

WEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 4

Minutes of Meeting of Board of Directors
February 26, 2024

The Board of Directors (“Board”) of West Harris County Municipal Utility District No. 4 (“District”) met on February 26, 2024 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
Jack Patel, Assistant Secretary
Michael Cummings, Treasurer

and the following absent:

None.

Also present were Ms. Raquel Garcia, the District’s operator; Ms. Michelle Guerrero, the District’s tax assessor-collector; Mr. Bob Ideus, the District’s bookkeeper; Mr. Sean Humble, the District’s engineer; Ms. Jennifer Hanna, auditor for the District; 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 January 29, 2024. Upon motion duly made, seconded and unanimously carried, the Board approved the minutes as presented.
3. Ms. Hanna approached the Board and reviewed the District’s audit for the fiscal year that ended on September 30, 2023. The auditor noted that the audit contains an unmodified opinion, meaning that the District’s records and books have presented in an accurate manner, and the District appears to be in a strong financial condition, as it has sufficient reserves in its general fund. After some discussion, the Board unanimously approved the audit subject to

comment from the District's consultants and finalization, and the auditor was authorized to file it with all appropriate entities.

4. Ms. Seipel noted that, after approving the audit being presented at the meeting, 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. 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.

6. Ms. Guerrero presented the tax assessor-collector's report, copy attached, which showed 92.3% collections for 2023 taxes as of the date of the report. Upon motion duly made, seconded and unanimously carried, the Board approved the tax assessor-collector's report and the checks listed thereon as presented.

7. The Board then considered the attached Order Levying Additional Penalty for Delinquent Taxes. The Order levies a 20% penalty on 2023 delinquent taxes for personal property on April 1, 2024 and real property on July 1, 2024. 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.

8. Mr. Ideus presented the bookkeeper's report, copy attached. He noted that the District is in the fifth month of its September 30, 2024 fiscal year. Upon motion made, seconded, and duly carried, the Board approved the bookkeeper's report as presented.

9. Ms. Garcia presented the operator's report, copy attached. She noted 566 connections in the District with 84.2% water accountability for the previous month. The District's wastewater treatment plant operated at 29% of its capacity. Ms. Garcia requested authorization to install a float system in each digester basin at the wastewater treatment plant in the amount of \$8,750.00. The Board authorized such work. The operator then noted that the

District's annual hydrant testing will take place the week of March 4, 2024. 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.

10. 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. As such, the Board unanimously passed the attached Resolution Affirming the District's Identity Theft Prevention Program.

11. Mr. Humble presented the engineer's report, copy attached. He noted that he and the attorney continue to speak with representatives for members of the Chelford City MUD plant regarding the possible purchase of capacity in their plant. The attorney stated that more information will be provided to the Board members at the District's March meeting. Following that discussion, upon motion made and seconded, the Board unanimously approved the engineer's report as presented.

12. 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, 2024 deadline.

13. The Board discussed its garbage collection contract and took no action.

14. The Board considered a certificate executed by the Secretary of the Board certifying that the candidates in the May 4, 2024 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 4, 2024 Directors Election.

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


Secretary