

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 81  
OF HARRIS COUNTY, TEXAS

January 25, 2024

The Board of Directors ("Board") of Harris County Municipal Utility District No. 81 of Harris County, Texas (the "District"), met in regular session, open to the public, at 805 Hidden Canyon Drive, Katy, Texas 77450, inside the boundaries of the District, on the 25<sup>th</sup> day of January, 2024, and the roll was called of the members of the Board:

Patrick Cathcart	President
Bruce Cox	Vice President
Michael Olsen	Secretary
George Goff	Treasurer
Donna Brown	Assistant Secretary

and all of said persons were present, thus constituting a quorum.

Also attending the meeting were Kobie Campbell, a member of the public; Nick Rufino and Billy Gibson of TAG Roofing and Restoration; Breah Campbell of Time and Season Property Management; Renee Butler of McLennan & Associates, LP; Kate Hallaway of BGE, Inc. ("BGE"); Isabel Mata of Wheeler & Associates, Inc. ("Wheeler"); Charlie Chapline of Municipal District Services, LLC ("MDS"); Stacy Lightsey, District employee; and Katie Carner and Kim Cannon of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

There were no public comments.

OPERATION, REPAIR, MAINTENANCE AND RENTAL OF ADMINISTRATIVE OFFICE AND DISTRICT WEBSITE, COMMUNICATION, AND EMPLOYMENT MATTERS

ROOF AND GUTTER INSTALLATION UPDATE

Mr. Rufino and Gibson discussed the gutter options for the administrative building. After discussion, Director Cathcart moved to approve the 6-inch seamless gutters with one downspout for every 1200 feet. Director Olsen seconded the motion, which carried by unanimous vote.

## MINUTES

The Board considered approving the minutes of the December 14, 2023, regular meeting. After discussion, Director Brown moved to approve the minutes of the December 14, 2023, regular meeting. Director Olsen seconded the motion, which passed by unanimous vote.

## TAX ASSESSOR/COLLECTOR REPORT

Ms. Mata reviewed the tax assessor/collector's report for the month of December 2023. A copy of the tax assessor report is attached. Ms. Mata stated the report reflects that the District's 2023 taxes were 25.91% collected as of the end of December.

After discussion, Director Goff moved to approve the tax assessor/collector's report and pay the bills from the tax account. Director Olsen seconded the motion, which passed by unanimous vote.

## REPORT FROM REVENUE MANAGEMENT SERVICES ON BUSINESSES PAYING SALES TAX

There was no discussion on this matter.

## AUTHORIZE ATTENDANCE AT ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

Ms. Carner stated the AWBD summer conference will be held in Fort Worth from June 13-15, 2024. After discussion, the Board concurred to authorize any interested directors to register to attend the AWBD summer conference.

## ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY

Ms. Carner reported on the District's compliance activities during the prior calendar year related to bond financings. She stated that no corrective action is required at this time.

## BOOKKEEPER'S REPORT

The Board reviewed the bookkeeper's report, a copy of which is attached. Ms. Butler reviewed each District account and the bills to be paid, as well as a budget to actual comparison.

After review and discussion, Director Olsen moved to approve the bookkeeper's report and the checks presented for payment. Director Cox seconded the motion, which passed by unanimous vote.

ADOPT RESOLUTION EXPRESSING INTENT TO REIMBURSE

There was no discussion on this matter.

ACCEPT ANNUAL DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

Ms. Carner discussed with the Board, the annual disclosure statements for the Investment Officer/bookkeeper. She stated that the disclosures must be filed with the Texas Ethics Commission. After review and discussion, Director Cox moved to approve the disclosure statements and to authorize filing of same with the Texas Ethics Commission. Director Olsen seconded the motion, which passed by unanimous vote.

OPERATOR'S REPORT

Mr. Chapline distributed and reviewed the operator's report, a copy of which is attached. He stated the water accountability for the month is 95.1%.

Mr. Chapline requested approval to write off five accounts totaling \$930.79, deemed uncollectible, and submit same to a collection's agency.

UPDATE ON DISTRICT E-MAIL MATTERS AND AUTHORIZE APPROPRIATE ACTION

The Board discussed the email accounts utilized at the administration office and security of same. After discussion the Board concurred to authorize MDS to install the updated version of Microsoft 365 in the amount of \$100.00, and to return Ms. Lightsey's computer to the District's Administrative Office.

