

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

January 8, 2026

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, January 8, 2026, 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, thus constituting a quorum.

Also participating in the meeting were Mary Ann Mihills of Municipal Accounts & Consulting, L.P. (“MAC”), bookkeeper for the District; Kaci Schlachter and Marshall Green of Quiddity Engineering, LLC (“Quiddity”), engineer for the District; Lita Litmus of Utility Tax Service, LLC, tax assessor and collector for the District; Whitney Aelmore of SiEnvironmental (“SiEnviro”), operator for the District; Jenna Craig of Touchstone District Services (“Touchstone”); Philip Smith of Guideline Management Services (“Guideline”); James Terry and Shane Zercher of Terry’s Landscape, LLC (“Terry’s”); Kathryn Foss of Municipal Information Services, LLC (“MIS”); and Ryan E. LaRue and Elizabeth Harris of Sanford Kuhl Hagan Kugle Parker Kahn LLP (“SK Law”), attorneys for the District.

The meeting was called to order at 11:30 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 DECEMBER 4, 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 meeting held December 4, 2025;
- b. approve the Tax Assessor/Collector's Report for the month of December, noting that approximately 9.10% of the 2025 taxes and 99.73% of the 2024 taxes have been collected and that the 2025 tax collections are lower due a delay in payment from mortgage companies, but such payments are expected to be made in the coming weeks;
- c. approve the Bookkeeper's Report, including payment of the bills listed therein;
- d. approve the report submitted by Touchstone; and
- e. authorize Touchstone to publish an article about District taxes on the District's website.

Director VanDyk abstained from voting on payment of Check No. 4198 made payable to Touchstone.

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

**HEAR DEVELOPER'S REPORT**

The Board noted that no report was submitted.

**HEAR REPORT FROM HOA**

The Board noted that no report was submitted.

## **HEAR ENGINEER'S REPORT**

The Board recognized Ms. Schlachter, 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.

The Board discussed the construction work to expand the wastewater treatment plant and how the District can better communicate with residents in the event that construction within the District may inconveniences or impacts residents.

Ms. Schlachter advised that Quiddity is working with Mr. Bain on the annexation feasibility study for the 108.7-acre tract of land.

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.

## **HEAR OPERATOR'S REPORT**

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

The Board discussed with Ms. Aelmore the methodology used to calculate the District's water accountability as it is provided in the Operator's Report.

Ms. Aelmore then reviewed with the Board the Accurate Leak Detection Summary, a copy of which is on file in the official records of the District. Ms. Aelmore noted that Accurate identified three leaks and recommended that the Board authorize the repair of the three leaks.

Upon motion by Director Moses, seconded by Director Braux, 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 and authorize SiEnviro to repair the three leaks identified in the Accurate Leak Detection Summary.

### **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 noted that the Grounds Maintenance and Detention Maintenance Service Agreements are under review by the District's attorney.

The Board discussed the erosion along Buffalo Bayou as identified in the Park Maintenance Report. Ms. Schlachter and Mr. LaRue advised that they will investigate whether Fort Bend County Drainage District ("FBCDD") owns the land, where the erosion is occurring, and notify FBCDD of the ongoing erosion.

The Board noted that no action was needed on the Park Maintenance Report.

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

The Board recognized Mr. Terry, who submitted a report on maintenance of the District's landscaping, drainage, and detention facilities, a copy of which is on file in the official records of the District.

Mr. Terry then submitted to the Board a proposal to repair erosion and establish vegetation around the perimeter of the District's wastewater treatment plant in the amount of \$9,637.73, and a proposal to trim the willow tree and regrade the road located on Crescent Mirror Road in the amount of \$7,416.18.

Upon motion by Director VanDyk, seconded by Director Salley, and after full discussion, the Board voted unanimously to approve the report from Terry's and to approve the proposal to repair erosion and establish vegetation around the perimeter of the District's wastewater treatment plant in the amount of \$9,637.73, pending Quiddity's review of the warranty with the original contractor who installed the fence around the wastewater treatment plant.

## **HEAR ATTORNEY'S REPORT**

### **Renew District's insurance**

Mr. LaRue reviewed with the Board the insurance proposals from McDonald & Wessendorff Insurance, noting that the total premium increased in the amount of \$4,527.00 due to an increase in property value within the District.

Upon motion by Director Moses, seconded by Director Breaux, and after full discussion, the Board voted unanimously to approve the insurance proposals from McDonald & Wessendorff Insurance.

