

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 167

May 15, 2024

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 15th day of May, 2024, 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 Yeaney	Assistant Secretary

and all of the above were present except Directors Buentello and Dean, thus constituting a quorum.

Also present for all or part of the meeting in person were: Jordan Kirk of Davidson Homes; Jonathan P. Morin of J.P. Morin Company, LLC ("J.P. Morin"); Jacob van Sant of van Sant Landscape Management ("van Sant"); Josh Board, Ryan Bennett, and Wes Alvey of H2O Consulting, Inc. ("H2O"); Robert Wempe of Pape-Dawson Engineers, Inc.; Brandon West of Touchstone District Services ("Touchstone"); Brittany Keeswood of Assessments of the Southwest, Inc. ("ASW"); Robert "Scott" Orr of Kingwood Pressuring Washing ("Kingwood"); Jennifer Abad of Municipal Accounts & Consulting, L.P. ("MAC"); 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.

2024 DIRECTORS ELECTION

The Board considered approving a Certificate of Election, reflecting the election of Verneath Louise Hronas, Shirley Ann Dean and Brad Yeaney to the Board of the District, each for a four-year term. Mr. Bapat reviewed the Sworn Statements and Oaths of Office for Directors Hronas, Dean and Yeaney.

Following review and discussion, Director Hronas moved to (1) approve the Certificate of Election and the distribution of same to Directors Hronas, Dean and Yeaney and direct that the Certificate of Election be filed appropriately and retained in the

District's official records; and (2) approve the Sworn Statements and Oaths of Office and direct that the documents be filed in the official records of the District, and that the Oaths of Office be filed with the Secretary of State, as required by law. Director Medrano seconded the motion, which passed unanimously.

REORGANIZE BOARD AND ELECT DIRECTORS

The Board considered reorganizing the officer positions of the Board. After discussion, the Board concurred to retain the existing slate of officers.

DISTRICT REGISTRATION FORM

The Board considered authorizing filing of an updated District Registration Form with the Texas Commission on Environmental Quality ("TCEQ"), reflecting the terms of the newly elected directors. Following review and discussion, Director Hronas moved to authorize filing of the updated District Registration Form with the TCEQ and direct that the District Registration Form be filed appropriately and retained in the District's official records. Director Medrano seconded the motion, which passed by unanimous vote.

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.

Mr. Morin updated the Board on the boulder and plaque to be placed at the District's law enforcement building. Mr. Morin presented an updated proposal from J.P. Morin for the boulder and plaque to be placed at the District's law enforcement building in the amount of \$8,676.00. Discussion ensued regarding the wording to be used on the plaque and delivery and placement of the boulder.

Following review and discussion, Director Hronas moved to: (1) approve proposal from J.P. Morin for the boulder and plaque to be placed at the District's law enforcement building in the amount of \$8,676.00; and (2) authorize Directors Yeany and Medrano to work with J.P. Morin regarding the placement of the boulder at the law enforcement building. Director Medrano seconded the motion, which passed unanimously.

GARBAGE COLLECTION AND RECYCLING MATTERS

There was no discussion on this agenda item.

REPORT ON GRAFFITI REMOVAL

Mr. Orr reviewed a report on graffiti removal in the District prepared by Kingwood, a copy of which is attached.

The Board discussed District boundaries for graffiti monitoring.

DISTRICT WEBSITE MATTERS

Mr. West reviewed a communications and website analytics report, a copy of which is attached.

Mr. West updated the Board on posted and potential website notices for the District's website.

The Board discussed conducting a District rate study. Mr. Bapat then discussed the process and timeline for conducting a District rate study.

The Board inquired about West Harris County Regional Water Authority ("WHCRWA") projects.

Mr. West stated the District's Consumer Confidence Report will be posted on the District's website.

AUTHORIZE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END MAY 31, 2022

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, 2024. The Board reviewed an audit continuance letter from McCall noting estimated fees ranging from \$21,000 to \$23,000 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 Medrano 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 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 Board's Travel Reimbursement Guidelines and stated the directors attending the AWBD summer conference are generally eligible for up to four fees of office, up to three nights of lodging, and four days of eligible expenses at the conference. Mr. Bapat reminded the Board that all expenses need accompanying receipts when submitting reimbursement reports.

ADOPT BUDGET FOR FISCAL YEAR END MAY 31, 2025

Ms. Abad presented and reviewed a draft budget for the District's fiscal year ending May 31, 2025, a copy of which is attached to the bookkeeper's report. Discussion ensued regarding the listed revenues and expenditures.

Following review and discussion, Director Hronas moved to adopt budget for the District's fiscal year ending May 31, 2025, subject to updating the Stormwater Maintenance line item to \$225,000.00. Director Medrano seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Keeswood reviewed the monthly tax report, a copy of which is attached, reflecting that 97.82% of the District's 2023 taxes were collected as of April 30, 2024. Discussion ensued regarding steps for the collection of delinquent taxes.

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 Medrano seconded the motion, which passed unanimously.

REPORT REGARDING DEVELOPMENT

Ms. Kirk updated the Board on the status of development in the Haven at Kieth Harrow.

Mr. Bapat discussed the timeline for the next bond application and projects to be included in the bond application.

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 removal of dead plant material and replacement of plant material in the District.

Discussion ensued regarding maintenance of the detention pond located at Haven at Kieth Harrow. Mr. van Sant requested Board approval to hydro mulch the detention pond located at Haven at Kieth Harrow in an amount not to exceed \$3,000.00.

