

## **REID ROAD MUNICIPAL UTILITY DISTRICT NO. 1**

Minutes of Meeting of Board of Directors

May 18, 2022

The Board of Directors (“Board”) of Reid Road Municipal Utility District No. 1 (“District”) met on May 18, 2022 at 11245 Harvest Bend Boulevard, Houston, Harris County, Texas, in accordance with the duly posted notice of said meeting, with a quorum of Directors present, as follows:

Patrick Cieslewitz, President  
Carla Christensen, Vice President  
Robert Sumpter, Secretary  
Karen Brengel, Treasurer  
Ed Swannie, Director

and the following absent:

None.

Also present were Ms. Robin Goin, tax assessor-collector for the District; Mr. John Montgomery and Mr. Jared Martin, District operators; Mr. Mason Mueller of Cobb Fendley & Associates, Inc.; Mr. Erik Scott of Champions Hydro-Lawn; Sergeant A. Martinez of the Harris County Precinct 4 Constable’s office; Ms. Brittini Silva, District bookkeeper; a quorum of the Board of Directors of Reid Road MUD No. 2 and appropriate consultants of that district; and Ms. Melissa J. Parks, attorney for the District.

The President called the meeting to order and declared it open for such business as might regularly come before it.

1. Mr. Montgomery presented the joint sewage treatment plant operations report reflecting 3,790 connections, no permit violations, and plant operations at 38% of permitted capacity. Mr. Montgomery described an upset at the plant causing an elevated level of E.Coli but remaining below actionable levels. The upset was caused by the commercial customer Sunny Sky, and as a result, the operators have begun pulling regular samples from the customer and will proceed as necessary under the District’s Industrial Waste Order. Mr. Montgomery then reported on a recent odor complaint and noted that it was not related to the operation or condition of the digester; rather it was due to there being no cover over the screen at the headworks of the plant. After further discussion of operating matters, upon motion by Director Christensen, seconded by Director Swannie, the Board voted unanimously to approve the monthly report.

2. Brittini Silva reviewed the joint plant bookkeeper’s report, copy attached, reviewing income and disbursements since the last Board meeting as well as checks being presented for payment of current bills. She also reviewed a budget comparison report for the first month of the fiscal year ending March 31, 2023. After further review and discussion, the Board

voted unanimously to approve the bookkeeper's report and authorized payment of the checks listed thereon.

3. The Board agreed not to consider amendment of the joint plant operating budget for the fiscal year ending March 31, 2023 because there are various recommended projects with numerous alternatives about which the Boards need to decide how to proceed. The Boards agreed to hold a joint meeting, tentatively on Wednesday, June 29, to discuss these items.

4. Mr. Mueller presented an engineering report, copy attached. He briefly mentioned the proposed repair of the wastewater treatment plant storm and sewer outfalls, noting the engineers had recently resubmitted to Harris County Flood Control District for review the design for the proposed repairs. Regarding addressing odor at the digester, the engineers have split the proposed cost estimate for the initially recommended odor mitigation actions into both an odor mitigation improvement project and a sludge management improvement project. This subject will be ripe for discussion at the special Board meeting.

5. Sergeant Martinez reported on law enforcement activities occurring during the month. After this, the Boards opened the floor for public comment, but no public comment was offered. The Boards again noted their agreement to hold a special meeting on June 29 to discuss capital improvement projects and budgeting therefor, and thereafter the Board and consultants of Reid Road No. 2 exited the meeting.

6. The Board reviewed the minutes of its meeting held April 20, 2022, and upon motion by Director Christensen, seconded by Director Swannie, the Board approved the minutes as presented. The Board then opened the floor for public comment, but none was offered.

7. The Board President executed Certificates of Election indicating that Pat Cieslewitz and Robert Sumpter were declared duly elected, and the Board accepted the certificates of election as presented. These directors each executed a letter of qualification, statement of elected officer, and oath of office. They also completed conflict of interest disclosure statements and received a memorandum regarding completion of required open meetings and public information act training. Directors Swannie, Christensen, and Brengel also completed annual conflict of interest disclosure statements. After discussion, upon unanimous vote, the Board accepted the letters of qualification, statements, and oaths of office of Pat Cieslewitz and Robert Sumpter for their new four-year director terms.

8. The Board considered election of officers, and after discussion, agreed that each Director should maintain his or her current office.

9. Ms. Goin presented the tax assessor/collector's report, copy attached, which showed 97.874% collection of 2021 taxes through April 30. The 2021 taxable value of property in the District is \$345,476,311, and Ms. Goin stated that preliminary 2022 values have been received recently from the Harris County Appraisal District. For real property only, the preliminary value for 2022 is \$385,151,824. Ms. Goin noted this is a substantial increase. Ms. Goin then reviewed proposed disbursements from the tax account, noting that upon their release

the account balance would stand at \$94,418.20. After further discussion and unanimous vote, the Board approved the tax assessor/collector's report and the disbursements listed thereon.

10. Brittni Silva reviewed the bookkeeper's report, copy attached, and went over activity and ending balances in all District funds as well as checks presented for payment of current bills. The Board reviewed a budget comparison report for the first month of the fiscal year ending March 31, 2023. Ms. Silva reviewed the investment report, noting that the current investment officer's name will appear on the report. After further discussion, upon motion duly made, seconded, and unanimously carried, the Board approved the report and the investment report and authorized release of checks for payment of current bills. Finally, the Board noted it would not consider amendment of the operating budget for the 2023 fiscal year until after the upcoming special meeting.

