

**MINUTES OF REGULAR MEETING  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 191  
September 25, 2019**

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

The Board of Directors of Harris County Municipal Utility District No. 191 of Harris County, Texas, met in **regular session**, open to the public, beginning at **6:30 PM** at the Champions MPC Clubhouse, 13719 Champions Centre Drive, Houston, Texas 77069, on **September 25, 2019**, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Robert Price	President
Ernest F. Gigliotti	Vice President
Rob Harris	Secretary
Vaughan G. Miller	Treasurer
Ronald Young	Assistant Secretary and Director

and all were present, thus constituting a quorum. Also present were: Rich Rankin and Howard Wilhite of Hays Utility South Corporation; Deputy Jose Rivera (joined by Lt. Michael Cohen) of Harris County Precinct 4 Constable's Office; James Dougherty, attorney for the District; Mark Eyring, CPA; and Patty Rodriguez of Bob Leared Interests. Ms. Claudia Redden of Claudia Redden & Associates arrived shortly thereafter. Barbara Jones (a resident of Highland Timbers), Dr. John Dogan, Mr. Michael Lewis (Dr. Dogan's engineer) and Mr. Tim Hardin (of Langford Engineering, Inc.) joined the meeting shortly after it began. Ms. Claudia Redden arrived around 7:15 PM. After the President called the meeting to order, the following occurred:

**1. Constables, Etc.** Deputy Rivera presented a written Constables report. He mentioned a teenage runaway and an incident at the pharmacy on Hargrave Road. Lt. Cohen reported that some apartments in Cy-Champ PUD were going to be getting federal assistance.

**2. Regular Subjects, Minutes and Consent Agenda**

*a. Bookkeeping and financial matters.* Ms. Redden presented the bookkeeper's report with checks she had prepared to pay bills. There was a question about the proposed budget. The Board reviewed it and requested several changes. After discussion, it was Director Miller moved to adopt the proposed changes with the changes discussed and with the amount for the Ch-Champ landscaping to be estimated and included. Director Harris seconded, and all voted in favor. The motion passed. It was duly moved and seconded to accept the report and authorize the prepared checks to be paid, also the missing per diem checks. All voted in favor. The prepared checks were approved and signed during the meeting.

Earlier in the meeting, Mr. Eyring addressed the Board and presented a proposed engagement letter to do the annual audits for FY 2019 and FY 2020. After a brief discussion, Director Harris moved to approve the engagement. Director Miller seconded, and all voted in favor. The President signed the letter in the meeting.

*b. Tax Assessor/Collector.* Ms. Rodriguez presented the monthly report and a list of checks to be paid. She noted that 98.5% of 2018 taxes had been collected. She mentioned that the owner of the event center on Cutten Road had filed for bankruptcy. After a brief discussion, it was duly moved and seconded to accept the report and authorize the prepared checks to be paid, and all voted in favor. The prepared checks were approved and signed during the meeting.

The President introduced the matter of the CY 2019 tax rate. He mentioned the material that the Board had reviewed, including the prior year's rate. After discussion, Director Harris moved to propose a tax rate of \$0.25 per \$100 of taxable value, by adopting a written measure entitled:

ORDER PROPOSING TAX RATE, CALLING A PUBLIC HEARING,  
DESIGNATING OFFICER TO CALCULATE AND PUBLISH TAX INFORMATION  
AND TAKE OTHER ACTIONS IN CONNECTION WITH THE LEVY OF A TAX

The motion was seconded, and, when the question was called, the measure was adopted by the following vote:

Ayes: Directors Price, Gigliotti, Miller, Harris, Young

Nays: (none)

*c. Legal matters.* No action was taken.

*d. Utility operations.* Mr. Rankin presented and reviewed the operations report. There was a discussion about a large-line repair near FM 1960, which the operator had done "hot" to avoid turning off water to customers.

*The President opened a public hearing for any persons present to be heard to show cause why their water service should not be terminated for non-payment of utility bills. The operator reported that the hearing notice was given for each account on the list of proposed terminations. It was noted that no persons were present to be heard, and the public hearing was closed. The operator recommended service terminations for the accounts on the list in accordance with the District's standard operating procedures. It was then duly moved and seconded that: (i) the amount shown for each account on the list of proposed service terminations be found to be correct, (ii) although notice of that night's hearing was given to each person on the list, no one appeared, and (iii) water service be authorized to be terminated to the accounts listed, in accordance with the District's standard operating procedures, except the B. Jones account and any health care facilities. The motion carried by unanimous vote.*

*e. Minutes.* Mr. Dougherty presented draft minutes for the meetings held August 26, August 28 and September 3. It was duly moved and seconded to approve them as revised. The motion passed unanimously.

**3. Water and Sewer Matters.** Ms. Barbara Jones, a resident of Highland Timbers, said there had been very high usage at her home on Parkchase Timbers. She said the house had not been occupied, and she described measures she had taken to address the problem. The President explained that when water goes through the meter, it becomes the responsibility of the customer. However, he said, in this particular case, the District had approved a payout agreement. Mr. Rankin said the meter had been tested and found accurate, and there was quite a bit of correspondence in the file. Mr. Wilhite described possible causes of high water usage, like toilets and sprinklers. Later in the meeting, it was duly moved and seconded to allow a 12-month payout (from September 25), based on the specific circumstances of this particular case. The motion was adopted.

Dr. John Dogan and Mr. Michael Lewis approached the Board, and there was a discussion about the steps needed to get plans for Dr. Dogan's project approved. Mr. Hardin indicated that he could get the revised plans reviewed by the following week, and he would be in touch with Mr. Lewis.

**4. Engineering & Projects.** The President updated the Board on the engagement of Langford Engineering, and there was a discussion of work orders, job accounting, etc. Mr. Hardin explained, for example, that Langford job numbers had nine digits, like "335-001-XXX," and they could assign the numbers to help with accounting. The President presented draft work orders, and there was a brief discussion, after which Director Harris moved to authorize the work orders for the following: (1) Development Services (Task A.3) as needed, but only for projects where the cost of the initial work is covered by a developer deposit; (2) incidental services, meetings, etc. (Task A.12), including preparation, not to exceed \$20,000; and (3) inventory, etc. or asset management (Task A.1), estimated to take about

six months, and perhaps \$5,000; and (4) TxDOT project (Task A.11), \$5,000. Director Miller seconded and all voted in favor.

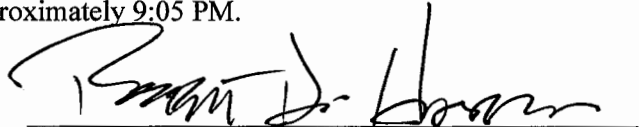
Director Harris moved to appoint Mr. Timothy B. Hardin, P.E., as the District Engineer. Director Young seconded, and all voted in favor. (Note: Duties, compensation, etc. had been covered in a written engineering services agreement with Langford Engineering, Inc., previously approved.)

**5. Energy, Streetlights, Etc.** There was no action taken.

**6. FM 1960 Project.** There was no action taken, but there was some discussion of the project during the meeting.

**7. Communications, etc.** There was no action taken.

**(Adjournment)** The meeting adjourned at approximately 9:05 PM.



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Secretary, Board of Directors

(SEAL)