

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
OF HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 191**

January 24, 2024

STATE OF TEXAS §

COUNTY OF HARRIS §

The Board of Directors of Harris County Municipal Utility District No. 191 of Harris County, Texas, met in re-located regular session, open to the public, beginning at 6:30 PM on January 24, 2024, in the Blue Bonnet Room, 1st Floor, Holiday Inn & Suites Houston NW—Willowbrook, 18530 State Highway 249 Houston, TX 7707. The duly constituted officers and members of the Board were:

Robert Price	President
Vaughan Miller	Vice President
Rob Harris	Secretary
Ronald Young	Treasurer
Deborah Umphry	Assistant Secretary

All were present, except Ms. Umphry, thus constituting a quorum. Also present were Jacob Williams of H2O Innovation Operation & Maintenance LLC; Timothy Hardin of Langford Engineering; Patty Rodriguez of BLICO, Inc.; Kelly Vergon Trebing, of Claudia Redden & Associates; James Dougherty, attorney for the District; and Deputy Jose Rivera of the Precinct 4 Constable's office. Also present were Jodie Hluchanek and Ann Griselle Nouis, both residents of the District at 7010 Briton Centre Ct., Houston, Texas 77069. Roberta Nowroozi and Michael Nowroozi, both residents of the District at 13622 Champions Centre Dr., Houston, Texas 77069, arrived shortly after the meeting began.

1. Constable/Patrol/County Matters. After adoption of the AMENDMENT TO RESOLUTION ADOPTING STANDARD OPERATING POLICIES, ETC., Deputy Rivera presented a written Constable's report. He mentioned a burglary at an apartment complex and answered questions.

2. Regular Subjects, Minutes, and Consent Agenda

a. *Bookkeeping and financial matters.* The Board received the bookkeeper's written report with checks, which the bookkeeper had prepared for payments. Ms. Trebing reviewed balances and some deposits. There were questions about amounts paid for the TxDOT relocation projects along FM 1960. There was a discussion about billing TxDOT for reimbursements. Mr. Dougherty said he thought it would be necessary to split out water expenses from sewer expenses (for engineering, easement acquisition expenses, etc.) to prepare the billings.

There was a motion to accept the bookkeeper's report and authorize the checks the bookkeeper had prepared for payments. There was also a motion to receive and approve the investment report 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.

Mr. Eyring presented the draft audit report and gave an overview. He also presented an engagement letter dated January 24, 2024, to cover audits for two years (FY 2023 and FY 2024). The letter included an increase in the yearly estimated rate to \$13,950. However, Mr. Eyring explained that the charges for FY 2023 would be the same as the prior year. There was a discussion, after which Mr. Miller made a motion to: (i) approve the audit report, subject to comments mentioned; (ii) approve and authorize the District's representation letter to the auditors; and (iii) approve and authorize the engagement letter dated January 24, 2024, with Mark C. Eyring, CPA, PLLC for audit services for FY 2023 and FY 2024. The motion was seconded and adopted.

b. *Tax Assessor-Collector.* Ms. Rodriguez presented the Tax Assessor-Collector's report, which showed receipts of taxes levied in October (for TY 2023). There was a motion to move an account for

“Eco Pharmacy” to the inactive collection roll. The motion was seconded and adopted. There was also a motion to accept the Assessor-Collector’s report and approve and authorize the checks presented with the report. The motion was seconded and adopted.

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

d. *Utility operations.* Mr. Williams presented the operator’s report. He gave an update on several delinquent accounts, and he described a large maintenance expense that would be necessary to clean out the return channel from the clarifier at the WWTP (and dispose of the debris). There was a motion to authorize the necessary work at a cost not to exceed \$15,000. The motion was seconded and adopted.

Mr. Williams reported on a list of delinquent accounts. Some were large, and one involved an unmetered fire line. He said he would make personal contact with that customer before any disconnection. He said all the customers on the list had received notice of that night’s meeting with an opportunity to be heard.

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.

The President reported on a meeting with representatives of Cy-Champ PUD, and there was a discussion about Parks A, B, and C, including a request that the District set one of taps.

e. *Minutes.* There was a motion to approve draft minutes (for meetings held May 20, July 20, and December 20, 2023) as previously circulated. The motion was seconded and adopted.

3. Water and Sewer Matters. Early in the meeting, Mr. Hluchanek and Ms. Nouis addressed the Board about fiber optic lines being installed by “Ezee Fiber” in the Champions Centre Estates area. They said the facilities were being installed in sewer easements. Mr. Hardin said he had received a set of plans earlier in the day, and the plans showed that the fiber lines were to be installed in the County street rights of way, which the District did not control (but the County did control). Mr. Hluchanek said he wanted Ezee Fiber to use the utility easement in the rear of the lots. Ms. Nouis said that the company was installing their lines “all over,” including crossing from the front to the back of some lots. Mr. Nowroozi asked questions about notification to residents and review of plans and specifications. He indicated that he, too, wanted Ezee Fiber to use the utility easement in the rear of the lots. He said he was concerned about damage to water and sewer lines. Mr. Hardin offered to visit the neighborhood the following morning to see the locations where the work was actually being done. He offered to meet with the residents, and they accepted.

4. Engineering & Projects. Mr. Hardin presented the engineer’s report. He reviewed the capacity request and sustainable load calculations for Cy-Champ PUD’s Park C, which was over 14,000 GPD, and there was a discussion. Mr. Price briefed the Board on drainage and detention issues involving Park C, also possible impacts on trees.

Mr. Hardin mentioned a request from the Chick-Fil-A restaurant for an extension of their permit. There was a motion to approve the extension. The motion was seconded and adopted.

Mr. Hardin said T Construction LLC had requested a change order to add 35 days to the Contract Time for its contract for relocation of water facilities. There was a motion to approve the change order. The motion was seconded and adopted.

Mr. Hardin explained that Osorio & Sons, Inc. had made a mistake in the extension column of its bid for the clearing and grubbing item. After a discussion, there was a motion to approve a change order to correct the estimated Contract Price (an increase of \$3,375). The motion was seconded and adopted.

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

6. FM 1960 Project. Mr. Price reported on a conference call with TxDOT representatives about acquisition of the District's drainage system along FM 1960. He said TxDOT staff had agreed to consult with the railroad group within TxDOT. Mr. Hardin mentioned that TxDOT had put some barricades on District easements, and he had requested that they be removed to allow access for the work to relocate the District's facilities.

7. Records, Communications, Meetings, etc. At the beginning of the meeting, the Board considered a written measure entitled AMENDMENT TO RESOLUTION ADOPTING STANDARD OPERATING POLICIES OF HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 191, which would establish and re-establish offices and meeting places for the District. There was a motion to adopt the AMENDMENT. The motion was seconded, and all voted favor (4-0).

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



(SEAL) Secretary, Board of Directors