

**MINUTES OF THE MEETING  
OF THE  
BOARD OF DIRECTORS**

May 1, 2025

THE STATE OF TEXAS	§
	§
COUNTIES OF FORT BEND AND WALLER	§
	§
WILLOW POINT MUNICIPAL UTILITY	§
DISTRICT OF FORT BEND AND	§
WALLER COUNTIES	§

The Board of Directors (the “Board”) of Willow Point Municipal Utility District of Fort Bend and Waller Counties (the “District”), met in regular session, open to the public, on Thursday, May 1, 2025, at 11:30 a.m., at 1330 Post Oak Boulevard, Suite 2650, Houston, Texas, a designated meeting place outside the boundaries of the District, and via ZOOM audio/video conference. The roll was called of the members of the Board, to-wit:

Simon VanDyk	-	President
Paul Breaux	-	Vice President
David L. Salley	-	Secretary
Dave Hall	-	Assistant Secretary
Jim Moses	-	Assistant Secretary

All members of the Board were present except Director Hall, thus constituting a quorum.

Also participating in the meeting were Kyle Ortiz of Municipal Accounts & Consulting, L.P. (“MAC”), bookkeeper for the District; Lyndsay Evans and Marshall Green of Quiddity Engineering, LLC (“Quiddity”), engineer for the District; Spencer Day of Masterson Advisors, LLC (“Masterson”), financial advisors for the District; Lita Lemus of Utility Tax Service, LLC, tax assessor and collector for the District; Ryan Mapes of SiEnvironmental (“SiEnviro”), operator for the District; Jenna Craig of Touchstone District Services (“Touchstone”); Joseph Hopper of Storm Water Solutions (“SWS”); Phillip Smith of Mike Stone Associates; Andrew Faubion of Terry’s Landscape, LLC; Murali Rajam, resident of the District and member of the Trails of Katy Homeowner’s Association (“Trails of Katy HOA”); and Ryan E. LaRue, Elizabeth

Harris, and Alyssa Stanford (Legal Assistant) of Sanford Kuhl Hagan Kugle Parker Kahn LLP (“SK Law”), attorneys for the District.

Josh Wailes of Mike Stone Associates entered the meeting in progress.

The meeting was called to order at 11:33 a.m. Copies of the notices of the meeting are attached hereto.

### **HEAR FROM PUBLIC**

The Board noted that there were no members of the public who wished to address the Board.

### **APPROVE MINUTES OF MEETING HELD APRIL 3, 2025**

### **TAX ASSESSOR/COLLECTOR’S REPORT**

### **BOOKKEEPER’S REPORT**

### **ADOPT BUDGET FOR FISCAL YEAR ENDING MAY 31, 2026**

### **REPORT FROM TOUCHSTONE DISTRICT SERVICES**

### **ADOPT ORDER EVIDENCING REVIEW OF EMERGENCY PREPAREDNESS PLAN**

### **ADOPT RESOLUTION PROVIDING FOR ANNUAL REVIEW OF IDENTITY THEFT PREVENTION PROGRAM**

### **ADOPT RESOLUTION REGARDING UNCLAIMED PROPERTY**

Upon motion by Director Moses, seconded by Director Salley, and after full discussion, the Board voted to:

- a. approve the minutes of the meetings held April 3, 2025;
  - b. approve the Tax Assessor/Collector’s Report for the month of March, noting that approximately 97.82% of the 2024 taxes have been collected;
  - c. approve the Bookkeeper’s Report, including payment of bills;
  - d. adopt budget for fiscal year ending May 31, 2026;
  - e. approve the report submitted by Touchstone;
  - f. adopt the Order Evidencing Review of Emergency Preparedness Plan;
  - g. adopt the Resolution Providing for Annual Review of Identity Theft Prevention Program;
- and
- h. adopt the Resolution Regarding Unclaimed Property, noting the District had \$358.41 in unclaimed property, which amount would be submitted to the State of Texas.

Director VanDyk abstained from voting on payment of Check No. 3996 made payable to Touchstone.

Copies of the Bookkeeper's Report, the Tax Assessor/Collector's Report, and the report submitted by Touchstone are on file in the official records of the District.

#### **HEAR REPORT FROM HOA**

The Board noted that no report was submitted.

#### **HEAR DEVELOPER'S REPORT**

The Board noted that no report was submitted.

#### **HEAR ENGINEER'S REPORT**

The Board recognized Ms. Evans, who reviewed with the Board the Engineer's Report, a copy of which is on file in the official records of the District. She updated the Board on the status of ongoing construction projects within the District as detailed in such Report.

Ms. Evans requested that the Board approve the issuance of a Certificate of Substantial Completion to C3 Constructors, LLC for construction of Water Plant No. 1 – Booster Pump Addition.

