

MINUTES OF SPECIAL MEETING  
KLEINWOOD MUNICIPAL UTILITY DISTRICT  
HARRIS COUNTY, TEXAS

20 November 2025

STATE OF TEXAS  
COUNTY OF HARRIS

The Board of Directors (the "Board") of Kleinwood Municipal Utility District (the "District") of Harris County, Texas, met in special session, open to the public, at 6:00 p.m. on the 20th day of November 2025, at the District Office, 16530 Kleinwood Drive, Spring, Texas, within the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Sherry Allard	President
Robert Ehmann	Vice President
David C. Guerrero	Secretary/Treasurer
Joe Fratangelo	Assistant Secretary
Tom Liewer	Assistant Vice President & Assistant Secretary

and all of said persons were present with the exception of Director Allard, thus constituting a quorum.

Also present were Ashlie Whittemore of Wheeler & Associates, Inc. ("Wheeler"), the Tax Assessor/Collector for the District; Bill Blitch of Blitch Associates, Inc., Financial Advisor for the District; David Warner, P.E., of Quiddity Engineering, LLC ("Quiddity"), Engineer for the District; Chris Zilko and Johnson Ashcraft of Inframark, LLC ("Inframark"), Operator for the District; Roger Schuett, Office Manager for the District; Les Griffith representing Champions Hydro-Lawn, Inc. ("CHL"); Larry Chamberlin representing the Kleinwood Maintenance Fund; Will Willis, a resident of the District; and David Green representing Coats Rose, P.C. ("Coats Rose"), Paralegal for the District. Attending the meeting by teleconference was Will Yale of Coats Rose, Attorney for the District.

Director Ehmann called the meeting to order.

## **KLEINWOOD MAINTENANCE FUND ("KMF")**

The Vice President recognized Mr. Chamberlin, who addressed the Board regarding the proposed replacement of the filters and media at the swimming pool at the District Office (the "Pool Filters"). Mr. Chamberlin reported that the KMF had received three proposals for the replacement of the Pool Filters, ranging in price from \$10,548.83 to \$13,500.00. Copies of the proposals are attached hereto. Mr. Chamberlin stated that the KMF preferred the proposal from Aquatic Management of Houston in the amount of \$10,758.00. In response to a question from Director Guerrero, Mr. Warner stated that the

KMF was not required to accept the low bid for the Pool Filters but was allowed to take factors other than price into consideration when selecting a proposal. The Board then discussed matters relating to vehicles being parked along Kleinwood Drive and at the District Office when parents are waiting to pick up students from certain campuses in Klein Independent School District that are located adjacent to the District.

### **MINUTES OF THE MEETING OF 23 OCTOBER 2025**

The minutes of the meeting of the Board held on 25 October 2025, previously distributed to the Board, were presented for consideration and approval. Director Liewer questioned certain wording on page 4 relating to the publication of the proposed 2025 tax rate for the District. Mr. Green reviewed the wording with Directors Guerrero and Liewer. After discussion, upon a motion duly made and seconded, the Board voted unanimously to approve the minutes of the meeting of 23 October 2025, with amendments as needed.

### **PEACE OFFICER'S REPORT**

Mr. Green distributed copies of the Peace Officer's Report for the month of October 2025 as prepared by the Harris County Precinct 4 Constable's Office. A copy of the Peace Officer's Report is attached hereto.

### **DETENTION AND DRAINAGE FACILITIES REPORT**

The Vice President recognized Mr. Griffith, who submitted to and reviewed with the Board the Detention and Drainage Facilities Report (the "Detention Facilities Report") prepared by CHL in connection with the maintenance of the Champion Woods Estates Detention Pond. A copy of the Detention Facilities Report is attached hereto as an exhibit to these minutes. The Board also discussed the condition of the wooden fence behind the H-E-B supermarket (the "H-E-B Fence") that is located east of the Detention Pond site on property owned by Phillips Edison & Company ("Phillips"). Mr. Griffith noted that Phillips had not made repairs to the sections of the H-E-B Fence that were in a badly deteriorated condition. He called the Board's attention to photographs of the H-E-B Fence, copies of which are included with the Detention Facilities Report. Mr. Warner stated that he would contact Phillips regarding this matter. After discussion, upon a motion duly made and seconded, the Board voted unanimously to accept the Detention Facilities Report.

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

The Vice President recognized Ms. Whittemore, who submitted to and reviewed with the Board the Tax Assessor/Collector's Report. A copy of the Tax Assessor/Collector's Report is attached hereto. The Board noted that the District had collected 98.9% of its 2024 taxes. The Directors also reviewed and discussed the Delinquent Collections Listing, a copy of which is attached hereto. Ms. Whittemore noted that Wheeler was requesting approval for six checks written on the District's tax account.

