

## WEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 4

Minutes of Meeting of Board of Directors  
February 28, 2022

The Board of Directors ("Board") of West Harris County Municipal Utility District No. 4 ("District") met on February 28, 2022 at 303 Bridge Crest Blvd., Houston, Harris County, Texas, in accordance with the duly posted notice of said meeting, with a quorum of Directors present as follows:

Mary Gomez, President  
Anthony Rodriguez, Secretary  
Michael Cummings, Treasurer

and the following absent:

Hanna Affram, Vice President

Also present were Mr. Bruce Dubiel, the District's operator; Ms. Michelle Guerrero, the District's tax assessor-collector; Mr. Sean Humble, the District's engineer; Mr. Bob Ideus, the District's bookkeeper; and Ms. Jennifer B. Seipel, attorney for District.

The President called the meeting to order and declared it open for such business as might regularly come before it.

1. The Board opened the floor for public comment. There were none.
2. The Board reviewed the minutes of the meeting held on January 31, 2022.

Upon motion duly made, seconded and unanimously carried, the Board approved the minutes as presented.

3. Ms. Guerrero presented the tax assessor-collector's report, copy attached, which showed 93.1% collections for 2021 taxes as of the date of the report, which is January 31, 2022. Upon motion duly made, seconded and unanimously carried, the Board approved the tax assessor-collector's report and the checks listed thereon as presented.

4. The Board then considered the attached Order Levying Additional Penalty for Delinquent Taxes. The Order levies a 20% penalty on 2021 delinquent taxes for personal property on April 1, 2022 and real property on July 1, 2022. The attorney noted that the penalty

goes to pay the District's delinquent tax attorneys for their collection efforts. After review, upon motion made, seconded, and unanimously carried, the Board adopted the Order as presented.

5. Mr. Ideus then presented the bookkeeper's report, copy attached. The Board noted that everything appears to be in order. During that discussion, the Board reviewed its current budget comparisons. Upon motion duly made, seconded and unanimously carried, the Board approved the bookkeeper's report and payment of the checks listed thereon.

6. With the audit still pending completion by the District's auditor, the Board tabled consideration of it, as well as the agenda item related to compliance with Section 26.18 of the Texas Tax Code.

7. The Board considered a Resolution Affirming Review of Investment Policy, Strategies and Objectives, copy attached. Ms. Seipel noted that, pursuant to the Public Funds Investment Act, the District is required to review its investment policy annually to assure its compliance with Texas law. The attorney recommended no revisions at this time to the investment policy. Subject to that discussion, upon unanimous vote, the District adopted the resolution as presented.

8. Mr. Dubiel presented the operator's report, copy attached. He noted 559 connections in the District with 92.9% water accountability. The District's wastewater treatment plant operated at 33% of its capacity. The operator reviewed a memorandum with the Board related to new rules related to lead and copper from the Environmental Protection Agency. He also provided an update on the issuance of the District's operating permits, as required by the Harris County Fire Marshal's office. The operator then submitted a list of delinquent accounts to the Board for termination of utility service and stated that the accounts in question have been given written notification of the opportunity to appear, either in person or in writing, at the Board meeting to contest, explain, or correct the charges, services, or disconnection. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the operator's report and authorized water terminations as set forth in the District's Rate Order.

9. Pursuant to Federal Trade Commission rules, the Board then conducted its annual review of the District's Identity Theft/Red Flag Policy. The operator confirmed that the existing policy was working well and recommended no changes. Accordingly, the Board

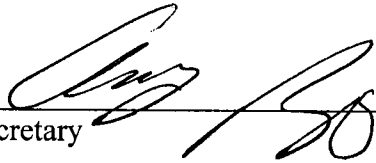
unanimously passed the attached Resolution Affirming the District's Identity Theft Prevention Program.

10. Mr. Humble presented the engineer's report, copy attached. He noted that he submitted a letter to Chelford City Municipal Utility District ("Chelford") requesting capacity at their wastewater treatment plant, as was previously requested by the Board. Upon receipt of that letter, Chelford requested \$10,000 from the District to cover the legal and engineering due diligence needed to assess the District's request. The Board agreed that such payment should be made. Mr. Humble also stated that, with regard to the construction plans for the replacement of the 12-inch waterline at Westheimer Place Drive, his office is addressing comments received by Harris County and Harris County Flood Control District. Subject to that discussion, upon motion made and seconded, the Board unanimously approved the engineer's report as presented.

11. Ms. Seipel then discussed with the Board the requirements of Texas Local Government Code Chapter 203, Subchapter D (Senate Bill 625). The law requires districts to annually provide certain records and information concerning the District's finances and tax rates to the Texas Comptroller of Public Accounts. The comptroller has created a special information database on their website, where the information will be assembled, updated, and made available to the public free of charge. The required information is already publicly available in other places, but the law requires submission of the information to the comptroller. The information includes the name of the District, the names of the Board members, any employees, addresses, websites if applicable, names of certain consultants, the total amount of bonds authorized by District voters, the aggregate principal amount of bonds issued, the tax rate, and audited financial information. Upon unanimous vote, the Board authorized the attorney to prepare and file the required report by the April 1, 2022 deadline.

12. The Board considered a certificate executed by the Secretary of the Board certifying that the candidates in the May 7, 2022 directors election are unopposed. Upon motion made, seconded, and unanimously approved, the Board adopted the attached Order Declaring Unopposed Candidates Elected and Canceling the May 7, 2022 Directors Election.

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

  
Secretary