Upon motion by Director Moses, seconded by Director Breaux, and after full discussion, the Board voted unanimously to approve the issuance of a Certificate of Substantial Completion to C3 Constructors, LLC for construction of Water Plant No. 1 – Booster Pump Addition. By the same motion, the Board voted unanimously to approve the Engineer's Report as submitted.

#### **HEAR OPERATOR'S REPORT**

The Board recognized Mr. Mapes, who reviewed with the Board the Operator's Report, a copy of which is attached hereto, as well as the list of "High Water Users". He also reviewed with the Board the delinquent list, a copy of which is on file in the official records of the District.

Mr. Mapes then presented to the Board the Consumer Confidence Report ("CCR"), a copy of which is attached hereto. He stated that the CCR will be reviewed by SK Law, and that upon approval, the CCR will be mailed to all customers of the District prior to July 1, 2025.

Upon motion by Director Breaux, seconded by Director Moses, and after full discussion, the Board voted unanimously to (1) authorize termination of service to the customers listed on the delinquent list, as the customers were neither participating in the meeting nor presented any written statement on the matter; (2) approve the Operator's Report as submitted; and (3) approve the CCR subject to review by SK Law.

#### **HEAR REPORT FROM TERRY'S LANDSCAPE**

The Board recognized Mr. Faubion, who submitted a report on landscape maintenance and improvements throughout the District, a copy of which is on file in the official records of the District.

Mr. Faubion presented to the Board the following proposals:

- 1) One-time mowing of a pipeline easement in the amount of \$474.00;
- 2) Installation of a rose planter at the Trails of Katy HOA monument in the amount of \$1,154.89;
- 3) Application of ant treatment in the amount of \$1,785.75; and
- 4) Monthly maintenance of the pipeline easement in the amount of \$277.28 per month and areas adjacent to the water and wastewater treatment plant in the amount of \$485.24 per month.

Copies of the proposals are on file in the official records of the District

Upon motion by Director VanDyk, seconded by Director Moses, and after full discussion, the Board voted unanimously to approve the proposal for application of ant treatment in the amount of \$1,785.75 and the proposal for monthly maintenance of the areas adjacent to the water and wastewater treatment plant in the amount of \$485.24 per month.

The Board requested that the District's attorney confirm ownership of the pipeline easement and how frequently the owner of the pipeline easement has the area mowed.

#### **HEAR REPORT FROM MIKE STONE ASSOCIATES**

The Board recognized Mr. Wailes, who submitted to and reviewed with the Board a Park Maintenance Report, a copy of which is on file in the official records of the District.

The Board noted that no action was required.

## **HEAR REPORT FROM STORM WATER SOLUTIONS**

The Board recognized Mr. Hopper, who reviewed with the Board a report and pictures regarding drainage and detention facilities, a copy of which is on file in the official records of the District.

Mr. Hopper submitted to the Board a proposal to re-grade the swale located in Trails of Katy 6 in the amount of \$5,825.00.

Upon motion by Director Salley, seconded by Director Breaux, and after full discussion, the Board voted unanimously to approve the proposal to re-grade the swale located in Trails of Katy 6 in the amount of \$5,825.00.

## **HEAR REPORT FROM FINANCIAL ADVISOR**

### **Adopt Application for Approval by Texas Commission on Environmental Quality of Project and Issuance of Bonds and Order authorizing same**

Ms. Evans reviewed with the Board a draft Summary of Costs in connection with the proposed issuance of \$12,450,000 in bonds, noting that there are additional items that will be included and the final amount will be higher. Mr. Day recommended that the Board approve submission of the bond application to the TCEQ once the Summary of Costs has been finalized.

Mr. LaRue then submitted to and reviewed with the Board a proposed Application for Approval by Texas Commission on Environmental Quality of Project and Issuance of Bonds, as well as an Order authorizing submission of such Application.

Upon motion by Director Salley, seconded by Director Breaux, and after full discussion, the Board voted unanimously to approve the Application for Approval by Texas Commission on Environmental Quality of Project and Issuance of Bonds and to adopt the Order authorizing submission of the same in an amount not to exceed \$12,700,000.

## **HEAR ATTORNEY'S REPORT**

The Board recognized Mr. LaRue, who reviewed with the Board an audit engagement continuance letter submitted by McCall Gibson Swedlund Barfoot PLLC ("MGSB") letter to provide the Board the audit

fee range for information and budget-planning purposes. He stated that the fee range for the 2025 audit is \$15,000 - \$17,000.

The Board noted that no action was required.

**Consider adoption of amended Rate Order**

The Board recognized Ms. Evans, who presented to and reviewed with the Board an updated water rate analysis. Director VanDyk requested an updated analysis that includes the number of connections by monthly usage. Mr. LaRue requested that Mr. Mapes also provide the number of tap sizes.

The Board deferred action on this item until its next regular meeting.

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

**[SIGNATURE PAGE FOLLOWS]**

PASSED, APPROVED AND ADOPTED this 5<sup>th</sup> day of June, 2025.

  
Secretary, Board of Directors

(SEAL)

