

NORTHWEST FREEWAY MUNICIPAL UTILITY DISTRICT
Minutes of Meeting of Board of Directors
July 22, 2024

The Board of Directors (the "Board") of Northwest Freeway Municipal Utility District (the "District") met in regular session, open to the public on July 22, 2024, 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
Arthur Russell Jones V, 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"), who entered later in the meeting as noted herein; and Spencer Creed 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 June 24, 2024. Following discussion, Director Heredia moved that the minutes of the Board's meeting held on June 24, 2024, be approved, as written. Director Wildrick seconded said motion, which unanimously carried.

AUDIT REPORT

The Board deferred approval of the audit report for the fiscal year ending June 30, 2024.

BOOKKEEPER'S REPORT

Ms. Molina next presented to and reviewed with the Board the bookkeeping report dated July 22, 2024, attached hereto as **Exhibit A**, including the disbursements presented for payment from the District's various accounts. After discussion, Director Wildrick moved that the

bookkeeping report be approved and that the disbursements identified in the report be approved for payment. Director Heredia seconded said motion, which unanimously carried.

Mr. West entered the meeting at this time.

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 June 2024, copies of which are attached hereto as **Exhibit B**. 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 White seconded said motion, which unanimously carried.

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

Mr. Creed 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 C**. No action was taken by the Board at this time.

OPERATIONS REPORT

Mr. Lee next presented and reviewed the Operations Report for June 2024, a copy of which Report is attached hereto as **Exhibit D**, and discussed same with the Board. He advised that the well motors located at Water Plant Nos. 2 and 3 are in the process of being repaired.

Mr. Lee next advised that a tree fell at the Wastewater Treatment Plant, and that RWC will obtain a proposal from Storm Water Solutions, L.P. ("SWS") for removal of the tree.

RATE ORDER

The Board next considered amendment of the District's Rate Order, including provisions related to delinquent accounts and termination of service. Mr. Creed reviewed the proposed changes to the Rate Order with the Board. After discussion, Director Heredia moved that (i) the District's Rate Order be amended, as discussed, and (ii) that said amended Rate Order, attached hereto as **Exhibit E**, be effective as of August 1, 2024, and any and all rate orders heretofore adopted by the Board be revoked as of that date. Director Wildrick seconded said motion, which unanimously carried.

Ms. Highberger exited the meeting at this time.

ENGINEERING REPORT

Mr. Hurtado presented and reviewed a written engineering report for July 22, 2024, 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. A discussion ensued regarding the status of the request to Harris County for maintenance of the drainage channels and the scheduling of a meeting

with Harris County regarding same. Following discussion, Director Heredia moved that the President be authorized to execute a letter to Harris County requesting such meeting on behalf of the Board and the District. Director Jones seconded the motion, which unanimously carried.

Mr. Hurtado next advised that the Harris County Sheriff's Office reported that the graffiti has been removed from the District's drainage facilities.

STORM WATER SOLUTIONS, L.P.

Mr. Creed next presented and reviewed a report provided by SWS, a copy of which is attached hereto as **Exhibit G**. He noted that SWS will provide a proposal for next month's meeting to address erosion at the Cypresswood Trails detention pond. No action was taken by the Board at this time.

ISSUANCE OF UTILITY COMMITMENT(S)

The Board deferred consideration of issuance of utility commitments after noting that no requests had been received.

DEVELOPER'S REPORT

As the next order of business, the Board considered the Developer's report. It was noted that there was nothing to discuss under this item other than what was addressed earlier in the meeting.

ASSIGNMENT OF CONSENT TO INSTALLATION OF PAVING, PARKING LICENSE AND INDEMNITY AGREEMENT (WATER PLANT NO. 2 SITE)

Mr. Creed advised that he has confirmed with the attorney for Harris County Emergency Services District No. 21 ("ESD 21") that ESD 21 is now providing fire protection services to the District rather than the Rosehill Fire Department. Following discussion, the Board deferred consideration of assignment of the Consent to Installation of Paving, Parking License and Indemnity Agreement (Water Plant No. 2 Site) between the District and Rosehill Fire Department until the next meeting.

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 and security issues within the District, and reviewed the monthly activity report for the month of June 2024, a copy of which is attached hereto as **Exhibit H**.

RECORDS MANAGEMENT

Mr. Creed next presented to and reviewed with the Board a memorandum from SPH, which is attached hereto as **Exhibit I**, regarding the legal requirements to electronically store District records and destroy the paper copies of such records. In this regard, he recommended that the Board approve the Resolution Adopting Records Retention Schedules and Policies and Procedures for Electronic Storage of District Records attached hereto as **Exhibit J** (the "Records Resolution"). After discussion, Director Wildrick moved to approve the Records Resolution, and authorize the Records Management Officer to execute the related certifications, and that same be submitted to the Texas State Library and Archives Commission for review and approval. Director White seconded the motion, which unanimously carried.

Mr. Creed 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 K** (the "Request"). After discussion, Director Wildrick moved that SPH be authorized to destroy the records described in the Request. Director White seconded said motion, which carried unanimously.

ATTORNEY'S REPORT

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

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 L**. No 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 next considered matters for possible placement on future agendas. There were no future agenda items to be discussed other than matters previously noted during the meeting.

Director Jones advised that trash was not collected in the District the previous two Wednesdays. He requested that Mr. Creed review the District's contract with Texas Pride Disposal Solutions, LLC and report back to the Board about any associated remedies.

ADJOURNMENT

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



Secretary, Board of Directors

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LIST OF ATTACHMENTS TO MINUTES

Exhibit A	Bookkeeper's Report
Exhibit B	Tax Assessor-Collector's Report
Exhibit C	Delinquent Tax Report
Exhibit D	Operations and Maintenance Report
Exhibit E	Rate Order
Exhibit F	Engineer's Report
Exhibit G	Report provided by Storm Water Solutions, L.P.
Exhibit H	Security Report
Exhibit I	Memorandum provided by Schwartz, Page & Harding, L.L.P.
Exhibit J	Resolution Adopting Records Retention Schedules and Policies and Procedures for Electronic Storage of District Records
Exhibit K	Request from the Records Management Officer
Exhibit L	Communications Meeting Report