

**RICEWOOD MUNICIPAL UTILITY DISTRICT**  
**Minutes of Meeting of Board of Directors**  
**June 17, 2025**

The Board of Directors (the "Board") of Ricewood Municipal Utility District (the "District") met in regular session, open to the public on June 17, 2025, 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:

Stephen Marcum, President  
Elaine Mundy, Vice President  
Carrie Prudhomme, Secretary  
Shelli Flores, Assistant Secretary  
Nick Nicoletti, Assistant Secretary

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"); Andres Aranzales of Vogler & Spencer Engineering ("VSE"); Lucian Landreville of Equi-Tax, Inc. ("Equi-Tax"); Dee Russell of Touchstone District Services, LLC ("Touchstone"); Michael Murr of Murr Incorporated ("MI") and Park Rangers, LLC ("PR"); Michelle Kincer of Storm Water Solutions, LLC ("SWS"); Ryan Fortner of Revenue Management Services ("RMS"); John Deboben of Windstone Development, Ltd.; and Rick Barker, Cole Trolinger 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 next considered comments from the public. Mr. Deboben discussed with the Board the development of the 4.5 acre tract. It was noted that no action was taken regarding this matter at this time.

Mr. Deboben exited the meeting at this time.

**MINUTES**

The Board next considered approval of the minutes of its meeting held on May 20, 2025. After discussion, Director Marcum moved that such minutes be approved, as written. Director Flores seconded said motion, which carried unanimously.

## **BOOKKEEPER'S REPORT**

Ms. Preston presented and reviewed with the Board the Bookkeeper's Report, dated June 17, 2025, a copy of which is attached hereto as **Exhibit A**. After discussion, it was moved by Director Mundy 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.

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

Mr. Landerville presented to and reviewed with the Board the Tax Assessor-Collector's Report for the month of May 2025, a copy of which is attached hereto as **Exhibit B**. After discussion on the matter, Director Marcum 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.

## **SALES AND USE TAX REPORT BY REVENUE MANAGEMENT SERVICES**

Mr. Fortner next presented to and reviewed with the Board the June 2025 Sales and Use Tax Report, prepared by Revenue Management Services, a copy of said report is attached hereto as **Exhibit C**, in connection with collection of sales tax revenue funds received by the District pursuant to the Strategic Partnership Agreement with the City of Houston. No action was required by the Board regarding same.

## **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 June 10, 2025, a copy of which is attached hereto as **Exhibit D**. The Board concurred that no action was required at this time.

## **ENGINEER'S REPORT**

Mr. Aranzales next presented to and reviewed with the Board an Engineer's Report dated June 17, 2025, regarding the status of pending construction projects, a copy of which is attached hereto as **Exhibit E**. After discussion, it was moved by Director Marcum, seconded by Director Flores, and unanimously carried that the Engineering Report and all action items listed therein, be approved, including approval of: (i) authorization to advertise for bids for the Westfield Sections 4, 6 and 7 Sanitary Sewer Rehabilitation, and (ii) Pay Estimate No. 3 and Final to Specialized Maintenance Services in the amount of \$8,405.53 for the Westfield Sections 4, 6 and 7 Cleaning and Televising.

## **STATUS OF DEVELOPMENT OF THE APPROXIMATELY 4.5-ACRE TRACT OF LAND LOCATED WITHIN THE DISTRICT**

The Board next discussed the proposed development of a 4.5 acre tract located within the District. In connection therewith, Mr. Barker advised that the Utility Commitment approved by

the Board at a prior meeting has been sent to NH Windstone LP (Blazer Builders) for their review and execution. Mr. Barker then reminded Mr. Aranzales that V&S will need to provide a cost estimate for a new booster pump to serve the apartment complex, so that SPH can provide to the developer who has agreed to cover said cost.

### **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 June 2025, a copy of which is attached hereto as **Exhibit F**. It was noted no action was required at this time.

### **LANDSCAPE MANAGEMENT REPORT**

The Board next considered the Landscape Management Report. Mr. Murr gave a verbal report on the status of the District's park and other landscaping and related facilities. After discussion, the Board concurred that no action was required at this time.

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

Director Marcum advised that he had no additional information to discuss that wasn't covered under the engineer's report regarding the Operations Advisory Committee.

### **OPERATIONS REPORT**

Ms. Bonilla-Odums next presented to and reviewed with the Board the Operations Report dated June 17, 2025, a copy of which is attached hereto as **Exhibit G**. In connection therewith, she noted that Inframark is requesting Board authorization to send ten (10) accounts totaling \$1,791.06 to collections. After discussion on the matter, Director Marcum moved that Inframark be authorized to send the matters to collections, as requested. Director Nickoletti seconded said motion, which unanimously carried.

