

**MINUTES OF REGULAR MEETING
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 191
April 27, 2022**

STATE OF TEXAS §
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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 **April 27, 2022**, at the Cy-Champ PUD facility at **13455 Cutten Road, Suite 1A, Houston, Texas 77069**. The roll was called of the duly constituted officers and members of the Board, to-wit:

Robert Price	President
Ronald Morrison	Director
Rob Harris	Secretary
Vaughan G. Miller	Treasurer
Ronald Young	Assistant Secretary and Director

and all were present, thus constituting a quorum. Also present were Ms. Patty Rodriguez of Bob Leared Interests; Mr. Rich Rankin of H2O Innovation Maintenance and Operation LLC; and Mr. James Dougherty, attorney for the District. Also present was Deputy Jose Rivera of the Harris County Precinct 4 Constable's Office. Mr. Timothy Hardin of Langford Engineering, Inc. and Ms. Claudia Redden of Claudia Redden & Associates joined the meeting shortly after it began.

1. Constable/Patrol/County Matters. Deputy Rivera gave a brief Constable report. There was an update about thefts of catalytic converters. He mentioned reports of "suspicious" persons or vehicles.

2. Regular Subjects, Minutes and Consent Agenda

a. Bookkeeping and financial matters. Ms. Redden presented the bookkeeper's report. She mentioned the TexPool account and an increase in interest earnings. There was a discussion about website-related expenses. Director Miller moved to authorize wire transfers from the TexPool account to the GoDaddy and Microsoft firms, not to exceed \$1,000 per transfer, on a recurring basis as amounts come due for website-related expenses. Ms. Redden also mentioned a letter from TCEQ about increasing the required number of lab samples, based on a reported (or re-calculated) increase in population. Mr. Hardin recommended doing the increased sampling, but he said he would check the population calculation and follow-up with TCEQ. There were questions about per diem checks for the special meeting.

There was a motion to accept the bookkeeper's report and approve and authorize the checks presented, plus the per diem checks for the special meeting. The motion was seconded, and all voted in favor. There was also a motion to receive and approve the investment report submitted by the Investment Officer and order that a written instrument be adopted and shown on the report to state that the Board had: (i) received and approved the report; (ii) reviewed the District's investment policy and investment strategies and decided to make no changes to them. The motion was seconded, and all voted in favor.

b. Tax Assessor-Collector. Ms. Rodriguez presented the Tax Assessor-Collector's report. She reported that the large delinquencies for the hotel property on SH 249 had been paid in full. There was a discussion about establishing a new depository to handle, initially, the Tax Account. The President moved to adopt a written measure entitled "ORDER PROVIDING FOR THE ADMINISTRATION OF FUNDS OF HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 191; DESIGNATING A DEPOSITORY BANK; PROVIDING TERMS AND CONDITIONS FOR THE DEPOSIT, INVESTMENT, WITHDRAWAL AND SECURITY OF SUCH FUNDS; APPROVING AGREEMENTS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT," which order designated Allegiance Bank as a new depository and approved a depository contract and depository pledge agreement. Director Harris seconded, and all voted in favor. The President asked Ms.

Redden and Mr. Rankin to confer about steps that would be necessary to transfer revenues from credit cards and electronic checks to a new bank and to let the Board know (before discussing transfer of the General Fund to a new bank).

c. Legal matters. There was no action taken.

d. Utility operations. Mr. Rankin presented a written operator's report. There was a discussion about adding "water only" meters for irrigation and the feasibility of adopting different rate structures (like using winter-use averages for sewer or surcharge billings). After discussion, there was a motion to amend the rate order to set the tap fee for "water only" meters serving only an irrigation use (at premises with an existing connection serving all uses), at the District's cost of making the connection, setting the meter, inspection, etc. (no multiplier or percentage increase). The motion was seconded, and all voted in favor. There was also a motion to authorize the President to obtain services to analyze the District's rates, generally. That motion was seconded and adopted by unanimous vote.

The President presented two spreadsheets showing a comparison of BOD and ammonia concentrations in wastewater flows. There was a discussion, and Mr. Hardin recommended testing influent at the WWTP for at least a year. There was a motion to authorize weekly testing of influent at the WWTP at an estimated cost of \$100 per week. The motion was seconded and adopted.

The President advised that he would examine the grease trap and surcharge data for the commercial customers who had been paying them and gather additional data as required, then report back to the Board.

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. The motion carried by unanimous vote.

e. Minutes. There was no action taken.

3. Water and Sewer Matters. Water and sewer matters were discussed earlier in the meeting.

4. Engineering & Projects. Near the beginning of the meeting, Mr. Hardin presented the engineer's report. He mentioned the plans for the Cabo Bob's restaurant (conversion of the JCI restaurant) on FM 1960. He gave an update on the permit for the WWTP renewal. The attorney presented the work order (for engineering services) that had been approved at the March meeting, and there was a discussion about the budget amount to include. After the discussion, there was a motion and a second to include \$35,000 in the work order (so that it could cover estimated advertisement and miscellaneous cost items), and all voted in favor.

Mr. Hardin gave an update on the first four items for the CIP (listed in his report). After discussion, the President asked that the initial work-up be completed by the next meeting so that the Board could consider approving work orders for preliminary engineering.

Mr. Hardin showed maps of proposed new easements for relocating water and sewer facilities near FM 1960 for the TxDOT highway project. He said the surveyor was doing research and field work necessary for preparing metes and bounds. There was a discussion about the proposed location of an easement on the south side of FM 1960 near the Sherwin Williams store. After the discussion, the President asked that the maps (with square footages) be sent to eminent domain counsel and the appraiser, so that their work could start before the metes and bounds are completed.

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

6. *FM 1960 Project.* There was a report and discussion of easements and surveying for the project; see "Engineering & Projects," above.

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

(*Adjournment*) The meeting adjourned at approximately 9:40 PM.

(SEAL)



Secretary, Board of Directors