After discussion, Director Olsen moved to approve the operator's report and authorize MDS to write off five delinquent accounts totaling \$930.79 and forward the accounts to collections. Director Cox seconded the motion, which passed by unanimous vote.

TERMINATION OF SERVICE

The Board conducted a hearing regarding termination of water and sewer services. Mr. Chapline presented to the Board a list of delinquent customers. He informed the Board that all of the residents on the termination list were delinquent in payment of utility bills and were given written notification prior to the meeting of the opportunity to appear before the Board of Directors to explain, contest, or correct their utility service bills and show reason why utility services should not be terminated for reasons of nonpayment.

Following review and discussion, Director Olsen moved to authorize that because none of the residents on the list were present at the meeting nor had presented any written statement on the matter, the utility service for the customers on the list should be terminated, if their utility bills are not paid in accordance with the District's Rate Order, and direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director Brown seconded the motion, which passed by unanimous vote.

#### ENGINEER'S REPORT

Ms. Hallaway presented the engineer's report, a copy of which is attached.

#### PARK YORK FORCE MAIN REPLACEMENT

Ms. Hallaway stated that BGE is currently preparing the plans for this project. Ms. Carner stated that ABHR has confirmed there does not appear to be an existing easement for a portion of the project and ABHR will work with BGE regarding the same.

#### HARRIS COUNTY STORM SEWER AND DRAINAGE FACILITY IMPROVEMENTS, INCLUDING ADDITIONAL DETENTION/MITIGATION

Ms. Hallaway stated that BGE currently is under contract with Harris County for the design of the drainage improvements for Memorial Parkway. She stated that Harris County is coordinating with the US Army Corps of Engineers for their acceptance of the proposed design. Ms. Carner reported that Harris County finally approved and returned the executed Interlocal Agreement for the Memorial Parkway drainage improvements.

Ms. Hallaway stated that Harris County has awarded the contract to R. Construction for the Cimarron Sections 2,3,4 and 5 drainage improvements project. She stated the project is substantially complete and a preliminary walkthrough is scheduled to establish punch list items.

#### SANITARY SEWER REHABILITATION FOR MEMORIAL PARKWAY, SECTIONS 3, 4, AND 5

Ms. Hallaway stated that BGE is currently working on the design plans for the sanitary sewer rehabilitation and will submit the plans to Harris County for approval this month.

#### WATER PLANT NO. 2 GENERATOR REPLACEMENT

Ms. Hallaway stated CSE W-Industries, Inc. ("CSE") is the contractor for the generator replacement project. She stated the contractor has completed the initial site work and is awaiting the delivery of the generator.

CIMARRON, SECTIONS 1, 2 AND 3 SANITARY SEWER LINE REHABILITATION AND MEMORIAL PARKWAY, SECTIONS 6, 7 AND 8 SANITARY SEWER LINE REHABILITATION

Ms. Hallaway stated that the contractor for the sanitary sewer line televising and cleaning for Cimarron, Sections 1, 2 and 3 and the Memorial Parkway, Sections 6, 7, and 8 is Chief Solutions ("CS"). She stated the contractor has mobilized.

UPDATE ON BOND APPLICATION NO. 9

Ms. Hallaway updated the Board on the status of bond application no. 9 and stated it will be completed by the end of February.

Following review and discussion, and based on the engineer's recommendation, Director Olsen moved to approve the engineer's report. Director Brown seconded the motion, which passed by unanimous vote.

REPORT ON WEST MEMORIAL MUNICIPAL UTILITY DISTRICT SEWAGE TREATMENT PLANT MEETING AND PROPOSED PLANT IMPROVEMENTS

Director Cox reported on the proposed plant improvements.

OPERATION, REPAIR, MAINTENANCE AND RENTAL OF ADMINISTRATIVE OFFICE AND DISTRICT WEBSITE, COMMUNICATION, AND EMPLOYMENT MATTERS (CONT'D)

Ms. Lightsey discussed the indoor sprinkler system at the district administration building. She then reviewed a proposal in the amount of \$3,600.00 from Johnson Controls to repair a sprinkler head and replace a main drain valve that is leaking. A copy of the proposal is attached.

