

**RICEWOOD MUNICIPAL UTILITY DISTRICT**  
**Minutes of Meeting of Board of Directors**  
**February 20, 2024**

The Board of Directors (the "Board") of Ricewood Municipal Utility District (the "District") met in regular session, open to the public on February 20, 2024, at 1300 Post Oak Boulevard, Suite 2500, Houston, Harris County, Texas, in accordance with the duly posted notice of meeting thereof, and the roll was called of the duly constituted members of said Board of Directors, as follows:

Jacque Freeman, President  
Stephen Marcum, Vice President  
Carrie Prudhomme, Secretary  
Elaine Mundy, Assistant Secretary  
Shelli Flores, Director

all of whom were present at the start of the meeting, thus constituting a quorum.

Also attending the meeting were: Jessica Preston of Municipal Accounts & Consulting, L.P. ("MAC"); Tina Felka of Inframark, LLC ("Inframark"); Ryan Vogler of Vogler & Spencer Engineering ("VSE"); Lucian Landerville of Equi-Tax, Inc. ("Equi-Tax"); Christine Crotwell of Masterson Advisors LLC ("Masterson"); Michael Murr of Murr Incorporated ("MI") and Park Rangers, LLC ("PR"); Brandon West of Touchstone District Services, LLC ("Touchstone"); Deputy JaMarcus Vaughn of the Harris County Sheriff's Office ("HCSO"); John Deboben III of Windstone Development, Ltd. ("Windstone"); and Rick Barker and Katherine Edwards of Schwartz, Page & Harding, L.L.P. ("SPH"). Mr. Landerville and Deputy Vaughn entered the meeting later as noted below.

The President called the meeting to order and declared it open for such business as might regularly come before the Board.

**PUBLIC COMMENTS**

The Board began by opening the meeting for public comments. After noting that there were no members of the general public in attendance, the Board moved to the next item of business.

**MINUTES**

The Board next considered approval of the minutes of its special meeting held on January 30, 2024. After discussion, Director Marcum moved that such minutes be approved, as written. Director Prudhomme seconded said motion, which carried unanimously.

**ENGINEER'S REPORT**

Mr. Deboben presented to the Board a handout regarding the potential development of a

4.5 acre tract of land located within the District, a copy of which handout is attached hereto as **Exhibit A**. Mr. Deboben requested the Board consider the possibility of accepting ownership and maintenance responsibility, and providing some reimbursement for the construction costs of a detention pond to be constructed on said tract. After discussion, the Board concurred that it was generally amenable to such requests, and that VSE and SPH be authorized to prepare a utility commitment, utility development agreement, or other documents required in connection with same for the Board's approval.

Mr. Landerville and Duty Vaughn entered the meeting during the discussion above.

Mr. Deboben exited the Board at this time.

### **DISTRICT SECURITY**

Director Mundy gave a verbal report to the Board regarding the current security within the District for the month of January 2024. It was noted no Board action was being requested in connection with said report.

Deputy Vaughn next introduced himself and discussed the current status of criminal activity in the District and the surrounding area. The Board asked various questions, to which Deputy Vaughn responded. The Board thanked Deputy Vaughn for his time and service to the District.

Deputy Vaughn exited the meeting at this time.

### **BOOKKEEPER'S REPORT**

Ms. Preston presented and reviewed with the Board the Bookkeeper's Report, dated February 20, 2024, a copy of which is attached hereto as **Exhibit B**. After discussion, it was moved by Director Prudhomme that the Bookkeeper's Report be approved, and that the disbursements identified therein be approved for payment. Director Marcum seconded the motion, which carried unanimously.

Ms. Preston next presented to and reviewed with the Board a Quarterly Investment Inventory Report prepared by MAC for the reporting period ended December 31, 2023, a copy of which is included with **Exhibit B**. After discussion, Director Prudhomme moved that the Board approve the Quarterly Investment Inventory Report and that the District's Investment Officers be authorized to execute same on behalf of the Board and the District. Director Mundy seconded said motion, which carried unanimously.

### **TAX ASSESSOR-COLLECTOR'S REPORT**

The Board next considered the Tax Assessor-Collector's Report. Mr. Landerville presented to and reviewed with the Board the Tax Assessor-Collector's Report for the month of January 2024, a copy of which is attached hereto as **Exhibit C**. After discussion on the matter, Director Flores moved that the Board approve the Tax Assessor-Collector's Report and authorize

payment of the disbursements identified therein from the District's tax account. Director Mundy seconded said motion, which carried unanimously.