11. Mr. Montgomery presented the operator's report, copy attached. Water accountability for the month was at 96%. Upon the operator's recommendation, three accounts in the amount of \$621.49 were deemed uncollectible and referred to a collection agency. Mr. Montgomery submitted a list of 67 delinquent accounts to the Board, noting that as of today 28 remain subject to termination of utility service. All 67 customers were given written notification of the opportunity to appear, either in person or in writing, at the Board meeting to contest, explain, or request correction of the charges, services or disconnection. The customers had neither attended the Board meeting nor contacted the operator's office or the District, and after discussion, upon motion duly made, seconded and unanimously carried, the Board authorized the operator to proceed with termination of utility service to said accounts pursuant to provisions of the District's Rate Order.

Mr. Montgomery discussed the progress made by Kleen Environmental on smoke testing of sanitary sewer lines. The project is approximately 52% complete and the contractors first pay estimate is in the amount of \$26,910. Mr. Montgomery stated that he and Mr. Mueller would review the contractor's work and pay estimate, and they recommended that if they found all to be in order that the Board now authorize payment of same.

Mr. Montgomery then discussed a special telephone line connecting water plants No. 1 and No. 2. Using a cellular line in place of the current line would lower expenses, and next month Mr. Montgomery will bring proposals for new service for Board review. Mr. Montgomery next updated the Board on work to flush dead-end mains and noted the District may start seeing main line breaks due to the hot and dry weather. After further discussion of the operator's report, upon unanimous vote, the Board approved the report and authorized payment to Kleen Environmental, as appropriate.

12. Mr. Montgomery reviewed with the Board the annual Drinking Water Quality/Consumer Confidence Report for 2021. The report indicated no violations and included other detailed information. After discussion, the Board approved the annual report as well as its distribution to District customers by the operator as required under the rules of the Texas Commission on Environmental Quality.

13. The Board tabled discussion on a contract for installation of cameras at District facilities and a policy for use of video surveillance recordings.

14. Mr. Mueller presented the engineer's report, copy attached. He updated the Board on the status of review of plans prepared by Aurora Technical Services for the North Harris County Regional Water Authority's Project 31A Water Transmission Line. He then reported that the engineers have updated a draft list of capital improvement projects and will be ready to discuss the matter on June 29. The Board noted that it typically conducts an annual review of District facilities in January and intended to do so in January, 2023. Mr. Mueller next addressed sanitary sewer smoke testing, confirming that the bookkeeper will be notified to release payment to the contractor after the engineer and operator have approved the work.

Mr. Mueller updated the Board on the North Harris County Regional Water Authority's design and installation of chloramination equipment at the water plant. Separate and apart from the Authority's installation of this equipment, the District will need a new control building, within which among other things this chloramination equipment will be housed. For this reason, is the Board's desire that the Authority pay a prorated share of costs for the new building. Mr. Mueller also addressed the requirement to mount a chloramination-related breaker box on the exterior of the control building at water plant No. 1. The Board noted it would also seek Authority payment for a prorated share to move and re-mount the breaker box upon replacement of the building. Mr. Mueller will raise these items with the Authority.

Mr. Mueller discussed requests for service. In connection with proposed development of the office/warehouse at 11296 Perry Road within the District, the sanitary sewer easement over which the developers intend to pave has been identified as a private easement, negating the need for District consent to encroachment. Mr. Mueller reported the engineers have reviewed the site plans and the plans for extension of public utilities prepared by developers of the Mulligans tract at 11010 Jones Road within the District. He noted Ms. Parks continues working with the developer on drafting the easements necessary in connection with this project. There has been no further contact about utility service for a proposed 7-acre Cy-Hope baseball field along Windfern Road west of Bobcat Drive. Next, Mr. Mueller distributed an updated aerial map of the District reflecting boundaries and other features. He asked the Board about any additional items it would like added, noting after he received the input, he would finalize and mount the map for hanging. He then mentioned that in connection with work on the District's sanitary sewer system, the engineers had prepared a GIS map of that system and noted that they could do the same for the District's water lines. The Board discussed this, noting that having a GIS map would be quite beneficial in connection with maintenance of the District's own lines, as well as with the Authority's new surface water transmission lines and complying with updated federal lead and copper rules. After discussion, the Board authorized the engineers to prepare a GIS map of the District's water system. Thereafter, upon unanimous vote, the Board approved the engineer's report.

15. Mr. Scott reviewed the monthly parks report. He updated the Board on the status of conditions at District parks and described work needed on two signs. After discussion, the Board authorized Champions Hydro-Lawn to move forward with this work and approved the monthly report.

16. The Board considered adoption of a new Resolution Establishing Policies and Procedures for Reservation and Use of the District's Administration Building. As the resolution currently in place was adopted in November, 2000, the Board noted the fee schedule was over 20 years old and should be updated. After discussion, upon unanimous vote, the Board adopted the attached Resolution increasing the user fees as noted thereon. The Board requested that the updated policy be provided to Ms. Chris Arispe who administers use of the building.

17. The Board discussed pending matters, noting that the allegedly illegal parking continued on land owned by the District in front of an automobile mechanic shop. It was also noted that four posts are missing, which unfortunately makes the illegal parking easier. The District's landscape contractor Lupe Montoya is not able to replace the posts because the parked cars obstruct his access. The Board noted that as necessary, it may direct the District's attorney to write a letter to the shop owner prohibiting the trespassing. The deputy constable has already been made aware and his assistance requested.

18. Ms. Parks informed the Board about a town hall meeting to be conducted May 19 by Harris County Precinct 3 and a committee of the Association of Water Board Directors concerning the new precinct boundaries and transition, as well as future flood control projects in the area. The event is free but requires advance registration.

19. The Board and several consultants discussed the upcoming summer conference of the Association of Water Board Directors and there plans to attend.

There being no further business to come before the Board the meeting was adjourned.

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Secretary