

**NORTHWEST FREEWAY MUNICIPAL UTILITY DISTRICT**  
**Minutes of Meeting of Board of Directors**  
**June 23, 2025**

The Board of Directors (the "Board") of Northwest Freeway Municipal Utility District (the "District") met in regular session, open to the public on June 23, 2025, in accordance with the duly posted Notice of Public Meeting, and the roll was called of the duly constituted officers and members of the Board, as follows:

Tom Wildrick, President  
Carlos Heredia, Vice President  
William White, Secretary  
Alex Reyes, Assistant Secretary  
Charles "Kendrick" Dudley, Assistant Secretary

and all of said persons were present, thus constituting a quorum.

Also attending the meeting were Dulce Molina of Municipal Accounts & Consulting, L.P. ("MA&C"); Lonnie Lee of Regional Water Corporation ("RWC"); Emma Highberger of Wheeler & Associates, Inc. ("Wheeler"); Rene Hurtado of Sander Engineering Corporation ("SEC"); Brandon West of Touchstone District Services, LLC ("Touchstone"); Josh Hopper of Storm Water Solutions, LP ("SWS"); Sherri Greenwood of Forvis Mazars ("Forvis"); William Papadopoulos, a developer of property within the District; and Cole Trolinger 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. There were no comments from the public at this time and the Board continued to the next item of business.

**APPROVAL OF MINUTES**

The Board next reviewed the minutes of its meeting held on May 19, 2025. Following discussion, Director White moved that the minutes of the Board's meeting held on May 19, 2025, be approved, as written. Director Wildrick seconded said motion, which unanimously carried.

**ENGAGEMENT OF AUDITOR**

The Board considered the engagement of an auditor to prepare the District's audit report for the fiscal year ending June 30, 2025. In that regard, Ms. Greenwood presented and reviewed a proposal for preparation of said audit report, a copy of which is attached hereto as **Exhibit A**. She advised that Forvis' fee for the preparation of said audit is estimated to be \$21,100 plus an administrative fee of \$1,100 to cover items such as report production, copies, postage and delivery charges and technology related costs. She further advised that fees for the inclusion of schedules

reflecting any new bond sale during the year will be in the range of \$2,500 - \$3,000, and fees for services pertaining to accounting for capital asset construction activity and preparation of depreciation schedules will be invoiced on an hourly basis. After discussion on the matter, Director Wildrick moved that Forvis be engaged to prepare the District's audit report for the fiscal year ending June 30, 2025, in accordance with the terms of the proposal presented, and that the Texas Ethics Commission Form 1295 provided by Forvis be accepted and acknowledged by the District. Director White seconded said motion, which unanimously carried.

### **BOOKKEEPER'S REPORT**

Ms. Molina next presented to and reviewed with the Board the bookkeeping report dated June 23, 2025, attached hereto as **Exhibit B**, including the disbursements presented for payment from the District's various accounts. After discussion, Director Heredia moved that the bookkeeping report be approved and that the disbursements identified in the report be approved for payment. Director Dudley seconded said motion, which unanimously carried.

Ms. Molina next presented to and reviewed with the Board a proposed budget relative to the District's General Operating Fund for the fiscal year ending June 30, 2026, a copy of which is included with **Exhibit B**. After discussion, Director Heredia moved that the Board adopt the proposed budget for the fiscal year ending June 30, 2026, as presented. Director Dudley seconded said motion, which unanimously carried.

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

Ms. Highberger next presented to and reviewed with the Board the tax assessor-collector report and delinquent collections listing prepared by Wheeler for the month of May 2025, copies of which are attached hereto as **Exhibit C**. After discussion, Director Heredia moved that the tax assessor-collector's report be approved and that the disbursements identified in the report be approved for payment. Director Dudley seconded said motion, which unanimously carried.

### **REPORT AND LEGAL ACTION TAKEN BY THE DISTRICT'S DELINQUENT TAX COLLECTIONS ATTORNEY**

Mr. Trolinger presented to and reviewed with the Board a delinquent tax collections attorney report, received by the District from Ted A. Cox, P.C., a copy of which is attached hereto as **Exhibit D**. No action was taken by the Board at this time.

