

RICEWOOD MUNICIPAL UTILITY DISTRICT
Minutes of Meeting of Board of Directors
April 16, 2024

The Board of Directors (the "Board") of Ricewood Municipal Utility District (the "District") met in regular session, open to the public on April 16, 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, thus constituting a quorum.

Also attending the meeting were: Jessica Preston of Municipal Accounts & Consulting, L.P. ("MAC"); Mirna Bonilla-Odums of Inframark, LLC ("Inframark"); Ryan Vogler of Vogler & Spencer Engineering ("VSE"); Lucian Landerville of Equi-Tax, Inc. ("Equi-Tax"); Michelle Kincer of Storm Water Solutions, LP; Michael Murr of Murr Incorporated ("MI") and Park Rangers, LLC ("PR"); Angie Hartwell of Touchstone District Services, LLC ("Touchstone"); Ryan Fortner of Revenue Management Services ("RMS"); and Rick Barker and Katherine Edwards of Schwartz, Page & Harding, L.L.P. ("SPH").

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 meeting held on March 19, 2024. Director Prudhomme noted a minor revision to the minutes. After discussion, Director Mundy moved that such minutes be approved, as revised. Director Prudhomme seconded said motion, which carried unanimously.

BOOKKEEPER'S REPORT

Ms. Preston presented and reviewed with the Board the Bookkeeper's Report, dated April 16, 2024, a copy of which is attached hereto as **Exhibit A**. After discussion, it was moved by Director Marcum that the Bookkeeper's Report be approved, and that the disbursements identified

therein be approved for payment. Director Flores seconded the motion, which carried unanimously.

TAX ASSESSOR-COLLECTOR'S REPORT

Mr. Landerville presented to and reviewed with the Board the Tax Assessor-Collector's Report for the month of March 2024, a copy of which is attached hereto as **Exhibit B**. After discussion on the matter, Director Prudhomme 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.

RESOLUTION AUTHORIZING ADDITIONAL PENALTY ON DELINQUENT REAL PROPERTY TAXES

The Board next considered the adoption of a Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes. Mr. Barker advised that the Board is authorized to impose, under certain conditions on July 1, an additional penalty not to exceed twenty percent (20%) of the total taxes, penalty and interest due to the District on real property taxes that remain delinquent as of July 1 of the year in which they become delinquent. After discussion, it was moved by Director Flores, seconded by Director Mundy and unanimously carried, that the Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes, attached hereto as **Exhibit C**, be adopted by the Board.

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"), dated April 10, 2024, a copy of which is attached hereto as **Exhibit D**. The Board concurred that no action was required at this time.

APPROVE AGREEMENT FOR SERVICE FOR SALES TAX MONITORING

The Board next considered the approval of an Agreement for Services for Sales Tax Monitoring (the "Agreement") with RMS. Mr. Barker reminded the Board that, at its last meeting it authorized SPH to review the Agreement with RMS. He then presented said Agreement, a copy of which is attached hereto as **Exhibit E**, for the Board's approval. After discussion, it was moved by Director Prudhomme, seconded by Director Flores, and unanimously carried that the Agreement for Services for Sales Tax Monitoring with RMS be approved, and the related Texas Ethics Commission ("TEC Form 1295") be accepted.

LANDSCAPE MANAGEMENT REPORT

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

Director Mundy advised that kids are bending up the fence around the Sunset Meadows

detention pond and requested that Mr. Murr investigate.

Mr. Fortner exited the meeting during the discussion of the Landscape Management Report. Mr. Murr exited the meeting after said report.

ENGINEER'S REPORT

Mr. Vogler next presented to and reviewed with the Board an Engineer's Report dated April 16, 2024, regarding the status of pending construction projects, a copy of which is attached hereto as **Exhibit G**. After discussion, it was moved by Director Marcum, seconded by Director Flores, and unanimously carried that the Engineer's Report and all action items listed therein be approved, including Pay Estimate Nos. 6 and 7 in the amount of \$56,250.00 and \$77,850.00, respectively and Change Order No. 1 in the amount of \$1,200 to CFP Industries LLC for the Water Plant Improvements at Water Plant No. 1 project.

STATUS OF APPLICATION TO THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ("TCEQ") FOR APPROVAL OF PROJECTS AND BONDS

The Board next considered the status of the District's Bond Application Report in connection with its \$2,660,000 Unlimited Tax Bonds, Series 2024. Mr. Vogler noted that the Bond Application Report is being prepared by VSE, and reviewed by the District's consultants. The Board concurred that no action was required at this time.

