

MINUTES OF MEETING OF BOARD OF SUPERVISORS

August 11, 2026

THE STATE OF TEXAS

COUNTY OF HARRIS

MEMORIAL VILLAGES WATER AUTHORITY

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The Board of Supervisors (the "Board") of Memorial Villages Water Authority (the "Authority") met in regular session, open to the public, on August 11, 2026, at the Authority's office at 8955 Gaylord, Houston, Harris County, Texas at 7:00 p.m., whereupon the roll was called of the members of the Board, to wit:

Gary Schenk, President
Will Wilson, Vice President
Randolph Ewing, Secretary
Veronica Roa, Assistant Secretary
Cathy Stubbs, Treasurer
Unal Baysal, Assistant Secretary
David Tauber, Assistant Secretary

Persons Attending. All members of the Board were present, except Supervisors Schenk, Ewing and Stubbs, thus constituting a quorum. Also attending were Mr. Trey Cantu, General Manager of the Authority; Mr. Tim Hardin and Mr. Norman Gutierrez of Langford Engineering, Inc. ("LEI"), Engineer for the Authority; Ms. Kathleen Ellison and Ms. Kaity Malek of Norton Rose Fulbright US LLP ("NRF"), Attorneys for the Authority; Mr. Josh Rambo of McCall Gibson Swedlund Barfoot Ellis PLLC, auditor for the Authority; and Mr. Andrew Poor, Councilmember of The City of Bunker Hill Village.

Call to Order. The President being absent, the Vice President called the meeting to order in accordance with notice posted pursuant to law, a Certificate of Posting of which is attached hereto as Exhibit "A," and the following business was transacted:

1. **Public Comments.** There were no public comments at this time.
2. **Approve minutes of the July 14, 2026 regular meeting.** Proposed minutes of the July 14, 2026 meeting, previously distributed to the Board, were submitted for consideration and approval. Upon motion by Supervisor Baysal, seconded by Supervisor Roa, after full discussion and the question being put to the Board, the Board voted unanimously to approve the minutes of the July 14, 2026 regular meeting, as presented.
3. **Approve audit for fiscal year ending April 30, 2026.** Mr. Rambo presented to and reviewed with the Board the audit for fiscal year ending April 30, 2026, a copy of which is attached hereto as Exhibit "B." Mr. Rambo stated that the Authority was issued an unqualified opinion. He reported on the expenditures and revenues within the fiscal year. Mr. Rambo reviewed the five year comparative schedule of revenues and expenses. Discussion ensued.

Upon inquiry from Supervisor Roa, Mr. Rambo said the auditor would issue a letter to the Authority stating that the Authority has a material weakness in its internal controls because the auditor prepares and audits the Authority's financial statements. He confirmed that the letter includes a responsive statement from the Authority noting that it is not cost-effective for it to employ a person to prepare the financial statements. He noted that a vast majority of municipal utility districts receive the same kind of letter.

Upon motion by Supervisor Roa, seconded by Supervisor Baysal, after full discussion and the question being put to the Board, the Board voted unanimously to approve the draft audit, as presented.

4. Consideration to approve Pay Estimate No. 3 and Change Order No. 2 on 2026 Sanitary Sewer Rehabilitation Project and take any other necessary action. Mr. Gutierrez presented Pay Estimate No. 3 in the amount of \$98,604.00 to Tejano Utilities, LLC for work completed between June 26, 2026 and July 24, 2026 and Change Order No. 1 in the amount of \$76,560.00, copies of which are attached hereto as Exhibit "C". He stated that the change order is for the materials, labor and equipment necessary to auger bore beneath roadways and/or driveways in an effort to relocate and replace service connections.

Upon motion by Supervisor Roa, seconded by Supervisor Baysal, after full discussion and the question being put to the Board, the Board voted unanimously to approve Pay Estimate No. 3 in the amount of \$98,604.00 and Change Order No. 1 in the amount of \$76,560.00.

5. Status report on Carbon Air Filter Rehabilitation Project at Wastewater Plant and take any necessary action. Mr. Gutierrez stated that mobilization has been delayed from August 12th to August 14th, as the contractor is awaiting the delivery of long lead items before proceeding. Once mobilization commences, the contractor will first address the fence, after which rehabilitation work will be carried out on one unit at a time.

6. Consideration to approve Pay Estimate No. 2 on Memorial Sanitary Sewer Project –Phase I and take any necessary action. Mr. Gutierrez presented Pay Estimate No. 2 in the amount of \$42,874.41 to PM Construction & Rehab, LLC, a copy of which is hereto attached as Exhibit "D." Mr. Gutierrez stated that the majority of the CCTV has been completed. Discussion ensued the process used by the contractor and the timing of the project.

Upon motion by Supervisor Tauber, seconded by Supervisor Roa, after full discussion and the question being put to the Board, the Board voted unanimously to approve Pay Estimate No. 2 in the amount of \$42,874.41.

7. Consideration to approve Pay Estimate No. 9 on the replacement of waterline facilities in conjunction with City of Hedwig West Side Infrastructure Project, and take any necessary action. Mr. Cantu presented Pay Estimate No. 9 in the amount of \$3,365.87, a copy of which is hereto attached as Exhibit "E."

