

WEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 4

Minutes of Meeting of Board of Directors
September 26, 2022

The Board of Directors (“Board”) of West Harris County Municipal Utility District No. 4 (“District”) met on September 26, 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.
Hanna Affram, Vice President
Anthony Rodriguez, Secretary
Michael Cummings, Treasurer

and the following absent:

None.

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; Mr. Corey Howell, the District’s financial advisor; Ms. Jennifer Hanna, the District’s auditor; and Ms. Jennifer B. Seipel, attorney for District. Also present were Mr. Steve Will and Mr. Colton O’Rourke.

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. Steve Will, a customer of the District, asked several questions regarding his high water bill. After that discussion, the Board requested the operator to test the customer’s meter for accuracy. Mr. Will thanked the Board for their time and departed the meeting.

Mr. O’Rourke then approached the Board regarding annexation of a 5.08 acre tract that he would like to develop as an office building. Mr. Humble stated that he performed a feasibility study with regard to the tract, and services are feasible. The Board requested the attorney to place consideration of the annexation on the October agenda.

2. The Board reviewed the minutes of the meeting held on August 29, 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 98.8% collections for 2021 taxes as of the date of the report, which is August 31, 2022. The tax assessor also noted that the District has received certified values from Fort Bend County and Harris County totaling \$124.1 million. 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 recognized Corey Howell, the District's financial advisor, who presented a cash flow analysis and recommendation with respect to the District's 2022 tax rate. The Board reviewed the analysis and recommendation, as well as the 2022 voter-approval tax rate worksheet. The Board considered the attached Resolution Finding District to be Low Tax Rate, Developed, Developing, or Developed District in a Declared Disaster Area, Calling Public Hearing on 2022 Tax Rate, and Authorizing Tax Assessor-Collector to Prepare and Publish Notice of the Public Hearing. After discussion, upon unanimous vote, the Board found that the District is a Developed district under Texas Water Code §49.23602 and adopted the attached Resolution so stating. The Board also authorized publication of a Notice of a Public Hearing on October 24, 2022, at which the Board will consider adoption of a total 2022 tax rate of \$0.905 per \$100 assessed valuation, which the Board noted consists of a debt service tax of \$0.22 and a maintenance tax of \$0.685. The attorney noted that after considering a proposed tax rate, the District must update the transparency report required by Section 26.18 of the Texas Tax Code. Upon unanimous vote, the Board authorized the attorney to update the compliance document and post it on the internet.

5. Mr. Ideus presented the bookkeeper's report, copy attached. The Board reviewed its budget comparisons and the checks to be issued for services rendered during the prior month, noting that the District is eleven months into its budget for this fiscal year, and everything appears to be in order. Upon motion duly made, seconded and unanimously carried, the Board approved the bookkeeper's report and payment of the checks listed thereon.

6. The Board then considered a Resolution Adopting Operating Budget for the District's fiscal year ending on September 30, 2023. The attorney requested a \$5,000

increase in the legal budget to account for an increase in activity in the District and the Board agreed with such recommendation. After some discussion, the Board unanimously approved the resolution as presented.

7. Ms. Hanna, the District's auditor, then presented a fee proposal to perform the District's audit for the fiscal year ending on September 30, 2022. She noted that the fee range for the audit was in line with the fee charged last year by her firm to perform such services. Subject to that discussion, the Board authorized the auditor to perform the District's audit.

8. Mr. Dubiel presented the operator's report, copy attached. He noted 568 connections in the District with 85.6% water accountability. The District's wastewater treatment plant operated at 34% of its capacity. Lift pump no. 1 at the wastewater treatment plant failed and the operator requested authorization from the Board to replace or repair the pump. Subject to that discussion, the Board authorized the replacement of the pump in the amount \$18,750. The Board then considered a request for a leak adjustment from a customer. The Board elected to take no action with regard to that request. Mr. Dubiel also noted that the District is undergoing a TCEQ inspection of the water plant later this week. The operator reviewed a list of delinquent accounts to the Board for termination of utility service, noting that no accounts were subject to termination this month. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the operator's report as presented.

9. Mr. Humble presented the engineer's report, copy attached. He stated he continues to work on the 10 year capital improvement plan. He discussed the replacement of the 12-inch waterline at Westheimer Place Drive, presenting and recommending approval of (i) a pay application from Ballast Point in the amount \$112,130.64, and (ii) a pay application from Project Surveillance in the amount of \$308.00. Subject to that discussion, upon motion made and seconded, the Board unanimously approved the engineer's report as presented.

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

Secretary