### **Adopt Order Calling Directors Election**

Mr. LaRue submitted to and reviewed with the Board a proposed Order Calling Directors Election. He noted that the terms of Directors Moses and Salley will expire in May 2026. He stated that a Directors election will be held on May 2, 2026, if the election is contested.

Upon motion by Director Moses, seconded by Director Breaux, and after full discussion, the Board voted unanimously to adopt the Order Calling Directors Election.

### **Approve Joint Election Agreements**

Mr. LaRue discussed with the Board a proposed Joint Election Agreement between the District and Fort Bend County and a second Joint Election Agreement between the District and Waller County. He advised that such contract would allow the District to hold a joint election with Fort Bend County and Waller County on May 2, 2026, should the election be contested.

Upon motion by Director Moses, seconded by Director Breaux, and after full discussion, the Board voted unanimously to approve the Joint Election Agreement between the District and Fort Bend County and the Joint Election Agreement between the District and Waller County, as described.

### **Appoint agent for election matters**

The Board then considered appointing an agent for election matters. Mr. LaRue stated that the District is required to appoint an agent to receive, maintain, and make available election records for the May 2, 2026, Directors election.

Upon motion by Director Moses, seconded by Director Breaux, and after full discussion, the Board voted unanimously to appoint Sanford Kuhl Hagan Kugle Parker Kahn LLP to serve as agent for the District in this regard.

#### **Adopt Resolution Concerning Tax Exemptions for 2026**

The Board considered a proposed Resolution Regarding Tax Exemptions for 2026.

The Board deferred action on this item, pending a feasibility analysis from the District's Financial Advisor.

#### **Adopt Resolution Implementing 20% Penalty on Delinquent Taxes**

Mr. LaRue next submitted to and reviewed with the Board a proposed Resolution Implementing 20% Penalty on 2025 Delinquent Taxes.

Upon motion by Director VanDyk, seconded by Director Moses, and after full discussion, the Board voted unanimously to approve the Resolution Implementing 20% Penalty on 2025 Delinquent Taxes, reflecting implementation of an additional penalty of 20% on taxes remaining delinquent on July 1, 2026.

#### **Hear update from Municipal Information Services and take any action thereon**

The Board noted that no updates were submitted.

#### **Adopt amended Rate Order**

The Board discussed amending the rates for water and sewer service. The Board established a sub-committee, consisting of Directors Moses and Breaux, to discuss the District's water and sewer service rates with Ms. Foss.

The Board deferred further action on this item until the next meeting.

#### **Approve engagement of Municipal Information Services for annual EVO reports**

Ms. Foss presented to and reviewed with the Board the engagement letter with Municipal Information Services for annual EVO reports, which include the "EVO Financial Transparency Report – 2.0" and "EVO Rate Study & 10-Year General Operating Fund Forecast."

Upon motion by Director Moses, seconded by Director Breaux, and after full discussion, the Board voted unanimously to approve engaging Municipal Information Services for annual EVO reports.

**Adopt Order Designating Meeting Place(s) Outside the District**

The Board deferred action on this item until the next meeting.

**Discuss matters relating to annexation and take any action thereon**

The Board noted that no action was required.

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 February, 2026.

  
Secretary, Board of Directors

(SEAL)





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DEC 29 2025

**AGENDA**  
**WILLOW POINT MUNICIPAL UTILITY DISTRICT OF FORT BEND AND WALLER**  
**COUNTIES**

Notice is hereby given that the Board of Directors of **Willow Point Municipal Utility District of Fort Bend and Waller Counties** will meet in special session, open to the public, at **1330 Post Oak Boulevard, Suite 2650, Houston, Texas 77056 on Thursday, January 8, 2026, at 11:30 a.m.**, and via a ZOOM audio/video conference meeting.