Ms. Bonilla-Odums next presented to and reviewed with the Board a summary of Inframark's recommendations based on the recent Fire Hydrant Survey performed in the District. She noted that Inframark is recommending repair of certain fire hydrants at a total cost of \$5,875 and the replacement of certain fire hydrants at a total cost of \$95,000. A copy of the summary is included with **Exhibit G**. After discussion, Director Marcum moved to authorize the fire hydrants repairs and replacements listed in the Operations Report, as recommend by the Inframark. Director Nicoletti seconded said motion, which unanimously carried.

### **CRITICAL LOAD STATUS**

Mr. Barker advised the Board that Section 13.1396 of the Texas Water Code, as amended, requires the District to update its information identifying the location and description of facilities that have qualified for critical load status and its information regarding emergency contacts (a) annually to each electric utility that provides transmission and distribution service to the

District and each retail electric provider that sells power to the District, and (b) immediately upon any change in the information to the above entities, as well as to the office of emergency management of Harris County, the Public Utility Commission of Texas, and the division of emergency management of the governor. Ms. Bonilla-Odums advised that Inframark would provide the annual update and, if required, any changes to the information to the appropriate entities. After discussion on the matter, Director Marcum moved that Inframark be authorized to make such annual filings on behalf of the District. Director Nickoletti seconded the motion, which unanimously carried.

### **REPORT REGARDING DISTRICTS COUNCIL**

Director Prudhomme updated the Board regarding recent events of the Katy Area Districts Council, a partner of the Katy Area Economic Development Council. No Board action was required regarding this matter.

### **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 June 2025, a copy of which report is attached hereto as **Exhibit H**. It was noted that no Board action was required.

### **COMMUNICATIONS REPORT**

Ms. Russell presented to and reviewed with the Board the Communications Monthly Report, a copy of which is attached hereto as **Exhibit I**. The Board requested that Touchstone post to the website the SWS article "Five Ways to Prepare for Flooding".

### **AUTHORIZE COMPLETION, EXECUTION AND FILING WITH THE SECRETARY OF STATE OF A VOTING SYSTEM ANNUAL FILING FORM**

The Board considered authorizing the completion, execution and filing with the Secretary of State of a Voting System Annual Filing Form relative to District elections. Mr. Barker advised that pursuant to the Texas Election Code, each political subdivision in the State of Texas is required to complete and file said Form with the Secretary of State's office. After discussion, Director Mundy moved that SPH be authorized to complete and execute the Voting System Annual Filing Form and to file same with the Secretary of State's Office on behalf of the Board and the District. Director Prudhomme seconded said motion, which carried unanimously.

### **RECORDS DESTRUCTION REQUEST**

Mr. Barker advised the Board that the District's Records Retention Schedules adopted in connection with its Records Management Program require that records of the District be retained only for specific periods of time based on the type of record. As an example, he explained that notes taken during meetings and which are used to prepare the official minutes of Board meetings are to be retained for ninety days after approval of such minutes by the Board. He next presented a request from the District's Records Management Officer for approval to destroy certain records

(which will not be scanned in and stored electronically) in accordance with the District's Records Retention Schedules. A copy of the subject request is attached hereto as **Exhibit J** (the "Request"). After discussion on the matter, Director Mundy moved that SPH be authorized to destroy the records described in the Request. Director Prudhomme seconded said motion, which unanimously carried.

**DISCUSSION REGARDING NATIONAL NIGHT OUT TO BE HELD WITHIN THE DISTRICT**

The Board discussed plans for the community National Night Out ("NNO"). Director Mundy requested that Mr. Barker contact GFL regarding funding certain costs again this year for the NNO.

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

Mr. Barker presented to and reviewed with the Board a Customer Service Report for the month of May 2025 from GFL relative to trash and recycling collection services, a copy of which is attached hereto as **Exhibit K**. The Board concurred to request that GFL prepare a flier for the website to remind residents what is acceptable heavy day trash items.

**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.

The Board next considered the ratification of the Board's prior approval to authorize the preparation of a letter of support for additional sidewalks along Westfield Village Drive and Clay Road to Texas Department of Transportation, a copy of which is attached hereto as **Exhibit L**. After discussion it was moved by Director Prudhomme, seconded by Director Flores and unanimously carried, that such prior action be ratified, approved and authorized in all respects.

**OTHER MATTERS**

The Board next considered matters for possible placement on future agendas. No specific items were requested at this time.

**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.



*Carrie Prudhomme*  
Secretary  
Board of Directors

## LIST OF EXHIBITS

Exhibit A	Bookkeeper's Report
Exhibit B	Tax Assessor-Collector's Report
Exhibit C	Sales And Use Tax Report
Exhibit D	Delinquent Tax Report
Exhibit E	Engineer's Report
Exhibit F	Storm Water Management Report
Exhibit G	Operations Report
Exhibit H	Communication Report
Exhibit I	Deputy Beat Activity Report from HCSO
Exhibit J	Records Destruction Request
Exhibit K	GFL Customer Services Report May 2025
Exhibit L	Letter of Support to Texas Department of Transportation for addition of sidewalks