Then, after discussion, upon a motion duly made and seconded, the Board voted unanimously to approve the Tax Assessor/Collector's Report and to authorize payment of the checks listed therein.

## **HEARING ON PROPOSED TAX RATE**

The Board then convened a public hearing to discuss the proposed tax rate for the 2025 tax year (the "Tax Rate"). The Directors noted that there were no taxpayers of the District in attendance who desired to address the Board regarding the Tax Rate.

## **ADOPT ORDER LEVYING TAXES**

Next, the Directors reviewed an ORDER LEVYING TAXES as prepared by the District's Attorney. Then, upon a motion duly made and seconded, the Board voted 3 to 1, with Directors Fratangelo, Ehmann, and Liewer in favor, and Director Guerrero opposed, to (1) adopt a debt service tax rate of \$0.266 per \$100 of assessed valuation; (2) adopt a maintenance tax rate of \$0.121 per \$100 of assessed valuation; and (3) adopt the ORDER LEVYING TAXES, a copy of which is attached hereto and shall be considered a part of these minutes. Also attached as an exhibit to these minutes is an Affidavit of Publication for the Notice of Public Hearing on the 2025 Tax Rate.

## **AMENDMENT TO INFORMATION FORM**

The Board then considered an Amendment to the District's Information Form (the "Amendment") that states the District's most recent tax rate and which will be filed with the Texas Commission on Environmental Quality and in the Official Public Records of Real Property of Harris County, Texas. After discussion, upon a motion duly made and seconded, the Board voted unanimously to approve the Amendment and to authorize filing of same. A copy of the Amendment as approved is attached hereto and shall be considered part of these minutes.

## **ENGINEER'S REPORT**

The Vice President then recognized Mr. Warner, who presented the Engineer's Report as follows:

Water Plant No. 2 / Hydropneumatic Tank Addition. Mr. Warner reported that CFG Industries, LLC ("CFG") had completed the application of the interior and exterior coatings to the hydropneumatic tank (the "HPT"). He stated that CFG expects to complete the remaining items (electrical, piping, and backfill) in the coming month. Mr. Warner then reported that CFG had submitted Pay Estimate No. 2 in the amount of \$63,900.00 in connection with the HPT project. A copy of Pay Estimate No. 2 is attached hereto as an exhibit to these minutes.

Rebuilding of Water Plant No. 1 (the "Rebuilding Project"). Mr. Warner reported that the preconstruction meeting with R&B Group, Inc. was scheduled for earlier this date. Mr. Warner then informed the Board that a leak had been discovered near the base of the concrete ground storage tank No. 2 at Water Plant No. 2 (the "GST Leak"). Accordingly, he told the Board, the Rebuilding Project would have to be paused pending an investigation of the GST Leak and possible remedial actions thereto.

Requests for Service. Mr. Warner discussed with the Board the request from Harris County for Quiddity to review plans for certain restroom improvements to be constructed in Meyer Park (the "Plan Review"). He stated that Quiddity had not received the requested \$6,000.00 deposit for the Plan Review.

Mr. Warner recalled that Quiddity had received an inquiry regarding the availability of water and sanitary sewer capacity for a potential multi-family residential development with 80 to 90 units that would be constructed in a 7.85-acre tract on Stuebner-Airline Drive that is outside the boundaries of the District. He stated that Quiddity had informed the developer of the need to place a deposit with the District in connection with the feasibility study and plan review.

Next, Mr. Warner discussed the inquiry from a development team regarding the availability of water and sanitary sewer capacity for a potential development in a 1.64-acre tract located near the Detention Pond, outside the boundaries of the District. He stated that Quiddity had requested additional information regarding the development plan for the 1.64-acre tract.

Mr. Warner reported that a development team had contacted Quiddity regarding water and sanitary sewer capacity for a proposed commercial development in a 4.4-acre tract located a Cypresswood Drive and Stuebner Airline Road, a portion of which is located outside the boundaries of the District. He stated that Quiddity had informed the development team of the requirement to submit a deposit for the formal review of the development plan for the 4.4-acre tract.

Annual Water Plant Inspections. Mr. Warner reported that the Inspections would commence following completion of the HPT project at Water Plant No. 2.

Schedule of Hourly Rates and Reimbursable Expenses (the "Schedule"). Mr. Warner informed the Board that Quiddity had updated its Schedule for 2026 pursuant to the Professional Services Agreement between the District and Jones & Carter, Inc. (the predecessor firm to Quiddity) dated 28 February 2019. A copy of the updated Schedule is attached hereto as an exhibit to these minutes. After discussion, the Board acknowledged the updated Schedule.