Upon motion by Supervisor Tauber, seconded by Supervisor Baysal, after full discussion and the question being put to the Board, the Board voted unanimously to approve Pay Estimate No. 9 in the amount of \$3,365.87.

8. Consider proposed 2026 Tax Rate and Adopt Order Designating Officer to Calculate and Publish Tax Rate for 2026. Mr. Cantu presented to and reviewed with the Board the state mandated worksheets to be used for determining the tax rate for 2026 attached hereto as Exhibit "F." Mr. Cantu stated that under the property tax law the highest tax rate the Authority can set without a mandatory rollback election is \$0.021503 per \$100 of assessed valuation.

Ms. Ellison then presented to the Board an Order Designating Officer to Calculate and Publish Tax Rates and Taking Other Actions in Connection with the Levy of a Tax for 2026, a copy of which is hereto attached as Exhibit "G." Upon motion by Supervisor Tauber, seconded by Supervisor Roa, after full discussion and the question being put to the Board, the Board voted to approve the Order, thereby authorizing the tax assessor to publish a proposed 2026 tax rate of \$0.021503 per \$100 of assessed valuation and setting a tax rate hearing on September 9, 2026.

9. Approve Order Calling Supervisors Election. Ms. Ellison reviewed with the Board the Order Calling Supervisor's Election, a copy of which is attached hereto as Exhibit "H." Upon motion by Supervisor Baysal, seconded by Supervisor Roa, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Order.

10. Consideration to approve replacing Dissolved Oxygen Monitors at Wastewater Treatment Plant and take any necessary action. Mr. Cantu presented two quotes for the replacement of the dissolved oxygen monitors, copies of which are attached hereto as Exhibit "I." He stated that the first quote is from Electrical Field Services in the amount of \$30,800.00 and the second is from Elite in the amount of \$32,850.00. He stated that these monitors go in the aeration basin to give a more complete overview of system operations. It was noted that staff is currently taking a manual grab sample a few times a day and that these monitors would eliminate the need to take these grab samples. Mr. Cantu recommended approving the proposal from the low bidder in the amount of \$30,800.00.

Upon motion by Supervisor Baysal, seconded by Supervisor Tauber, after full discussion and the question being put to the Board, the Board voted unanimously to approve the proposal from Electrical Field Services in the amount of \$30,800.00.

11. Approve Emergency Purchase Order for Well No. 1 motor, and take any necessary action. Mr. Cantu stated that the motor at Water Well No. 1 failed last month, constituting an emergency allowing the Authority to move forward to retain a contractor to repair the motor. He said that he issued an Emergency Purchase Order ("EPO") in the amount of \$44,900.00 to C&C Water Services LLC to remove the motor, install a rental motor and repair the motor. A copy of the C&C quote is attached hereto as Exhibit "J."

Upon motion by Supervisor Roa, seconded by Supervisor Baysal, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Emergency Purchase Order for Well No. 1 motor in the amount of \$44,900.00.

12. Approve Emergency Purchase Order for Lift Pump No. 2 at Wastewater Treatment Plant, and take any necessary action. Mr. Cantu said since the last meeting Lift Pump No. 2 at the Wastewater Treatment Plant failed, resulting in the need for another emergency repair. He stated that the pump will need to be disassembled, cleaned and repaired or replaced. Mr. Cantu

said he contacted Elite Pumps & Mechanical Services, and they presented two options – option 1 in the amount of \$26,915.00 to repair the pump and option 2 in the amount of \$92,786.00 to replace the pump. Mr. Cantu said he authorized Elite Pumps to proceed with option 1 in the amount of \$26,915.00 and issued an EPO. A copy of Elite's quote is attached hereto as Exhibit "K." Discussion ensued.

Upon motion by Supervisor Tauber, seconded by Supervisor Roa, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Emergency Purchase Order for Lift Pump No. 2 in the amount of \$26,915.00.

13. Manager's Report, including monthly water samples, Wastewater Treatment Facility's monthly discharge compliance, Tax Recap, Investment Report on the Authority's investments, monthly Identity Theft Compliance Report, and any other matters concerning business of the Authority. Mr. Cantu presented to and reviewed with the Board the Manager's Report, a copy of which is hereto attached as Exhibit "L."

Mr. Cantu stated that the AMI Metering Project continues to progress with meter installation throughout the area. To date 1,087 meters of 4,824 have been installed, with 70 customers enrolled in the online portal. The City of Piney Point is expected to be completed by next week. Then crews will begin work in Hunters Creek starting on the north side, with Hedwig Village thereafter. Discussion ensued regarding errors made by the contractor.

Mr. Cantu said there were some excursions at the Wastewater Treatment Plant due to rain.

Mr. Cantu reported on the July customer service applications that were approved.

Mr. Cantu stated that the Authority welcomed Khizran Ali on August 5th. She will be joining the team as a Customer Service Representative.

Mr. Cantu reported on the July billing and investments.

14. Authorize payment of bills. Upon motion by Supervisor Tauber, seconded by Supervisor Roa, after full discussion and the question being put to the Board, the Board voted unanimously to approve payment of the bills, a list of which is attached hereto as Exhibit "M."

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD,
the meeting was adjourned.

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The above and foregoing minutes were passed and approved by the Board of Supervisors on September 8, 2026



President, Board of Supervisors

ATTEST:



Secretary, Board of Supervisors