

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 167

April 16, 2025

The Board of Directors (the “Board”) of Harris County Municipal Utility District No. 167 of Harris County, Texas (the “District”), met in regular session on the 16<sup>th</sup> day of April, 2025, open to the public, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2600, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Verneath Louise Hronas	President
Claudia Buentello	Vice President/Investment Officer
Juan Pablo Medrano	Secretary
Shirley Ann Dean	Assistant Vice President
Brad Yeane	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also present for all or part of the meeting in person were: Jeanine Johnson of the Plantation Lakes HOA; Jonathan P. Morin of J.P. Morin Company, LLC (“J.P. Morin”); Jacob van Sant of van Sant Landscape Management (“van Sant”); Dane Turner and Ken Farrar of Best Trash, LLC (“Best Trash”); Chris Hoffman, Donnice Hoffman, Wes Alvey and Morris Harmon of H2O Consulting, Inc. (“H2O”); Brittany Keeswood of Assessments of the Southwest, Inc. (“ASW”); Robert Wempe of Pape-Dawson Engineers, Inc. (“Pape-Dawson”); Carl Sandin of Perdue, Brandon, Fielder, Collins, & Mott L.L.P. (“Perdue”); Jennifer Abad of Municipal Accounts & Consulting, L.P. (“MAC”); Brandon West of Touchstone District Services (“Touchstone”); Sergeant Patrick Mikel of the Harris County Sheriff’s Office (“HCSO”); Trevor Shuman of Today’s Integration (“T.I.”); and Sanjay Bapat, Elizabeth Cone and Whitney Lington of Allen Boone Humphries Robinson LLP (“ABHR”).

STATEMENTS AND QUESTIONS FROM THE PUBLIC

There were no comments from the public.

Mr. Bapat introduced Ms. Cone.

SECURITY SERVICES MATTERS, INCLUDING REPORT FROM HCSO

Sergeant Mikel reported on security services in the District.

## SECURITY MONITORING MATTERS

Mr. Shuman reviewed a report on security monitoring prepared by T.I., a copy of which is attached.

The Board discussed scheduling a meeting with T.I. to discuss security cameras for the District. The Board concurred for Directors Medrano and Dean to serve as representatives of the District for the meeting with T.I. to discuss security cameras for the District.

The Board inquired about the labeling of security cameras in the District.

The Board discussed the relocation of the mobile camera unit. The Board requested for ABHR to follow up with the West Harris County Regional Water Authority ("WHCRWA") regarding placement of the District's mobile camera unit.

The Board inquired about the installation of trash cans along the District's walking trail located at Villages of Bear Creek. The Board requested for J.P. Morin to conduct a site visit and review placement options for a trash cans along the District's walking trail located at Villages of Bear Creek.

## GARBAGE COLLECTION AND RECYCLING MATTERS

Mr. Turner updated the Board on the replacement of damaged trash cans in the District. Mr. Turner discussed customer service representatives for Best Trash and stated additional customer service representatives have been hired to address customer needs. The Board requested for Touchstone to post information on the District's website regarding replacement of damaged trash cans and the increased number of customer service representatives at Best Trash.

## REPORT ON GRAFFITI REMOVAL

The Board reviewed a report on graffiti removal in the District prepared by Kingwood Pressure Washing, a copy of which is attached.

## FINANCIAL AND ACCOUNTING MATTERS

Ms. Abad reviewed the bookkeeper's report on the District's funds, the bills presented for payment, and the District's investments. A copy of the bookkeeper's report is attached.

Following review and discussion, Director Hronas moved to approve the bookkeeper's report, including the checks presented, and payment of the bills. Director Dean seconded the motion, which passed unanimously

## DISTRICT WEBSITE MATTERS

Mr. West reviewed a communications and website analytics report prepared by Touchstone, a copy of which is attached. Mr. West discussed recent and future articles for posting on the District website.

## BUDGET FOR FISCAL YEAR END MAY 31, 2026

Mr. Bapat reviewed the budget approval process with the Board.

Ms. Abad presented and reviewed a draft budget for the District's fiscal year ending May 31, 2026, a copy of which is attached to the bookkeeper's report. Ms. Abad requested for Board consultants and Directors to review the draft budget and provide feedback prior to the next Board meeting.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Keeswood reviewed the monthly tax report, a copy of which is attached, reflecting that 97.14% of the District's 2024 taxes were collected as of March 31, 2025.

