

**WHITE OAK WATER SUPPLY CORPORATION**  
**Minutes of Board of Directors Meeting**  
**July 20, 2023**

The Board of Directors (the “Board”) of White Oak Water Supply Corporation (the “Corporation”) held a meeting at 25003 Pitkin Rd., Suite D600, Spring, Texas 77386, in accordance with the duly posted notice of meeting, and the roll was called of the duly constituted officers and members of said Board, as follows:

Todd Sullivan	-	President
LeQuintiss Taylor	-	Vice President
Jaime Gutierrez	-	Secretary/Treasurer
Robert Simpson	-	Asst. Secretary/Asst. Treasurer
Mike Engle	-	Director

All of said members were present, except Director Sullivan and Director Gutierrez, at the start of the meeting thus constituting a quorum.

Also present was Henry Journey and Mike Williams of Municipal Operations & Consulting, Inc. (“MOC”); Kayla Ray of Myrtle Cruz Inc. (“Myrtle Cruz”); and Joshua Zientek of Mitchell, Zientek & Scruggs, LLP (“MZLLP”).

**CALL ROLL**

Director Taylor called the meeting to order and called roll of those present.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**MINUTES OF PRIOR BOARD OF DIRECTOR MEETING(S)**

Mr. Zientek presented the minutes from the May 25, 2023, Regular Meeting. Upon a motion by Director Engle, seconded by Director Simpson, the Board voted unanimously to approve the minutes, as presented.

**BOOKKEEPER’S REPORT**

Ms. Ray presented the Bookkeeper’s Report, a copy of which is attached hereto as **Exhibit A**. There was brief discussion relating to the Corporation’s Budget and a deficit related to San Jacinto River Authority fees and revenue. Director Engle moved to approve the Bookkeepers Report and checks, as presented. Director Simpson seconded the motion and the motion passed unanimously.

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**OPERATOR'S REPORT**

Mr. Journey presented and reviewed the Operator's Report, a copy of which is attached hereto as **Exhibit B**. Mr. Journey presented an update on delinquent accounts and informed the Board that a penalty previously assessed against the Corporation by Lonestar Groundwater Conservation District ("LSGWCD") for water usage of the Corporation exceeding the Corporation's estimation was reduced to the amount of eight hundred dollars (\$800) which would be paid by MOC in the form of a reduction in a future invoice amount from MOC.

After a review of changes to the written Operator's Report due to changes in billing software, Director Simpson then moved to approve the Operator's Report. Director Engle seconded the motion which passed by unanimous vote of the Board.

Mr. Williams informed the Board that MOC has requested an agenda item at the next board meeting to discuss a Consumer Price Index ("CPI") increase.

**ENGINEER'S REPORT**

There was no written Engineer's Report. Mr. Journey gave an update on recommended maintenance actions as indicated on the inspection reports prepared by the Corporation's Engineer. Mr. Zientek advised that he spoke with the Corporation's Engineer related to the lead and copper rule revisions ("LCRR") which are due by October, 2024. He explained that the Corporation's Engineer advised that, due to the age of the Corporation and neighborhood, the report requirements should be minimal. The Board concurred that Director Engle would communicate with the District's Engineer regarding upcoming meeting attendance and action items.

**COMMUNICATIONS/IT CONSULTANT'S REPORT**

There were no additional updates at this time.

**DIRECTORS' REPORTS**

Mr. Zientek reminded the Board that it previously authorized Director Sullivan to approve a contract with a Certified Public Accountant ("CPA") to prepare the Corporation's Annual Financial Report. He explained that Director Sullivan and MZSLLP communicated with several CPAs and, after careful review, one was selected and that the Annual Financial Report should be completed quickly. Mr. Zientek also reminded the Board of the extension to the filing date of the Corporation's 2022 Form 990.

**ATTORNEY'S REPORT**

Mr. Zientek informed the Board that several communications were received from the Internal Revenue Service ("IRS") related to the previously filed Forms 990 and requests for

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abatement/waivers of penalties. He explained that the IRS advised that the penalties were waived for the years for which the communications were received. Mr. Zientek lastly explained that additional communications should be received soon to indicate the status of the remaining penalties.

EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTION 551.071, et. seq.;

The Board did not enter Executive Session.

DISCUSS PENDING AND FUTURE BUSINESS, INCLUDING UPCOMING MEETING/EVENT SCHEDULES

The Board noted that the next scheduled regular meeting was September 28, 2023, at 6:30 p.m. Director Engle requested an agenda item to discuss insurance renewal.

ADJOURN

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

Passed and approved this 20th day of September, 2023.

WHITE OAK WATER SUPPLY CORPORATION

/s/ Jaime Gutierrez  
Secretary, Board of Directors



LIST OF EXHIBITS

- Exhibit A - Bookkeeper's Report
- Exhibit B - Operator's Report