Mr. van Sant updated the Board on the removal of 4 x 4 posts located in the Villages of Bear Creek.

Following review and discussion, Director Hronas moved to authorize van Sant to hydro mulch the detention pond located at Haven at Kieth Harrow in an amount not to exceed \$3,000.00. Director Medrano seconded the motion, which passed unanimously.

PARK AND RECREATIONAL FACILITY MATTERS

There was no discussion on this agenda item.

UPDATE ON PRECINCT 4 CALL FOR PROJECTS

There was no discussion on this agenda item.

The Board discussed the gate located at Summit Lodge pool and requested for J.P. Morin to open the gate.

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.

Ms. Sears then presented four proposals from SWS: (i) maintenance of the detention pond located at the Haven at Kieth Harrow in the amount of \$3,700.00; (ii) clean out of the storm water quality feature located at Plantation Lakes Section 16 in the amount of \$4,950.00; (iii) high sediment clean out of the storm water quality feature no. 2 located at Bear Creek Glen; and (iv) reset and reseal broken concrete around two man holes located at the Plantation Lakes Section 10 storm water quality feature in the amount of \$2,840.00.

Ms. Sears presented a letter to Harris County for Board approval to transfer ownership of the detention pond located at the Haven at Kieth Harrow to the District.

The Board discussed the repairs needed for the storm water quality feature located at Westfield Ranch Section 1. The Board then considered adopting a Resolution Expressing Intent to Reimburse for the costs associated with repair work for the storm water quality feature located at Westfield Ranch Section 1.

Following review and discussion, Director Hronas moved to: (1) approve the stormwater quality maintenance report; (2) approve four proposals from SWS: (i)

maintenance of the detention pond located at the Haven at Kieth Harrow in the amount of \$3,700.00; (ii) clean out of the storm water quality feature located at Plantation Lakes Section 16 in the amount of \$4,950.00; (iii) high sediment clean out of the storm water quality feature no. 2 located at Bear Creek Glen; and (iv) reset and reseal broken concrete around two man holes located at the Plantation Lakes Section 10 storm water quality feature in the amount of \$2,840.00; (3) approve letter to Harris County to transfer ownership of the detention pond located at the Haven at Kieth Harrow to the District; and (4) adopt the Resolution Expressing Intent to Reimburse and direct that the Resolution be filed appropriately and retained in the District's official records. Director Medrano seconded the motion, which passed unanimously.

ENGINEERING MATTERS

Mr. Bapat updated the Board on a letter received from the TCEQ regarding a well capacity compliance violation at water plant no. 2 and stated Pape-Dawson has submitted an alternate capacity request to TCEQ.

OPERATIONS REPORT

Mr. Board 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. Board updated the Board on well production at water well no. 2 and stated Alsay Incorporated ("Alsay") has completed the televising of water well no. 2. Mr. Board stated the estimated cost for repairs to water well no. 2 is \$353,762.00. The Board discussed the motor located at water well no. 2 and requested for a new motor to be installed at water well no. 2 as part of the repair work.

Mr. Board discussed repairs associated with water well no. 3.

Mr. Board discussed the potential installation of a sidewalk at water plant no. 2. Mr. Board presented two proposals for the installation of a sidewalk at water plant no. 2: (i) Hot Taps in the amount of \$961.25; and (ii) A Group Construction LLC ("A Group") in the amount of \$4,500. Discussion ensued.

Mr. Board updated the Board on the potential purchase of two spare 25HP Vaughan Chopper Pumps located at the District's lift stations.

Mr. Board reported that water accountability for the month is 86.19%.

Mr. Board discussed a water main break at 5541 Dapplewood Lane.

Mr. Board discussed a Rate Order analysis, a copy of which is included in the operator's report. Discussion ensued regarding current water and sewer rates and

potential adjustments to the District's water and sewer rates. The Board concurred to discuss the matter further at the next Board meeting.

Mr. Board updated the Board on the Consumer Confidence Report.

Following review and discussion, Director Hronas moved to: (1) approve the operator's report; (2) authorize H2O to complete repairs at water well no. 2, to include the installation of a new motor at water well no. 2; and (3) approve proposal from Hot Taps in the amount of \$961.25 for the installation of a sidewalk at water plant no. 2. Director Medrano seconded the motion, which passed unanimously.

Mr. Board reviewed correspondence from account nos. 60424 and 44642 requesting an adjustment to a utility bill due to a leak. Discussion ensued regarding potentially adopting a leak adjustment policy for the District. The Board concurred to take no action regarding the adoption of a District leak adjustment policy. Following review and discussion, Director Hronas moved to: (1) deny the requests from account nos. 60424 and 44642; and (2) authorize H2O to offer a payment plan and a reduction in the sewer bills for account nos. 60424 and 44642. Director Medrano seconded the motion, which passed unanimously.

HEARING REGARDING TERMINATION OF WATER SERVICE

Mr. Board reviewed the delinquent list. The Board conducted a hearing on the termination of utility service. Mr. Board 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 customers on the termination list did not attend the meeting or present 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 Medrano seconded the motion, which passed unanimously.

WHCRWA MATTERS

The Board requested for ABHR to follow up with the WHCRWA regarding the Central Pump Station construction project.

MINUTES

The Board considered approving the minutes of the April 17, 2024, regular meeting. Following review and discussion, Director Hronas moved to approve the minutes of the April 17, 2024, 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.


Secretary, Board of Directors

(SEAL)



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