

WEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 4

Minutes of Meeting of Board of Directors
June 26, 2023

The Board of Directors (“Board”) of West Harris County Municipal Utility District No. 4 (“District”) met on June 26, 2023 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
Jack Patel, Assistant Secretary

and the following absent:

None.

Also present were Mr. Sean Humble, engineer for the District; Ms. Raquel Garcia and Ms. Missy Steadman, the District’s operators; Ms. Michelle Guerrero, the District’s tax assessor-collector; 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. None was received.
2. The Board reviewed the minutes of the meeting held on May 22, 2023. 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 96.9% collections for 2022 taxes as of the date of the report. The tax assessor-collector reminded the Board of the upcoming 20% penalty that is imposed to all delinquent real property accounts on July 1. 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. Mr. Ideus presented the bookkeeper's report, copy attached. He noted that the District is eight months into its fiscal year, and everything appears to be in good order. The Board also discussed the increase in the fees of office recently adopted by the Texas Legislature. The attorney stated that a resolution formally acknowledging that increase in fees will be placed on the July agenda. Upon motion made, seconded, and duly carried, the Board approved the bookkeeper's report as presented.

5. The Board reviewed the ethics letter and update by investment officer, Bob Ideus. The attorney noted that annually the investment officer is asked to disclose whether he has any personal business relationships (as that term is defined by statute) with anyone offering to engage in an investment transaction with the District. Mr. Ideus submitted the required disclosure which indicated that he had no such relationships to disclose. The attorney noted that this document would be filed with the Texas Ethics Commission and in the District's records as required by law. Upon unanimous vote, the Board approved the investment officer disclosure as presented and authorized its necessary filing.

6. Ms. Garcia presented the operator's report, copy attached. She noted 568 connections in the District with 93.2% water accountability for the previous month. The operator stated that the water accountability rate remains steady. The District's wastewater treatment plant operated at 39% of its capacity. The operator's report noted that the fire hydrant repairs previously authorized by the Board are in progress. The operator noted that four new users joined the District's eye-on-water program during the prior month, and the Board discussed the ways in which it can continue to encourage customers to utilize the program. The operator also noted that no amendment to their current contract with the District is required to allow for Neil Technical Services ("NTS") to direct bill the District for work NTS performs on behalf of the District. In connection with this arrangement, NTS has agreed to notify and coordinate with the operator with regard to any work performed. The operator then reviewed a list of delinquent accounts to the Board for termination of utility service. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the operator's report and action items thereon as presented.


7. Ms. Seipel reported on the necessity to submit emergency operations information and an application for critical load status. Texas law requires that the District submit

information regarding its emergency operations to state emergency operations offices and local offices. In addition, the District must apply for its critical water and sewer facilities to be given priority status for power restoration after a hurricane or other storm. The Board acknowledged the operator's submission of the necessary documentation.

8. Mr. Humble presented the engineer's report, copy attached. The engineer reported that he is in the process of examining and preparing a summary of the costs associated with refurbishing or reconstructing the District's existing wastewater treatment plant, as well as the costs for purchasing capacity in the Chelford City MUD plant. The engineer will present that information at the next meeting and confirmed that such information would be provided to the District's financial advisor as well. Lastly, the engineer reported that the District's wastewater treatment plant permit has been deemed administratively complete. Following that discussion, upon motion made and seconded, the Board unanimously approved the engineer's report as presented.

9. Under pending business, the Board discussed the next meeting date and the purchase of District shirts.

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


Secretary 