

**MINUTES OF REGULAR MEETING  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 191  
August 26, 2020**

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** on **August 26, 2020**, at the Cy-Champ PUD facility at **13455 Cutten Road, Suite 1A, Houston, Texas 77069** (including a telephone conference call audible at that location, as authorized by the Governor of the Texas under an emergency declaration). 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 Mr. Price and Mr. Miller were present at the meeting place, and Mr. Young, Mr. Harris and Mr. Gigliotti were present via conference call, thus constituting a quorum. Also present on the conference call were Ms. Claudia Redden of Claudia Redden & Associates; Mr. Rich Rankin of Hays Utility South Corporation; Mr. Timothy Hardin and Mr. Omar Rodriguez of Langford Engineering, Inc.; Ms. Patty Rodriguez of Bob Leared Interests; and Mr. James Dougherty, attorney for the District. The meeting was recorded. The President called the meeting to order, and the following business was transacted:

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

*a. Bookkeeping and financial matters.* The Board received the bookkeeper's report from Ms. Redden with the checks that had been prepared to pay bills. She noted a quarterly bill for Cy-Champ PUD and a \$150,000 adjustment to the operating account balance.

Mr. Price asked about sales tax receipts. Ms. Rodriguez said that sales-tax payments for some of the restaurants were missing from the report for May. Ms. Redden indicated that she had not received a report from the City of Houston. There was a motion to accept the bookkeeper's report and authorize the prepared checks to be signed. The motion was seconded and approved. Later, there was a motion to authorize three additional checks shown on the amended bookkeeper's report. The motion was seconded, and all voted in favor.

*b. Tax Assessor-Collector.* The Board received the Tax Assessor-Collector's report from Ms. Rodriguez with the checks that had been prepared to pay tax-account bills. She mentioned the delinquent list and pointed-out a large delinquent account (for a hotel) that was causing the District to fall behind its normal rate of collections. There was a discussion about the upcoming tax levy process, including the status (or type) of the District under the new definitions in SB2. The President asked that more information be gathered before the September meeting. Mr. Young suggested a special meeting to consider the question before the regular meeting (when a tax rate would be proposed and the District's type would have to be decided). Mr. Miller moved to accept the Tax Assessor-Collector's report and authorize the prepared tax-account checks to be paid. The motion was seconded, and all voted in favor.

*c. Legal matters.* There was no action taken.

*d. Utility operations.* Mr. Rankin presented and reviewed the operations report. He explained the District's continuing practice for handling disconnections and late fees, based on the CoVID-19 outbreak. There were a few questions, but no changes were requested. There was a discussion about lists of delinquent accounts (and whether they should be redacted). The President asked that any lists shown online be redacted, but unredacted versions be made available to Directors. There was also a discussion about District policy on making taps (whether the operator should make all taps, or perhaps allow

licensed plumbers to make some taps). Mr. Hardin suggested that there could be an exception for residential development where taps are installed with the mains.

Mr. Rankin reported a failure of the auto dialer at the water plant (pressure-level monitoring), and there was a discussion about remedies.

It was moved and seconded to accept the operations report, and all voted in favor. Later in the meeting, there was a discussion of Hurricane Laura and emergency operations. Mr. Rankin mentioned the need for back-up power, and he described preparations the operator had made for Hurricane Laura. Mr. Hardin described TCEQ requirements applicable to the WWTP. He said an alternative to permanent or portable generators at remote lift stations would be portable diesel pumps.

*e. Minutes.* The Board considered draft minutes for the July 22, 2020 meeting and revised minutes for the June 24, 2020 meeting. It was duly moved and seconded to approve them as submitted. The motion passed unanimously.

**3. Water and Sewer Matters.** There was no action taken, except as described below for engineering and projects.

**4. Engineering & Projects.** Mr. Hardin presented the engineer's report and reviewed ongoing projects. He said some of the documents for acceptance of the work under the AR Turnkey contract had not yet been provided. He recommended that the Board authorize the President to sign the certificate of acceptance, subject to submission of the required back-up documents, with the understanding that the check for payment would be held until the certificate of acceptance is signed. Mr. Miller moved to authorize the President to do so. The motion was seconded, and all voted in favor.

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

**6. FM 1960 Project.** Earlier in the meeting, Mr. Hardin reported on the most recent communications with the TxDOT engineering consultant and submission of documents. Mr. Dougherty described the contract process and the District's application for state participation in the relocation of the District's facilities, and there was discussion. After discussion, Director Gigliotti moved to adopt the following measure

RESOLUTION AUTHORIZING  
APPLICATION TO THE TEXAS DEPARTMENT TRANSPORTATION  
FOR STATE PARTICIPATION IN THE  
RELOCATION OF CERTAIN PUBLICLY-OWNED UTILITY FACILITIES

Director Miller seconded, and the vote was five "ayes" and no "nays," thus adopting the resolution.

**7. Records, Communications, Meetings, etc.** The President gave an update on videoconference meetings. The Secretary asked for authorization to switch the District's website hosting arrangements. Mr. Miller moved to authorize the Secretary to do so, with a cost not to exceed \$1,000. The motion was seconded and adopted unanimously.

*(Adjournment)* The meeting adjourned at approximately 8:25 PM.



(SEAL)

Secretary, Board of Directors