public at this time.

MINUTES OF MEETINGS

The Board considered adopting the minutes of the January 27, 2025 Board meeting which were distributed in advance of the meeting. Director Vanderloo noted she had made a correction prior to the meeting and Director Wells pointed out an additional correction. Director Wells moved to adopt the minutes, as corrected. Director Khan seconded the motion and it passed unanimously.

STP MINUTES OF MEETING

Director Cryar gave a brief explanation of STP meeting and business during the month, including a review of the status of the catwalk repair and related communications. The Board reviewed and considered for adoption the minutes of the STP meeting. Director Vanderloo made a motion to accept the minutes, as presented. The motion was seconded by Director Khan and passed unanimously.

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COMMUNICATIONS REPORT

Ms. Dehoyos presented the communications report, a copy of which is attached as **Exhibit A**. There were no updates or news posts during the last cycles. She noted that there would be some suggested postings distributed to the Board for review. Mr. Self noted that he wanted to post a flyer about not flushing wipes. Website statistics were reviewed, including new and unique visitors to the website. Director Vanderloo moved, and Director Khan seconded, to approve the Communications Report and posting of the flyer. The motion passed unanimously.

DISCUSSION RELATED TO PARK IMPROVEMENTS

Director Vanderloo provided an update on the park improvements. She asked about thinning the roots so children do not trip over them and suggested that placing bermuda grass would be beneficial as well as bamboo in some areas. After some discussion, Director Vanderloo moved to approve: 1) thinning of the roots; 2) seeding of bermuda grass; and 3) bamboo in some areas. Director Khan seconded the motion which passed 3-0-2 with Directors Leo and Wells abstaining.

AMERICAN LEGION POST 164

Mr. Woodstrom noted that there was a roof leak that was occurring. Mr. Self was going to follow up with additional information for the roofing guy. Mr. Woodstrom also noted that a fire alarm was continuing to give faulty alarms. He was requesting permission to have the fire alarms replaced by Fire Pros. Director Cryar noted that he would like an estimate before approving. Mr. Woodstrom then presented estimates related to appliance repairs/replacements, specifically a double oven and dishwasher. (\$1850 and \$400 for the two appliances with a total package of approximately \$2,500 with AL covering \$500 per the lease agreement). Director Vanderloo made a motion to approve purchase of the appliances as presented. The motion was seconded by Director Leo and passed unanimously.

RECEIVE REPORT FROM SALES TAX CONSULTANT

Mr. Bonnerjee presented a written report to the Board. He noted specific businesses that had been added or removed from the report and reviewed the current revenue collections with the Board. He noted that the annual report to the City of Houston was completed. After no questions from the Board Director Vanderloo made a motion accept the report as presented. Director Khan seconded and the motion passed unanimously.

TAX ASSESSOR-COLLECTOR'S REPORT

Mr. Mendez presented and reviewed the Tax Assessor-Collector's ("TAC") Report for the

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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.

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 some discussion regarding the issued with receiving reports on time from the partner districts. There was also some discussion and approval regarding moving the clarifier repairs from one line item to another. 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.

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**. He noted the cutoff date and gave an update on delinquent accounts. There was an additional update related to a driveway repair and related coordination due to damages from a cable contractor hitting a District line. He advised that the homeowner was requesting additional repairs be made beyond what is necessary from the water line damage. The Board concurred with only making the repairs as recommended by Mr. Self and not the additional repairs. Mr. Self advised that he was seeking approval for a repair to blower motor #1 at the STP. After discussion, the Board recommended that approval be granted up to \$30,000 and Director Cryar having the ability to approve overages as necessary. Director Vanderloo then moved to approve the Operator's Reports and related cutoff list, and approval of blower motor #1 repairs. The motion was seconded by Director Khan and passed unanimously. Mr. Mitchell explained that there are no recommended rate order changes until the rate study is completed.

ENGINEER'S REPORT

Ms. Blackwell presented the Engineer's Report via remote connection, a copy of which is attached as **Exhibit E**. She 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 including Change Order No. 1 from STP Works, LLC in the amount of \$104,518.00; 3) TCEQ compliance - Water Well No. 2; and 4) Catwalk Repairs/Replacement Status. After discussion, Director Vanderloo made a motion to approve the Engineer's Report and Change Order No. 1 to STP Works, LLC in the amount of \$104,518.00. The motion was seconded by Director

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Khan and passed unanimously. Ms. Blackwell then provided an update on the status of the rate study and hopes to have the rate study completed and ready for presentation in March, 2025.

ATTORNEY'S REPORT

Mr. Mitchell advised that the District insurance policy is coming up for renewal. He noted that the District would probably be best served by asking for a renewal quote from their current provider. He then noted the annual requirement for the District to review their wage rate scales for District construction projects. He stated that the District currently uses the City of Houston scales and presented a resolution adopting the same. Finally, he reported that the Board needed to file the annual Special Purpose District Public Information Report with the Comptroller's office. Director Vanderloo moved to accept the Attorney's Report and authorize solicitation of a renewal insurance policy, file the required report, and adopt the resolution adopting the City of Houston wage rate scale. Director Khan seconded the motion and it 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 24th day of March, 2025.

/s/Elena Vanderloo
Secretary, Board of Directors



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BOARD OF DIRECTORS MEETING
EXHIBITS TO MINUTES OF MEETING

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- 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