### **OPERATIONS REPORT**

Mr. Lee next presented and reviewed the Operations Report for May 2025, a copy of which Report is attached hereto as **Exhibit E**, and discussed same with the Board. He advised that the hydrant survey has been completed, and that RWC is in the process of preparing the report.

Mr. Lee next advised that the isolation valve on Booster Pump No. 3 located at Water Plant No. 3 was recently replaced, as authorized by the Board at a previous meeting.

Mr. Lee next advised that the District is receipt of a proposal from Wright Solutions in the amount of \$7,600 for the deactivation and removal of a non-operational 12-inch water line valve, a copy of which proposal is included as part of **Exhibit E**. Following discussion, Director Heredia moved that the Board approve the proposal, as presented. Director Wildrick seconded the motion, which unanimously carried.

A discussion ensued regarding the status of inspection of a lot with multiple structures being served at 17517 Hickory Ranch Drive, the results of RWC's inspection to identify similar existing arrangements within the District, and identifying the existence of any deed restrictions addressing same. Mr. Lee advised that RWC prepared a list of lots that contain multiple structures, a copy of which is included as part of **Exhibit E**. Following discussion, Director Heredia moved that SPH, in coordination with RWC and SEC, be authorized to prepare and send correspondence to the subject properties related to the scheduling of physical inspections of the lots to confirm compliance with the District's Rate Order. Director Wildrick seconded the motion, which unanimously carried.

Mr. Lee next advised that the District is in receipt of a proposal from Astro Fence Company in the amount of \$25,640 to replace the fence located at Water Plant No. 3. Following discussion, Mr. Lee advised the RWC will obtain an additional two (2) or more alternative bids for consideration by the Board at the next meeting.

### **SUBMISSION OF CRITICAL LOAD INFORMATION**

Mr. Trolinger next advised 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. Following discussion, Director Heredia moved to authorize SEC and/or RWC to make such submissions on behalf of the District, as and if necessary. The motion was seconded by Director Wildrick and carried by unanimous vote.

### **ENGINEERING REPORT**

Mr. Hurtado presented and reviewed a written engineering report dated June 23, 2025, a copy of which report is attached hereto as **Exhibit F**, relative to the status of various projects within the District, and discussed same with the Board. He advised that the District is in receipt of a request for a utility commitment to serve a tract located at the intersection of Becker Road and Highway 290 to be developed as a retail center, motel, and restaurant. He further advised that MA&C has confirmed receipt of a \$5,000 deposit for the costs associated with the preparation by SEC of a capacity analysis to determine if the District has available water and sewer capacity to serve this tract. Following discussion, Director Heredia moved that SEC be authorized to prepare such analysis. Director Wildrick seconded the motion, which unanimously carried.

Mr. Hurtado addressed the Board regarding the status of the contract with Gilleland Smith Construction, Inc. ("Gilleland") for Water Plant No. 3 improvements. In that regard, he advised that the District is receipt of Pay Estimate No. 7 in the amount of \$56,655. Following discussion, Director Heredia moved that the Board approve payment of Pay Estimate No. 7 to Gilleland, as presented. Director Dudley seconded the motion, which unanimously carried.

A discussion ensued regarding the status of request to Harris County for maintenance of the drainage channels. Mr. Hurtado advised the Board of his meeting with Harris County officials where the county expressed their willingness to overtake maintenance of the ditch pending further discussion.

Mr. Hurtado noted that an updated draft of the Capital Improvement Plan is attached as part of **Exhibit F**.

### **STORM WATER SOLUTIONS, L.P.**

Mr. Hopper next presented and reviewed a report provided by SWS, a copy of which is attached hereto as **Exhibit G**. No action was taken by the Board at this time.

### **ISSUANCE OF UTILITY COMMITMENT(S)**

It was noted that this item was covered earlier in the meeting, under the engineer's report.