Mr. Landerville next reviewed with the Board the Strategic Partnership Agreement Revenue Report prepared by Equi-Tax, Inc., a copy of which is included with **Exhibit C**. He noted that no Board action was required in connection with said report.

Mr. Landerville next advised that Equi-Tax will no longer prepare the Strategic Partnership Agreement Revenue reports for any of its Districts beginning in April of 2024. In connection therewith, Mr. Barker presented to and discussed with the Board proposals for consideration from Sales Revenue Inc. ("SRI") and Revenue Management Services ("RMS") for sales tax monitoring services, copies of which proposals are attached hereto as **Exhibit D**. Following discussion, Director Mundy moved to: (i) engage RMS for sales tax monitoring services and (ii) authorize SPH to prepare and/or negotiate the Agreement for Services for Sales Tax Monitoring with RMS. Director Freeman seconded the motion, which carried unanimously.

### **DELINQUENT TAX REPORT**

Mr. Barker next reviewed with the Board a Delinquent Tax Report from the District's delinquent tax collection attorney, Ted A. Cox, P.C. ("Cox"), a copy of which is attached hereto as **Exhibit E**. The Board concurred that no action was required at this time.

### **ADOPTION OF RESOLUTION CONCERNING DEVELOPED DISTRICT STATUS FOR 2024 TAX YEAR**

Mr. Barker presented to and reviewed with the Board the Resolution Concerning Developed District Status for 2023 Tax Year. He reviewed a worksheet completed by VSE to assist the Board in making this determination, along with a Resolution Concerning Developed District Status for the 2024 Tax Year determining that the District is a Developed District as defined by Texas Water Code Section 49.23602(a)(1) for all purposes. A copy of the Resolution is attached hereto as **Exhibit F**. Following discussion, upon motion made by Director Marcum, seconded by Director Prudhomme, and unanimously carried, the attached Resolution was adopted by the Board.

### **RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION**

Mr. Barker reminded the Board that, at its last meeting, it considered the various tax exemptions that the District may grant, and that the Board requested Masterson provide an analysis on the potential impact of same for the Board's consideration. Ms. Crotwell then presented to and reviewed with the Board a tax exemption analysis, a copy of which is attached hereto as **Exhibit G**. She then responded to questions from the Board. After discussion of the matter, Director Flores moved the District (a) not grant a residential homestead exemption and (b) grant an exemption for persons under a disability or sixty-five years of age or older in the amount of \$60,000 from ad valorem taxes levied by the District during the calendar year 2024, and that the Resolution attached hereto as **Exhibit H**, relative to same be approved and adopted by the Board and District. Director Mundy seconded said motion, which carried unanimously.

## **LANDSCAPE MANAGEMENT REPORT**

Mr. Murr next presented to and reviewed with the Board District's Landscape Management Report for the month of February 2024, a copy of which is attached hereto as **Exhibit I**. It was noted that no Board action was requested.

## **ENGINEER'S REPORT**

Mr. Vogler next presented to and reviewed with the Board an Engineer's Report dated February 20, 2024, regarding the status of pending construction projects, a copy of which is attached hereto as **Exhibit J**. After discussion, it was moved by Director Flores, seconded by Director Mundy, and unanimously carried that the Engineer's Report and all action items listed therein be approved, including Pay Estimate Nos. 4 and 5 in the amount of \$48,150.00 and \$94,050.00, respectfully, to CFG Industries, LLC for the Water Plant Improvements at Water Plant No. 1 project.

## **APPROVAL OF A BOND APPLICATION REPORT FOR THE DISTRICT'S UNLIMITED TAX BONDS, SERIES 2024 (THE "BONDS")**

The Board deferred approval of the bond application report in connection with the Bonds at this time.

## **SURVEY OF WAGE RATE SCALES**

Mr. Barker next presented to the Board for review and approval a Resolution Adopting Prevailing Wage Rate Scale for Construction Projects, attached hereto as **Exhibit K**. He reviewed various provisions of the Resolution with the Board. Mr. Barker informed the Board that the District previously adopted the Department of Labor's wage rates for Harris County as permitted by Section 2258 of the Texas Government Code, which have recently been updated as of January 2024. After discussion and consideration of the proposed Resolution, Director Prudhomme moved that the Board adopt the Resolution with Exhibit "A" to same reflecting the applicable updated wage rates for Harris County promulgated by the United States Department of Labor, and that the President and Secretary be authorized to execute same on behalf of the Board and the District. Director Freeman seconded said motion, which unanimously carried.