Then, after review, upon a motion duly made and seconded, the Board voted unanimously to (1) accept the Engineer's Report; and (2) authorize payment of Pay Estimate No. 2 to CFG.

## **ATTORNEY'S REPORT**

The Vice President recognized Mr. Yale, who stated that there were no items to be discussed under the Attorneys Report.

## **OPERATOR'S REPORT**

The Vice President recognized Mr. Zilko, who submitted to and reviewed with the Board the Operator's Report as follows:

Water Plant Operations. Mr. Zilko reported that the billed to pumped ratio for the prior month was 99.9% and that the District has 898 service connections, including two vacant single-family residences. He noted that surface water received from the North Harris County Regional Water Authority (the "NHCRWA") accounted for 50% of the water distributed to the District's customers during the period ending 13 October 2025.

Utility Operator's Report. Mr. Zilko reviewed with the Board the utility billing summary, accountability report, subsidence district report, NHCRWA fee report, and the 60-day delinquent list, as shown in the Operator's Report attached hereto.

Kleinwood Regional Wastewater Treatment Plant (the "Plant"). Mr. Zilko reviewed with the Board the cover page from the Operator's Report for the Plant dated 3 November 2025, a copy of which is included with the Operator's Report.

Proposed Water Valve Survey. Mr. Zilko reviewed with the Board a cost estimate from Inframark to perform a survey of the valves in the District's water distribution system (the "Survey"). A copy of the cost estimate is included with the Operator's Report. The Board noted that the Survey would cost approximately \$12,420.00. Mr. Zilko stated that the previous Survey was performed in 2008.

Auxiliary Generator at Water Plant No. 2. Mr. Zilko reported that the engine control module on the auxiliary generator (the "ECM") was found to be defective. He reviewed a price quote from GenSolutions LLC to replace the ECM at a cost of \$7,487.29. A copy of the price quote is included with the Operator's Report.

Then, after review, upon a motion duly made and seconded, the Board voted unanimously to (1) accept the Operator's Report; (2) authorize the District's Operator to perform the Survey; and (3) authorize the replacement of the ECM. A copy of the District's Operator is attached hereto.

## **TERMINATION OF SERVICE**

Consideration was then given to the termination of water and sewer service to certain delinquent accounts. The President recognized Mr. Zilko, who advised the Board that the requisite notifications had been given to each customer and that each customer was advised of the date, time, and place of the Board meeting which they could attend to discuss termination of service. The Board noted that there were no customers present to protest the utility billings. After discussion, upon a motion duly made and seconded, the Board voted unanimously to authorize the Operator to terminate the water and sewer service to those accounts listed on the termination list.

## **REPORT ON OPERATION OF DISTRICT OFFICE**

The Vice President recognized Mr. Schuett, who presented the report concerning the District Office (the "Office Report"), a copy of which is attached hereto. Then, after review, upon a motion duly made and seconded, the Board voted unanimously to accept the Office Report.

## **BOOKKEEPER'S REPORT**

Mr. Schuett presented the Bookkeeper's Report on behalf of Claudia Redden & Associates, L.L.C., the District's Bookkeeper. A copy of the Bookkeeper's Report is attached hereto as an exhibit to these minutes. Mr. Schuett listed the balances in each of the District's accounts and reviewed the activity in each account. The Directors reviewed certain invoices for payment by the Board, as well as the Investment Report. Then, upon a motion duly made and seconded, the Board voted unanimously to approve the Bookkeeper's Report, and to authorize payment of the checks listed therein.

## **KLEINWOOD JOINT POWERS BOARD ("KJPB")**

Director Fratangelo presented a report on the activities of the KJPB. A copy of the draft minutes of the KJPB meeting held on 5 November 2025 is attached hereto as an exhibit. Director Fratangelo commented on the frequency of the replacement of the reusable filter bags (the "Filter Bags") at the Kleinwood Regional Wastewater Treatment Plant. Mr. Zilko explained that the Filter Bags were experiencing higher than normal wear because of repeated backwashes made necessary by the accumulation of solids from the clarifier basins.

There being no further business to come before the Board, the meeting was adjourned.

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Secretary, Board of Directors

SEAL

Kleinwood Municipal Utility District  
Meeting of 20 November 2025  
Attachments

1. Proposals for replacement of pool filters;
2. Peace Officer's Report;
3. Detention Facilities Report;
4. Tax Assessor/Collector's Report;
5. Order Levying Taxes;
6. Affidavit of Publication;
7. Amendment to District's Information Form;
8. Engineer's Report;
9. Pay Estimate No. 2 / CFG Industries, LLC;
10. Schedule of Hourly Rates and Reimbursable Expenses;
11. Operator's Report;
12. District Office Report;
13. Bookkeeper's Report; and
14. KJPB draft meeting minutes.