### **DEVELOPER'S REPORT**

As the next order of business, the Board considered the Developer's report. Mr. Papadopoulos advised that RG Miller has reached out to Harris County regarding a failed inspection of storm sewer facilities located in public right-of-way. He relayed that RG Miller has not received any responsive communication from the County. Mr. Hurtado proposed he would attempt to speak with the Harris County inspector's office to investigate how to resolve said issue.

### **SECURITY REPORT AND SECURITY ISSUES WITHIN THE DISTRICT**

The Board next discussed the status of the District's security patrol contract with the Harris County Constable's Office, Precinct 4 ("HCCO") and security issues within the District, and reviewed the monthly activity report for the month of May 2025, a copy of which is attached hereto as **Exhibit H**.

### **VOTING SYSTEM ANNUAL FILING FORM**

The Board next considered approval of a Voting System Annual Filing Form. Mr. Trolinger advised the Board that, pursuant to provisions of the Texas Election Code, the District is required to complete and file on an annual basis a form provided by the Secretary of State regarding information related to District elections. After discussion, Director Wildrick moved that the District's attorneys be authorized to complete the Voting System Annual Filing Form and to

file same with the Secretary of State's office. Director Heredia seconded the motion, which unanimously carried.

### **RECORDS DESTRUCTION REQUEST**

Mr. Trolinger reported 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 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 which request is attached hereto as **Exhibit I** (the "Request"). After discussion, Director Heredia moved that SPH be authorized to destroy the records described in the Request. Director Dudley seconded said motion, which carried unanimously.

### **ATTORNEY'S REPORT**

The Board next considered the Attorney's Report. In connection therewith, Mr. Trolinger advised that the District is in receipt of additional correspondence from Cypress Hill Municipal Utility District No. 1 ("Cypress Hill") requesting a contribution from the District to assist with funding construction of a new building and parking area to be utilized by HCCO, a copy of which is attached hereto as **Exhibit J**. Following discussion, the Board requested that a representative of HCCO attend the next meeting to discuss their potential use of this project. No action was taken by the Board at this time.

### **STATUS OF DISTRICT WEBSITE**

Mr. West next presented and reviewed a Communications Meeting Report prepared by Touchstone, a copy of which is attached hereto as **Exhibit K**. The Board requested Touchstone to post instructions on the District's website on how residents may properly use their smart meters. No further action was taken by the Board at this time.

### **CLOSED SESSION**

The Board determined it would not be necessary to enter into Closed Session pursuant to Texas Government Code, Section 551.071 and/or Section 551.072.

### **MATTERS TO BE CONSIDERED ON FUTURE AGENDAS**

The Board considered items for placement on a future agenda. No specific items were requested.

### **ACCEPT RESIGNATION OF DIRECTOR**

The Board next discussed the resignation of Director Heredia from the Board of Directors. Mr. Trolinger noted that a resignation letter had been received from Mr. Heredia, effective as of June 24, 2025. Upon motion duly made by Director Wildrick, seconded by Director Dudley and unanimously carried, said resignation was accepted. The Board thanked Mr. Heredia for his years of service to the Board and District.

### **ADJOURNMENT**

There being no further business to come before the Board, Director Dudley moved that the meeting be adjourned. Director Wildrick seconded the motion, which unanimously carried.

  
Secretary, Board of Directors

## LIST OF ATTACHMENTS TO MINUTES

Exhibit A	Engagement Letter – Forvis Mazars
Exhibit B	Bookkeeper's Report
Exhibit C	Tax Assessor-Collector Report
Exhibit D	Delinquent Tax Report
Exhibit E	Operations and Maintenance Report
Exhibit F	Engineer's Report
Exhibit G	Report provided by Storm Water Solutions, L.P.
Exhibit H	Security Report
Exhibit I	Records Destruction Request
Exhibit J	Correspondence from Cypress Hill Municipal Utility District No. 1
Exhibit K	Communications Meeting Report