Following review of the invoices and corresponding checks, Director Hronas moved to approve the tax report and the checks drawn on the District's tax account. Director Dean seconded the motion, which passed unanimously.

Mr. Sandin reviewed the delinquent tax attorney report, a copy of which is included in the tax report.

## APPROVE AMENDMENT TO TAX AGREEMENT FOR SERVICES OF TAX ASSESSOR/COLLECTOR

Ms. Keeswood reviewed a Seventh Amendment to Agreement for Services of Tax Assessor/Collector between the District and ASW. Following review and discussion, Director Hronas moved to approve the Seventh Amendment to Agreement for Services of Tax Assessor/Collector and direct that it be filed appropriately and retained in the District's official records. Director Dean seconded the motion, which passed unanimously.

## REPORT REGARDING DEVELOPMENT

There was no discussion on this agenda item.

## 2025 BOND ELECTION MATTERS

There was no discussion on this agenda item.

## LANDSCAPING, PARK, AND RECREATIONAL FACILITIES MAINTENANCE MATTER

Mr. van Sant reviewed a report on maintenance of the landscaping and park facilities in the District, a copy of which is attached.

Mr. van Sant presented four proposals from van Sant: (i) replacement of plant materials lost during the freeze in the amount of \$5,444.00; (ii) installation of kiddie cushion at District parks in the amount of \$11,884.00; (iii) installation of black mulch at District facilities in the amount of \$14,502.00; and (iv) installation of a soccer goal system at John Nimmo park in the amount of \$15,442.97.

Following review and discussion, Director Hronas moved to approve the following proposals from van Sant: (i) replacement of plant materials lost during the freeze in the amount of \$5,444.00; (ii) installation of kiddie cushion at District parks in the amount of \$11,884.00; (iii) installation of black mulch at District facilities in the amount of \$14,502.00; and (iv) installation of a soccer goal system at John Nipark in the amount of \$15,442.97. Director Dean seconded the motion, which passed unanimously.

The Board inquired about the doggie bags and trash cans located at the District's DogiPots. The Board requested for van Sant to conduct a site visit of the District's DogiPots.

The Board discussed a manhole repair along the trail in Villages of Bear Creek. The Board requested for van Sant to conduct a site visit to assess the needed repairs of the manhole. The Board requested for ABHR to follow up with the Harris County Flood Control District regarding the manhole located along the trail in Villages of Bear Creek.

The Board discussed the illegal dumping of debris on District property by a resident. The Board requested for ABHR to follow up and send a second letter to the resident regarding the illegal dumping of debris on District property.

## PARK AND RECREATIONAL FACILITY MATTERS

There was no discussion on this agenda item.

## MAINTENANCE AND PERMITTING OF STORMWATER QUALITY FACILITIES, INCLUDING PROPOSALS FOR ADDITIONAL WORK

The Board reviewed the stormwater quality maintenance report prepared by Storm Water Solutions, LLC ("SWS"), a copy of which is attached.

The Board reviewed a proposal from SWS in the amount of \$5,445.00 for the clean out of the storm water quality feature at Plantation Lakes Section 16.

Following review and discussion, Director Hronas moved to approve the proposal from SWS in the amount of \$5,445.00 for the clean out of the storm water quality feature at Plantation Lakes Section 16. Director Dean seconded the motion which passed unanimously.

#### ENGINEERING MATTERS

Mr. Wempe updated the Board on the status of engineering matters in the District.

Mr. Wempe updated the Board on potential construction sites for an additional water well for the District. The Board inquired about water well no. 1 in relation to the construction of an additional water well.

#### ANNUAL REVIEW AND REPORT ON IDENTITY THEFT PREVENTION PROGRAM

Mr. Hoffman presented the annual report on the identity theft prevention program, a copy of which is attached to the operator's report. He stated that there were no identity theft problems during the reporting period and there are no recommendations for revision of the program.

Following review and discussion, Director Hronas moved to accept the annual report on the identity theft prevention program. Director Buentello seconded the motion, which passed unanimously.

#### APPROVE CONSUMER CONFIDENCE REPORT ("CCR")

The Board reviewed and discussed a draft CCR, a copy of which is included in the operator's report. Mr. Hoffman reported that the District's drinking water is regulated by the Texas Commission on Environmental Quality ("TCEQ") to ensure the water is meeting all of the requirements as stated in the Federal Drinking Water Standards, which also requires the District to provide a CCR to residents in the District regarding the status of the drinking water.

