

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 167

May 21, 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 21<sup>st</sup> day of May, 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: Jonathan P. Morin of J.P. Morin Company, LLC (“J.P. Morin”); Kyle van Sant of van Sant Landscape Management (“van Sant”); Chris Hoffman, Donnice Hoffman 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”); Jennifer Abad of Municipal Accounts & Consulting, L.P. (“MAC”); Brandon West of Touchstone District Services (“Touchstone”); Karen Sears of Storm Water Solutions, LLC (“SWS”); Sergeant Patrick Mikel of the Harris County Sheriff’s Office (“HCSO”); Trevor Shuman of Today’s Integration (“T.I.”); and Sanjay Bapat and Whitney Lington of Allen Boone Humphries Robinson LLP (“ABHR”).

STATEMENTS AND QUESTIONS FROM THE PUBLIC

There were no comments from the public.

SECURITY SERVICES MATTERS, INCLUDING REPORT FROM HCSO

Sergeant Mikel reported on security services in the District.

The Board inquired about deputies assigned to the District.

The Board inquired about the homeless population in the District.

## SECURITY MONITORING MATTERS

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

Mr. Shuman updated the Board on security cameras for the District.

The Board inquired about the installation of bollards in the District. Discussion ensued. The Board requested for J.P. Morin and van Sant to conduct a site visit and assess potential areas for the installation of bollards in the District.

The Board discussed plastic tubing left by CenterPoint Energy at River Knoll park.

The Board inquired about the relocation of the mobile camera unit. The Board concurred for T.I. to work with the HCSO regarding placement of the mobile camera unit.

The Board inquired about the patrolling of crosswalks in the District.

Mr. Morin updated the Board on the opening of the District splash pad.

Mr. Morin updated the Board on the installation of trash cans and benches along the District's walking trails. Mr. Morin discussed costs associated with the installation of additional trash cans and benches along the District's walking trails. Discussion ensued regarding placement for additional trash cans and benches. The Board requested for J.P. Morin to bring a proposal to the next Board meeting for the installation of seven additional trash cans and two benches along the District's walking trails.

## GARBAGE COLLECTION AND RECYCLING MATTERS

The Board discussed the replacement of damaged trash cans in the District.

## REPORT ON GRAFFITI REMOVAL

There was no discussion on this agenda item.

## 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.

The Board requested for Touchstone to prepare an article about water conservation for posting on the District website.

## AUTHORIZE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END MAY 31, 2025

The Board considered authorizing McCall Gibson Swedlund Barfoot PLLC ("McCall") to proceed with preparation of the District's audit report for the fiscal year ending May 31, 2025. The Board reviewed an audit continuance letter from McCall noting estimated fees ranging from \$21,750.00 to \$23,750.00 to conduct the audit, a copy of which is attached. Following review and discussion, Director Hronas moved to authorize McCall to proceed with preparation of the audit report. Director Dean seconded the motion, which passed unanimously.

## 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.

## ADOPT BUDGET FOR FISCAL YEAR END MAY 31, 2026

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. Discussion ensued regarding listed expenditures in the draft budget.

Following review and discussion, Director Hronas moved to adopt the budget for the District's fiscal year ending May 31, 2026. Director Medrano seconded the motion, which passed unanimously.

## TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

Mr. Bapat reviewed the District's Travel Reimbursement Guidelines and stated that directors attending the AWBD summer conference can receive the following reimbursements in compliance with the District's Travel Reimbursement Guidelines: (i) hotel expenses not to exceed \$500.00 per night; (ii) transportation costs, including fuel, not to exceed \$600.00; and (iii) food costs not to exceed \$125.00 per day. Mr. Bapat reminded the Board that all expenditure submissions need to have an accompanying itemized receipt.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Keeswood reviewed the monthly tax report, a copy of which is attached, reflecting that 97.9% of the District's 2024 taxes were collected as of April 30, 2025.

Ms. Keeswood stated that the District's 2025 preliminary assessed value is \$1,291,226,724.00.

Ms. Keeswood updated the Board on delinquent tax collections.

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.

#### REPORT REGARDING DEVELOPMENT

There was no discussion on this agenda item.

#### ADOPT ORDER CANVASSING RETURNS AND DECLARING RESULTS OF BOND ELECTION

There was no discussion on this agenda item.