**To participate in the meeting using ZOOM, the link is**

<https://www.zoom.us/join>

**Meeting ID: 893 9008 8157**

**Passcode: 352013**

**To participate by phone, call: 1 346 248 7799**

At the meeting the following items will be considered and acted on:

1. Hear from Public;
2. Consent Agenda:
  - a. Approve minutes from meeting held December 4, 2025;
  - b. Approve Tax Assessor Collector's Report, including review of delinquent taxes and take any action thereon;
  - c. Approve Bookkeeper's Report, including payment of the bills and approving investment report;
  - d. Hear update from Touchstone District Services; and
3. Hear Developer's Report and take any action thereon;
4. Hear report from HOA representatives and take any action thereon;
5. Hear Engineer's Report, including:
  - a. authorize the design, advertisement for bids and/or award of construction contracts or concurrence in the award of a contract for the construction of water, sanitary sewer, drainage, and/or road facilities within the District, including:
    - i. approval of advertisement for bids for a construction contract relative to construction of water, sanitary sewer, drainage, and/or road facilities;
    - ii. concurrence in the award of a construction contract relative to construction of water, sanitary sewer, drainage, and/or road facilities;
  - b. status of construction contracts, including the approval of any pay estimates, change orders and/or acceptance of facilities for operation and maintenance purposes;
  - c. acceptance of site and/or easement conveyance for facilities constructed or to be constructed for the District, and the taking of any action in connection therewith; and
6. Hear Operator's Report, including:
  - a. review of delinquent accounts and take any action thereon;
7. Hear report from Guideline Management Services and take any action thereon;
8. Hear report from Terry's Landscape and take any action thereon, including:
  - a. consider approving contract for maintenance of District's drainage and detention facilities [Terry's Landscape];
9. Hear Attorney's Report, including:
  - a. consider renewal of insurance;
  - b. consider adoption of Order Calling Directors Election;
  - c. consider approval of Joint Election Agreement with Fort Bend County;
  - d. appoint agent for election matters;

- e. consider adoption of Resolution Concerning Tax Exemptions for 2026;
- f. consider adoption of Resolution Implementing 20% Penalty on 2025 Delinquent Taxes;
- g. hear update from Municipal Information Services, and take any action thereon;
- h. consider adoption of amended Rate Order;
- i. consider approving engagement of Municipal Information Services for annual EVO reports;
- j. consider adoption of Order Designating Meeting Place(s) Outside the District; and
- k. discuss matters related to annexation and take any action thereon.

Pursuant to V.T.C.A., Government Code, Chapter 551, as amended, the Board of Directors may convene in closed session to receive advice from legal counsel and discuss matters relating to pending or contemplated litigation, personnel matters, real estate transactions, gifts and donations, security devices and/or economic development negotiations.

EXECUTED this 29<sup>th</sup> day of December, 2025.

WILLOW POINT MUNICIPAL UTILITY DISTRICT  
OF FORT BEND AND WALLER COUNTIES

By:   
Ryan E. LaRue  
Sanford Kuhl Hagan Kugle Parker Kahn, LLP

(SEAL)





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  - a. consider approving contract for maintenance of District's drainage and detention facilities [Terry's Landscape];
9. Hear Attorney's Report, including:
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EXECUTED this 29<sup>th</sup> day of December, 2025.

WILLOW POINT MUNICIPAL UTILITY DISTRICT  
OF FORT BEND AND WALLER COUNTIES

By:   
Ryan E. LaRue  
Sanford Kuhl Hagan Kugle Parker Kahn, LLP

(SEAL)



CERTIFICATE OF POSTING OF NOTICE OF MEETING

THE STATE OF TEXAS §

COUNTIES OF FORT BEND AND WALLER §

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

I, LUIS JUAREZ, the undersigned, hereby state that I posted the attached Notice of Meeting of the Board of Directors of Willow Point Municipal Utility District at Entrance Sign I-10 and Anserra Trail, a location inside the boundaries of the District, on December 30, at 12:10 o'clock p.m., which time was not less than 3 business days prior to the scheduled time of the meeting.

LUIS JUAREZ V.V

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EXECUTED this 29<sup>th</sup> day of December, 2025.

WILLOW POINT MUNICIPAL UTILITY DISTRICT  
OF FORT BEND AND WALLER COUNTIES

By:   
Ryan E. LaRue  
Sanford Kuhl Hagan Kugle Parker Kahn, LLP

(SEAL)






CERTIFICATE OF POSTING OF NOTICE OF MEETING

THE STATE OF TEXAS §

COUNTIES OF FORT BEND AND WALLER §

WILLOW POINT MUNICIPAL UTILITY DISTRICT §

I, Dorothea Sam, the undersigned, hereby state that I posted the attached Notice of Meeting of the Board of Directors of Willow Point Municipal Utility District in the administrative office, 1330 Post Oak Boulevard, Suite 2650, Houston, Texas on 12/29/2025, at 11:29 o'clock Am., which time was not less than **3 business days** prior to the scheduled time of the meeting.

  
Dorothea Sam

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(SEAL)