DISCUSSION REGARDING THE PROPOSED DEVELOPMENT OF 4.5 ACRE TRACT LOCATED WITHIN THE DISTRICT

Mr. Vogler next discussed the proposed development of a 4.5 acre tract located within the District. After discussion, the Board concurred that no action was required at this time.

STORM WATER MANAGEMENT PROGRAM REPORT

Ms. Kincer next presented to and reviewed with the Board the Storm Water Management Program Report prepared by Storm Water Solutions, LP dated April 2024, a copy of which is attached hereto as **Exhibit H**. She noted that no Board action was required in connection with said report.

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

Director Marcum noted that the Operations Advisory Committee meeting for the WWTP is scheduled for May, 2024.

OPERATIONS REPORT

Ms. Bonilla-Odums next presented to and reviewed with the Board the Operations Report dated April 16, 2024, a copy of which is attached hereto as **Exhibit I**. In connection therewith, she

reported that Inframark is requesting Board authorization to send three (3) accounts totaling \$211.33 to collections. After discussion, Director Prudhomme moved that Inframark be authorized to send the three subject accounts to collections as requested. Director Mundy seconded said motion, which unanimously carried.

Ms. Bonilla-Odums next presented and reviewed with the Board the Valve Survey Report, a copy of which is included with **Exhibit I**. Ms. Bonilla-Odums noted that Inframark is recommending repairs to the valves identified in said report at a cost of \$23,150.00. After discussion on the matter, it was moved by Director Prudhomme, seconded by Director Mundy, and unanimously carried that Inframark be authorized and directed to perform the valve repairs in the amount of \$23,150.00 as recommended.

The Board next considered Inframark's annual report regarding the District's Identity Theft Prevention Program (the "Program"), a copy of which is included with **Exhibit I**. Ms. Bonilla-Odums advised the Board regarding the District's experience with identity theft during the prior year, current identity theft methods, the types of accounts maintained by the District and the District's business arrangements with other entities. She further advised that there have been no incidents of identity theft within the last year and that Inframark was recommending no changes to the Program. After discussion on the matter, the Board concurred to make no changes to the Program, as recommended.

The Board considered authorizing Inframark to prepare a draft Consumer Confidence Report ("CCR") for review by the Board. Mr. Barker advised that pursuant to CCR requirements promulgated by the United States Environmental Protection Agency and the TCEQ, the District is required to provide a report containing various information regarding the District's water supply to all customers of the District by July 1, 2024. After discussion on the matter, it was moved by Director Marcum, seconded by Director Prudhomme and unanimously carried, that Inframark be authorized to prepare a draft CCR and SPH be authorized to review same for compliance with the TCEQ's regulatory requirements and its 2024 template.

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. In connection therewith, he advised that Inframark and VSE have reviewed the District's current DCP and are not recommending any revisions at this time. After discussion, Director Marcum moved that the District adopt the Resolution Regarding Review of Drought Contingency Plan, a copy of which is attached hereto as **Exhibit J**. Director Prudhomme seconded such motion, which carried unanimously.

DISTRICT SECURITY

Director Mundy presented to and reviewed with the Board the Deputy Beat Activity Report from the Harris County Sheriff's Office ("HCSO") for the month of April 2024, a copy of which report is attached hereto as **Exhibit K**. Mr. Barker noted that SPH recently received notice that

Harris County will be increasing the cost of all patrol agreements by 6.6% for the upcoming renewal term. Director Mundy updated the Board regarding changes within Deputy rotation. She also noted that two Deputies had to patrol together because one of their vehicles was out of service for an extended period of time. After discussion, the Board concurred that Director Mundy be authorized to work with SPH to communicate with the HCSO regarding these issues.

COMMUNICATIONS REPORT

Ms. Hartwell presented to and reviewed with the Board the Communications Monthly Report, a copy of which is attached as **Exhibit L**. She 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 Marcum, seconded by Director Prudhomme and unanimously carried, the meeting was adjourned.



Secretary
Board of Directors

LIST OF EXHIBITS

Exhibit A	Bookkeeper's Report
Exhibit B	Tax Assessor-Collector's Report
Exhibit C	Resolution Authorizing Additional Penalty On Delinquent Real Property Taxes
Exhibit D	Delinquent Tax Report
Exhibit E	Agreement for Sale Tax Monitoring Services with RMS
Exhibit F	Landscape Management Report
Exhibit G	Engineer's Report
Exhibit H	Storm Water Management Program Report prepared by Storm Water Solutions, LP
Exhibit I	Operations Report; Valve Survey Report; District's Red Flag Rule Correspondence
Exhibit J	Resolution Regarding Review of Drought Contingency Plan
Exhibit K	Deputy Beat Activity Report from HCSO
Exhibit L	Communication Report