Ms. Lightsey stated the monument sign at the administrative building needs the letters cleaned and painted. She then reviewed a proposal from Warrior Signs in the amount of \$295.00 to clean and paint the letters. A copy of the proposal is attached.

Ms. Lightsey discussed the office two office chairs and stated they need to be replaced. Discussion ensued regarding replacement costs at approximately \$215.98 per chair.

The Board discussed the phone and fax lines at the administrative building. After discussion, the Board concurred to eliminate one of the phone lines.

After discussion, Director Olsen moved to (1) approve the proposal from Johnson Controls in the amount of \$3,600.00 to repair the indoor sprinkler system; (2)

approve the proposal from Warrior Signs in the amount of \$295.00 to clean and paint the letters on the monument sign; and (3) authorize the purchase of two office chairs in a total amount not to exceed \$600.00. Director Cox seconded the motion, which carried by unanimous vote.

#### GRANITE COUNTER INSTALLATION UPDATE

Ms. Lightsey stated the granite countertop in the kitchen is complete.

#### WEST HARRIS COUNTY REGIONAL WATER AUTHORITY (THE "WHCRWA")

##### APPROVE COMPLETION AND SUBMITTAL OF WATER USAGE REPORTING FORM TO THE WHCRWA

Ms. Carner stated that the District's operator needs to complete and submit the 2023 Water Usage Reporting Form to the WHCRWA by March 1, 2024. After review and discussion, Director Cox moved to authorize the District's operator to complete and submit the 2023 Water Usage Reporting Form to the WHCRWA. Director Olsen seconded the motion, which passed unanimously.

##### ADOPT RESOLUTION NOMINATING A CANDIDATE TO SERVE AS A DIRECTOR ON THE BOARD OF DIRECTORS OF THE WHCRWA DIRECTOR PRECINCT 3

Ms. Carner reviewed correspondence from the WHCRWA regarding the 2024 appointment process for the WHCRWA directors. The Board considered nominating a candidate for the Precinct No. 3 position on the Board of the WHCRWA. After discussion, Director Goff moved to adopt the Resolution nominating Eric Hansen as candidate for the WHCRWA director election for Precinct No. 3. Director Olsen seconded the motion, which carried by unanimous vote.

#### 2024 DIRECTORS ELECTION

Ms. Carner discussed procedures related to the 2024 Directors Election. She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2024 Directors Election Period. Following review and discussion, Director Cox moved to adopt a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2024 Directors Election Period appointing Kim Cannon as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Brown seconded the motion, which was approved by unanimous vote.

Ms. Carner reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot for the 2024 Directors Election. Following discussion, Director Cox moved to authorize the Secretary's agent to post the notice as required. Director Brown seconded the motion, which was approved by unanimous vote.

Ms. Carner explained that the Harris County Clerk notified the District that Harris County will not contract with political subdivisions, such as the District, to administer the District's May 2024 directors election. She stated that, as a result, the District will not contract with Harris County, but instead the District will administer its own election.

Ms. Carner discussed exemptions from using electronic voting systems during the 2024 Directors Election. The Board then discussed pay for election officials during the 2024 Directors Election. After discussion, Director Cox moved to authorize the Secretary's agent to publish Notice of Exemption in a newspaper of general circulation and set the pay for election officials at \$18.00 per hour. Director Brown seconded the motion, which carried by unanimous vote.

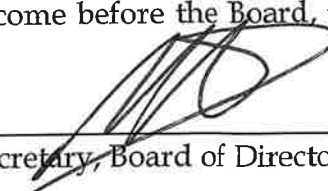
Ms. Carner reviewed an Order Calling Directors Election. Following review and discussion, Director Cox moved to adopt the Order Calling Directors Election and direct that the Order be filed appropriately and retained in the District's official records. Director Brown seconded the motion, which passed unanimously.

Ms. Carner discussed that Notice of Election may be required to be posted or published and provided to the County Clerk and Voter Registrar of Harris County. Following discussion, Director Cox moved to authorize the Secretary's agent to post or publish and provide to the County Clerk and Voter Registrar Notice of Election, if required, and to direct that the Notice be filed appropriately and retained in the District's official records. Director Brown seconded the motion, which passed unanimously.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.

(SEAL)



  
Secretary, Board of Directors

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