

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

July 8, 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 special session, open to the public, on Thursday, July 8, 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 Jim Grover of Ventana Development Katy, Ltd. (“Ventana”), a developer of land within the District; Mary Ann Mihills of Municipal Accounts & Consulting, L.P. (“MAC”), bookkeeper for the District; Lita Lemus of Utility Tax Service, LLC, tax assessor and collector for the District; Jenna Craig of Touchstone District Services (“Touchstone”); Lyndsay Evans, Marshall Green, and Juan Flores of Quiddity Engineering, LLC (“Quiddity”), engineer for the District; Ryan Mapes of SiEnvironmental (“SiEnviro”), operator for the District; Joseph Hopper of Storm Water Solutions (“SWS”); Phillip Smith of Guideline Management Services (“Guideline”); Andrew Faubion of Terry’s Landscape, LLC; Todd Broussard, a resident of the District; 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 Guideline Management Services entered the meeting in progress.

The meeting was called to order at 11:41 a.m. Copies of the notices of the meeting are attached hereto.

Upon motion by Director Salley, seconded by Director Hall, and after full discussion, the Board voted unanimously to appoint Director Moses as acting President.

### **HEAR FROM PUBLIC**

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

### **APPROVE MINUTES OF MEETINGS HELD JUNE 5, AND JUNE 17, 2025**

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

#### **BOOKKEEPER’S REPORT**

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

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

- a. approve the minutes of the meetings held June 5, and June 17, 2025;
- b. approve the Tax Assessor/Collector’s Report for the month of June, noting that approximately 98.26% of the 2024 taxes have been collected;
- c. approve the Bookkeeper’s Report, including payment of bills, including Check No. 4051 to AUC Group, LLC in the amount of \$26,610.00;
- d. approve the report submitted by Touchstone;

Director VanDyk abstained from voting on payment of Check No. 4043 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**

Mr. Grover stated that he had nothing to report to the Board at this time.

The Board noted that no action was required.

### **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.

Upon motion by Director Salley, seconded by Director Moses, and after full discussion, the Board voted unanimously to approve the Engineer's Report as submitted.

At this time, Mr. Grover left the meeting.

### **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.

Upon motion by Director VanDyk, seconded by Director Breaux, and after full discussion, the Board voted unanimously to 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. By the same motion, the Board voted unanimously to approve the Operator's Report as submitted.

Mr. Mapes then submitted to and reviewed with the Board a proposed Second Amendment to Professional Service Contract (the "Amendment") between SiEnviromental and the District, a copy of which is on file in the official records of the District.

After discussion, the Board deferred approval of the Amendment pending further discussion and explanation of the increase in rates, including the addition of fees for administrative services that the District's Bookkeeper has been performing for the District.

### **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 noted that an area behind four (4) houses within the District is not being mowed by Terry's or SWS. It was the consensus of the Board to authorize Terry's to add the area to Terry's maintenance schedule. He noted that he plans to meet with SWS and Guideline to establish the areas throughout the District that require regular mowing and maintenance.

Mr. Faubion then submitted to the Board a proposal to plant summer seasonal color in the amount of \$4,473.76.

Upon motion by Director Moses, seconded by Director Hall, and after full discussion, the Board voted unanimously to approve the report from Terry's, and to approve the proposal to plant summer seasonal color in the amount of \$4,473.76.

### **HEAR REPORT FROM GUIDELINE MANAGEMENT SERVICES**

The Board recognized Mr. Smith, 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.

Mr. Smith informed the Board that he will meet with SWS and Terry's to establish the areas throughout the District that require regular mowing and maintenance. He noted that SWS and Terry's will provide maintenance proposals at the next meeting.

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.

The Board noted that no action was required.

## **HEAR ATTORNEY'S REPORT**

### **Consider approving Annual Maintenance Letter for Arbitrage Analysis Report**

The Board recognized Mr. LaRue, who reviewed with the Board an Annual Maintenance for Arbitrage Analysis Report letter submitted by Municipal Risk Management Group, LLC ("MRMG"). He stated that the District's agreement for arbitrage analysis is evergreen, and informed the Board of upcoming arbitrage calculations MRMG recommends having completed. He noted that the total cost for the recommended arbitrage analyses is approximately \$14,500.00.

Upon motion by Director Breaux, seconded by Director Moses, and after full discussion, the Board voted unanimously to approve the arbitrage analysis recommended by MRMG.

### **Discuss and take action relating to a rate study [Municipal Information Services]**

Mr. LaRue reminded the Board that in July, 2021, the Board approved engaging Municipal Financial Services ("MFS") to include additional financial information on the District's bookkeeping reports and to generate and provide a financial analysis and metrics report annually. Director VanDyk noted that MFS can prepare a rate study, and he has discussed the same with Ms. Foss. He stated that Ms. Foss confirmed that MFS can begin preparation of a rate study and estimated that the cost to prepare the rate study would be approximately \$2,000 - \$4,000 depending on the level of detail.

Upon motion by Director VanDyk, seconded by Director Moses, and after full discussion, the Board voted unanimously to authorize MFS to begin preparing the rate study and requested that MFS submit a proposal at the next meeting.

### **Discuss mowing and landscape maintenance of District property and drainage and detention facilities**

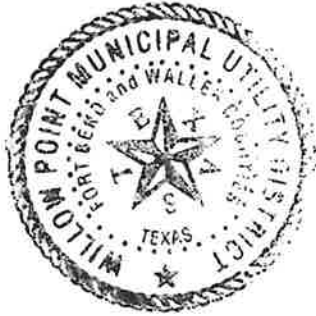
The Board noted that this item was discussed earlier in the meeting.

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

**[SIGNATURE PAGE FOLLOWS]**

PASSED, APPROVED AND ADOPTED this 7<sup>th</sup> day of August, 2025.

(SEAL)



  
Secretary, Board of Directors