Following review and discussion, Director Hronas moved to authorize H2O to submit the CCR and file the related certificate with the TCEQ, and direct that the CCR be filed appropriately and retained in the District's official records. Director Dean seconded the motion, which passed unanimously.

#### OPERATIONS REPORT

Mr. Hoffman presented the monthly operations report, a copy of which is attached. He reviewed routine maintenance and repair items on District facilities for the month, including the status of repairs previously approved by the Board.

Mr. Hoffman stated the well right-angle drive at water plant no. 1 is in need of repair. Mr. Hoffman presented a proposal from Burke's Mechanical Services, Inc. ("Burke's Mechanical") in the amount of \$16,877.00 for the repair of the well right-angle drive at water plant no. 1.

Mr. Hoffman updated the Board on water well no. 3 at water plant no. 2 and associated repairs for the water well.

Mr. Hoffman discussed the auto dialer at water plant no. 2 and stated J.P. Morin replaced the auto dialer at water plant no. 2. The Board inquired about the lifespan for auto dialers.

Mr. Hoffman reported that water accountability for the month is 91.41%. Mr. Hoffman stated H2O has replaced zero meters in the District. Mr. Hoffman discussed potentially using satellite water meters in the District.

Mr. Hoffman updated the Board on fire hydrant inspections and repairs.

Mr. Hoffman reviewed the District's water loss audit.

Mr. Bapat reported that the District is required to review the District's Water Conservation Plan ("WCP") annually. Mr. Hoffman stated the annual report on implementation of the WCP has been completed by H2O.

Mr. Bapat reported that the District is required to review the District's Drought Contingency Plan annually. Mr. Hoffman confirmed that no changes need to be made at this time.

The Board discussed the opening date for the pool located at Summit Lodge and splash pads located in the District. The Board concurred to open the pool and splash pads on Friday, May 23, 2025.

Following review and discussion, Director Hronas moved to: (1) approve the operator's report; (2) approve the proposal from Burke's Mechanical in the amount of \$16,877.00 for the repair of the well right-angle drive at water plant no. 1; (3) approve the District's water loss audit and authorize H2O to submit the District's water loss audit to the Texas Water Development Board; and (4) authorize H2O to file the WCP with the appropriate government agencies and direct that the WCP be filed appropriately and retained in the District's official records. Director Dean seconded the motion, which passed unanimously.

#### HEARING REGARDING TERMINATION OF WATER SERVICE

Ms. Hoffman reviewed the delinquent list. The Board conducted a hearing on the termination of utility service. Ms. Hoffman reported that the customers appearing on the

termination list were given proper notice and an opportunity to explain, contest, or correct the utility service bills and show reason why utility service should not be terminated for reason of nonpayment. The Board requested for H2O to offer payment plans to residents with excessively high unpaid utility service bills.

The Board discussed a request from account no. 53167-59363 for an adjustment to their utility bill due to a leaking toilet.

Following review and discussion, Director Hronas moved to: (1) terminate water and sewer services for delinquent accounts in accordance with the District's Rate Order, except for those customers who have entered into payment plans in accordance with the approved delinquent procedures; and (2) deny the utility bill adjustment request from account no. 53167-59363. Director Dean seconded the motion, which carried unanimously.

#### WHCRWA MATTERS

The Board discussed the WHCRWA's April meeting.

The Board discussed WHCRWA's Surface Water Supply project.

#### MINUTES

The Board considered approving the minutes of the March 11, 2025, special meeting and March 19, 2025, regular meeting. Following review and discussion, Director Hronas moved to approve the minutes of the March 11, 2025, special meeting and March 19, 2025, regular meeting. Director Medrano seconded the motion, which passed unanimously.

#### CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071

The Board did not convene in Executive Session.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.

(SEAL)



  
Secretary, Board of Directors

## LIST OF ATTACHMENTS

	Minutes
	<u>Page</u>
Report on security monitoring .....	2
Report on graffiti removal .....	2
Bookkeeper's report.....	2
Communications and website analytics report .....	3
Tax assessor's report.....	3
Report on maintenance of the landscaping and park facilities .....	4
Stormwater quality maintenance report.....	4
Operations report.....	5