

## WEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 4

Minutes of Meeting of Board of Directors  
July 31, 2023

The Board of Directors (“Board”) of West Harris County Municipal Utility District No. 4 (“District”) met on July 31, 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  
Anthony Rodriguez, Secretary  
Michael Cummings, Treasurer  
Jack Patel, Assistant Secretary

and the following absent:

Hanna Affram, Vice President

Also present were Mr. Sean Humble, engineer for the District; Ms. Raquel Garcia, the District’s operator; 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 June 26, 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 97.1% collections for 2022 taxes as of the date of the report. The tax assessor-collector also reminded the Board of the 20% penalty that was imposed on 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 nine months into its fiscal year, and everything appears to be in good order. Upon

motion made, seconded, and duly carried, the Board approved the bookkeeper's report as presented.

5. The Board considered a Resolution Authorizing Increase and Establishing Annual Limit on Fees of Office. The attorney stated that, during the 88<sup>th</sup> regular legislative session, the Texas Legislature amended Section 49.060 of the Texas Water Code to provide that a director is entitled to receive fees of office of not more than the amount of the per diem set by the Texas Ethics Commission for members of the legislature for each day the director spends performing his or her duties. The attorney noted that currently such amount is \$221 per day, and the \$7,200 per year cap for fees of office received remains unchanged by the new law. Upon motion duly made and seconded, the Board approved the resolution as presented.

6. The Board then conducted its annual review of the Code of Ethics. After review, the Board made no changes to its current Code of Ethics.

7. Ms. Garcia presented the operator's report, copy attached. She noted 568 connections in the District with 90% water accountability for the previous month. The operator stated that the water accountability rate remains steady. The District's wastewater treatment plant operated at 34% of its capacity. The operator's report noted that the fire hydrant repairs previously authorized by the Board are complete. The operator noted that no new users joined the District's eye-on-water program during the prior month. The Board requested that the operator investigate the discrepancy between the number of meters listed on the operator's report and the number of meters for which the District is paying for service on the bookkeeper's report. Ms. Garcia agreed to do so. The Board then discussed the purchase of shirts monogrammed with the District's name for use on days of service and at conferences. After some discussion, the operator agreed to bring samples of the shirts to the next meeting, if possible. 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.

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. The attorney also noted that the District has dwindling bond authority from its last election, which was held approximately 40 years ago. She noted that the District may want to consider holding a bond election for purposes of obtaining additional authority, which may be needed for the District's wastewater treatment plan project and other potential capital improvement projects needed at other District facilities. 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. The Board reviewed its interconnect agreements, with the attorney noting that no changes were needed and that all remained in effect.

10. Under pending business, the Board discussed its meeting schedule for October and December, agreeing to meet on October 23, 2023 and December 18, 2023.

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

  
Secretary