## **RENEWAL OF DISTRICT INSURANCE POLICIES**

The Board discussed the District's various insurance coverages scheduled to expire on March 31, 2024. In that regard, the Board reviewed a proposal received from Arthur J. Gallagher & Co. ("AJG") relative to the renewal of the District's current policies for the 2024-2025 term, a copy of which is attached hereto as **Exhibit L**. After discussion on the matter, Director Flores moved that AJG's proposal for renewal of the District's insurance policies and bonds for the term expiring on March 31, 2024, be accepted and that the President be authorized to execute same on behalf of the Board and the District, subject to the receipt of a Texas Ethics

Commission ("TEC") Form 1295 from AJG. Director Mundy seconded said motion, which unanimously carried.

### **STORM WATER MANAGEMENT PROGRAM REPORT**

The Board deferred consideration of the Storm Water Management Program Report, after noting no report was submitted and no representative was present at the meeting.

### **DISCUSSION OF OPERATIONS ADVISORY COMMITTEE MEETING FOR THE JOINT WASTEWATER TREATMENT PLANT ("WWTP")**

Director Marcum noted that he had nothing further to report regarding the Operations Advisory Committee meeting for the WWTP that was not covered under the engineering report.

Ms. Crotwell exited the meeting at this time.

### **OPERATIONS REPORT**

Ms. Felka next presented to and reviewed with the Board the Operations and Maintenance Report dated January 16, 2024, a copy of which is attached hereto as **Exhibit M**. In connection therewith, she reported that Inframark is requesting Board authorization to send three (3) accounts totaling \$901.99 to collections. After discussion, Director Prudhomme moved that Inframark (i) be authorized to send the three subject accounts to collections as requested. Director Mundy seconded said motion, which unanimously carried.

### **REVIEW OF DROUGHT CONTINGENCY PLAN**

Mr. Barker next discussed with the Board the requirements of Title 30, Section 288.30 of the Texas Administrative Code for retail public water suppliers such as the District to review and, if appropriate, revise their Drought Contingency Plan (the "DCP") not later than May 1, 2024, and every five years thereafter. Mr. Barker requested that the Board consider authorizing SPH, Inframark and SEC to review the DCP and, if necessary, to prepare an updated DCP for the Board's review and approval at a future meeting. After discussion, Director Prudhomme moved that SPH, Inframark and SEC be authorized to proceed with the review and preparation of an updated DCP, as necessary. Director Mundy seconded the motion, which carried unanimously.

### **COMMUNICATIONS REPORT**

Mr. West presented to and reviewed with the Board the Communications Monthly Report, a copy of which is attached as **Exhibit N**. He noted that no Board action was required in connection with said report.

**CUSTOMER SERVICE REPORT PREPARED BY GFL ENVIRONMENTAL ("GFL")**

Mr. Barker advised that SPH did not receive a Customer Service Report from GFL this month relative to trash and recycling collection services. It was noted no Board action was required.

**ATTORNEY'S REPORT**

The Board next considered the Attorney's Report. In connection therewith, Mr. Barker advised the Board that he had nothing further to discuss with the Board of a legal nature which was not covered under specific agenda items.

**OTHER MATTERS**

The Board next considered matters for possible placement on future agendas. After consideration on the matter, no specific agenda items, other than routine and ongoing matters and those discussed above, were requested.

**ADJOURNMENT**

There being no further business to come before the Board, upon motion made by Director Mundy, seconded by Director Flores and unanimously carried, the meeting was adjourned.

  
Secretary  
Board of Directors

## LIST OF EXHIBITS

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|-----------|--|
| Exhibit A | Handout Potential Development of a 4.5 Acre Tract                        |
| Exhibit B | Bookkeeper's Report  |
| Exhibit C | Tax Assessor-Collector's Report  |
| Exhibit D | Proposals RMS and SRI  |
| Exhibit E | Delinquent Tax Report  |
| Exhibit F | Resolution Concerning Developed District Status for 2024 Tax Year        |
| Exhibit G | 2024 Over 65 or Disabled Exemption Analysis prepared by Masterson        |
| Exhibit H | Resolution Concerning Exemptions From Taxation                           |
| Exhibit I | Landscape Management Report  |
| Exhibit J | Engineer's Report  |
| Exhibit K | Resolution Adopting Prevailing Wage Rate Scale for Construction Projects |
| Exhibit L | Insurance Proposal from Arthur J. Gallagher & Company 2024-2025          |
| Exhibit M | Operations Report  |
| Exhibit N | Communication Report   |