MINUTES OF MEETING OF BOARD OF SUPERVISORS
JUNE 11, 2024

THE STATE OF TEXAS §
COUNTY OF HARRIS §
MEMORIAL VILLAGES WATER AUTHORITY §

The Board of Supervisors (the "Board") of Memorial Villages Water Authority (the "Authority") met in regular session, open to the public, on June 11, 2024, 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
Locke Braly, Assistant Secretary

Persons Attending. All members of the Board were present, except Supervisor Baysal, thus constituting a quorum. Also attending were Mr. Trey Cantu, General Manager of the Authority; Mr. John Davis of Langford Engineering, Inc. ("LEI"), Engineer for the Authority; Ms. Kathleen Ellison, Mr. Fernando Orellana and Ms. Kaity Malek of Norton Rose Fulbright US LLP ("NRF"), Attorneys for the Authority; and Ms. Andrea Herman, a resident within the District.

Call to Order. The 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 May 14, 2024 regular meeting.** Proposed minutes of the May 14, 2024 meeting, previously distributed to the Board, were submitted for consideration and approval. Upon motion by Supervisor Wilson, seconded by Supervisor Ewing, after full discussion and the question being put to the Board, the Board voted unanimously to approve the minutes of the May 14, 2024 regular meeting, as presented.

3. **Appoint Election Agent, and take any necessary action**; Ms. Ellison presented to and reviewed with the Board the Appointment of Agent for the 2024 Supervisors Election, a copy of which is attached hereto as Exhibit B. Upon motion by Supervisor Stubbs, seconded by Supervisor Roa, after full discussion and the question being put to the Board, the Board voted unanimously to appoint Brenda Sierra as the Election Agent for the November 2024 Supervisors Election.

4. Status report on Clarifier Project at Wastewater Treatment Plant and take any necessary action; Mr. Davis stated that manufacturing has started and he expects construction to start in October.

5. Status report on Blower Panel Rehabilitation Project at Wastewater Treatment Plant and take any necessary action; Mr. Davis stated that the contracts were presented and approved at the last meeting and NRF has reviewed the payment and performance bonds. He said the contracts are now ready for Board signature. He stated that the contractor is currently installing the blower panels and the project is ongoing.

6. Consider and approve Pay Estimate No. 3 on Booster Pump Rehabilitation Project at Piney Point Water Plant and take any necessary action. Mr. Davis presented to and reviewed with the Board Pay Estimate No. 3 to C3 Constructors in the amount of $269,983.80, a copy of which is hereto attached as Exhibit C. He stated that the contract provides for a 10% retainage and that this project is currently 75% complete. Discussion ensued. Upon motion by Supervisor Wilson, seconded by Supervisor Ewing, after full discussion and the question being put to the Board, the Board voted to approve Pay Estimate No. 3 in the amount of $269,983.80.

7. Status report Echo Lane Lift Station Improvement Project and take any necessary action; Mr. Davis stated that LEI is currently in the design phase of the lift station to replace the current pumps with submersible pumps. Discussion ensued.

Supervisor Braly joined the meeting at this time.

8. 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.

Mr. Cantu presented the Drinking Water Coliform Report, a copy of which is attached hereto as Exhibit D.

Mr. Cantu presented the Discharge Monitoring Report, a copy of which is attached hereto as Exhibit E.

Mr. Cantu presented the Wastewater Treatment Facility Monthly Operating Report, a copy of which is attached hereto as Exhibit F. He stated that there were no violations this month and that all monthly water samples are in compliance.

Mr. Cantu reported on the Erosion Control Project at 10 Farnham Park Road.

Mr. Cantu presented the Monthly Tax Office Report, a copy of which is hereto attached as Exhibit G.

Mr. Cantu presented the Funds Balance – Investment Report, a copy of which is attached hereto as Exhibit H. Discussion ensued.

Mr. Cantu reported that full financials for the month are not available as the Authority works to convert its systems to ERP.

Mr. Cantu reported that the Authority received a copy of a petition the City of Bunker Hill Village filed with the Public Utility Commission of Texas appealing the new wholesale sewer rate set by the Authority. Ms. Ellison stated that this will need to be further discussed during a special meeting and that is would be in the Authority's best interest to hire an attorney familiar with the Public Utility Commission of Texas. Discussion ensued and it was the consensus of the Board to appoint Supervisors Roa and Ewing to work with Ms. Ellison to retain a special counsel to represent the Authority in the PUCT proceedings.

Supervisor Schenk stated that after the storm there was a water main break and that he was able to witness firsthand how well the Authority's operators worked.

The Board then discussed the May storm, power outages within the area and generator usage at the Authority's plants. Discussion ensued.

9. Authorize payment of bills. Upon motion by Supervisor Wilson, 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 I.

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 July 9, 2024.

President, Board of Supervisors

ATTEST:

Secretary, Board of Supervisors