#### EXECUTION OF AMENDMENT TO INFORMATION FORM

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 updated the Board on the following items: (i) replacement of plant materials lost during the freeze; (ii) installation of kiddie cushion at District parks; (iii) installation of black mulch at District facilities; and (iv) installation of a soccer goal system at John Nimmo park.

Mr. van Sant presented a proposal from van Sant in the amount of \$23,550.00 for Phase I of clearing invasive vines at the River Knoll Park Reserve. Discussion ensued regarding ownership of the River Knoll Park Reserve and the upcoming Villages of Bear Creek Homeowners Association ("VBCHOA") meeting. The Board concurred to take no action on the proposal and for Directors Hronas and Buentello to attend the next VBCHOA meeting.

Mr. Bapat updated the Board on the maintenance of a detention area located at Fry Road and Kieth Harrow Boulevard, behind the Shell gas station.

The Board inquired about the repair of the sidewalk located at the Villages of Bear Creek. The Board requested for ABHR to follow up with Precinct 4, in relation to the

Precinct 4 Call for Projects grant program, regarding the repair of the sidewalk located at the Villages of Bear Creek.

#### 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

Ms. Sears reviewed the stormwater quality maintenance report prepared by SWS, a copy of which is attached.

The Board discussed the confined space entry located at Plantation Lakes Section 8 and possible gaps around the confined space entry. The Board requested for SWS to conduct a site visit of the area and fill any gaps located around the confined space entry.

The Board discussed the storm water quality feature unit 2 located at Ricewood Village Section 1 and requested for H2O to power wash the outside of the storm water quality feature unit 2.

#### 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 to serve the District. Mr. Wempe discussed a potential location, located along Kieth Harrow Boulevard, for the construction of an additional water well to serve the District. Mr. Wempe stated the property for the potential site is owned by Harris County Emergency Service District No. 9. ("ESD No. 9"). Discussion ensued regarding assessing next steps for the potential construction of an additional water well. The Board requested for ABHR and Pape-Dawson to follow up with ESD No. 9 to further discuss the potential use of their land for the construction of an additional water well to serve the District. The Board then discussed the generator that would be associated with the project.

#### 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 discussed preventative maintenance for the District's lift stations. Mr. Hoffman then presented the following proposals for preventative maintenance services for the District's lift stations: (i) NTS Pump in the amount of \$3,360.00; (ii) Elite Pump in the amount of \$3,650.00; and (iii) J.P. Morin in the amount of \$10,500.00.

Mr. Hoffman discussed the performance tests for water well no. 1 and no. 2. Mr. Hoffman stated the well pump submergence and vibration levels at water well no. 1 will need to be monitored and vibration levels at water well no. 2 will need to be monitored.

Mr. Hoffman discussed the needed fence repairs at lift station no. 1. Mr. Hoffman presented a proposal from Perea Masonry, Inc. ("Perea") in the amount of \$5,660.00 for fence repairs at lift station no. 1.

Mr. Hoffman reported that water accountability for the month is 87.62%.

Mr. Hoffman reviewed a tap fee letter for Little Yorkshire Shops.

Following review and discussion, Director Hronas moved to: (1) approve the operator's report; (2) approve the proposal from NTS Pump in the amount of \$3,360.00 for preventative maintenance services for the District's lift stations; and (3) approve the proposal from Perea in the amount of \$5,660.00 for fence repairs at lift station no. 1. Director Dean seconded the motion, which passed unanimously.

Mr. Bapat discussed the Harris-Galveston Subsidence District WaterWise Program and sponsorship of certain elementary students for the 2025-2026 school year. The Board concurred to sponsor 200 students at Brosnahan Elementary School.

#### 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. Following review and discussion, Director Hronas moved that because the taxpayers on the list were neither present at the meeting nor had presented any written statement on the matter, water and sewer service for delinquent accounts should be terminated 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. Director Dean seconded the motion, which carried unanimously.

#### WHCRWA MATTERS

There was no discussion on this agenda item.

#### MINUTES

The Board considered approving the minutes of the April 9, 2025, special meeting, April 16, 2025, regular meeting, and May 8, 2025, special meeting. Following review and discussion, Director Hronas moved to approve the minutes of the April 9, 2025, special meeting, April 16, 2025, regular meeting, and May 8, 2025, special meeting. Director Dean 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

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