

MINUTES  
MISSION BEND MUNICIPAL UTILITY DISTRICT NO. 2

May 17, 2022

The Board of Directors (the "Board") of Mission Bend Municipal Utility District No. 2 (the "District") met in regular session, open to the public, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas 77027, outside the boundaries of the District, with supplemental access by teleconference available to the public, on the 17<sup>th</sup> day of May, 2022, and the roll was called of the members of the Board being present:

Judy Villagomez	President
Mary Bertrand	Vice President
Susan Land Johnson	Assistant Vice President
Marlene Wepler	Secretary
Brenda S. Whitehead	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also attending in person were Deputy Charles Hill of the Harris County Sheriff's Office ("HCSO"); Susan Cita of TBG Partners ("TBG"); Vicki Busboom of VLB Bookkeeping Services; Lina Loaiza of Bob Leared Interests; Carlous Smith of Si Environmental, LLC ("Si"); Simon VanDyk of Touchstone District Services ("Touchstone"); Jacob Floyd of Langford Engineering, Inc. ("LEI"); Leroy Eaglin, resident of the District; Garrett Robertson of Storm Water Solution, LLC ("SWS"); and Christina Miller and Aidé Meza of Allen Boone Humphries Robinson LLP ("ABHR").

To provide additional access to members of the public, the District established a telephone option for District consultants and members of the public to listen to the meeting and to address the Board. There were no participants via teleconference.

PUBLIC COMMENTS

Director Villagomez offered any members of the public attending the meeting the opportunity to make a public comment. Mr. Eaglin addressed the Board and expressed his continued excitement towards becoming a member of the Board. Director Whitehead addressed the Board regarding her retirement from the Board. The Board thanked Director Whitehead for her service to the District. There being no additional members of the public requesting to make public comment, Director Villagomez moved to the next agenda item.

## MINUTES

The Board considered approving the minutes of the April 14, 2022 (Special), April 19, 2022 (Regular), May 3, 2022 (Greenbelt), and May 9, 2022 (Chelford) meetings. Ms. Miller confirmed that there was no quorum at the May 3, 2022 (Greenbelt) meeting, therefore there are no minutes for the meeting. Following review and discussion, Director Bertrand moved to approve the April 14, 2022 (Special), April 19, 2022 (Regular), and May 9, 2022 (Chelford) minutes, as presented. Director Whitehead seconded the motion, which passed unanimously, with all directors voting "yea."

## RESOLUTION COMMENDING DIRECTOR BRENDA S. WHITEHEAD FOR SERVICE TO THE DISTRICT

The Board discussed Director Brenda S. Whitehead's retirement from the Board following 11 years of service to the District. Ms. Miller presented and reviewed a Resolution Commending Director Brenda S. Whitehead For Service to the District (the "Resolution Commending Director Whitehead"). Following review and discussion, Director Johnson moved to adopt the Resolution Commending Director Whitehead, direct that a copy be delivered to Director Whitehead following execution, and that it be filed appropriately and retained in the District's official records. Director Bertrand seconded the motion, which passed unanimously, with all directors voting "yea."

## 2022 DIRECTORS ELECTION

### CERTIFICATE OF ELECTION

The Board considered approving a Certificate of Election, reflecting the election of Leroy Eaglin and the reelection of Susan Land Johnson to the Board of Directors of the District each for a four-year term. Following review and discussion, Director Bertrand moved to approve the Certificate of Election and the distribution of same to Directors Eaglin and Johnson, and direct that the Certificate of Election be filed appropriately and retained in the District's official records. Director Johnson seconded the motion which passed unanimously, with all directors voting "yea."

### DIRECTORS' SWORN STATEMENTS, OFFICIAL BONDS AND OATHS OF OFFICE

Ms. Miller presented and reviewed the Sworn Statement, Oath of Office, and Official Bond for Director Eaglin and the Sworn Statement and Oath of Office for Director Johnson. Following review and discussion, Director Bertrand moved that the Board approve the Sworn Statements, Oaths of Office, and Official Bond and direct that the documents be filed appropriately and retained in the District's official records, and that the Oaths of Office be filed with the

Secretary of State, as required by law. Director Johnson seconded the motion which passed unanimously, with all directors voting "yea."

#### REORGANIZE THE BOARD AND ELECT OFFICERS

The Board considered reorganizing the Board of Directors. Following discussion, Director Bertrand moved to reorganize the Board as follows:

Judy Villagomez	President
Mary Bertrand	Vice President
Marlene Weppler	Secretary
Susan Land Johnson	Assistant Vice President
Leroy Eaglin	Assistant Secretary

Director Johnson seconded the motion which passed unanimously, with all directors voting "yea."

#### DISTRICT REGISTRATION FORM

The Board then considered authorizing filing of an updated District Registration Form with the Texas Commission on Environmental Quality ("TCEQ"), reflecting the terms of the newly elected directors and the reorganization of the Board. Following review and discussion, Director Bertrand moved to authorize filing of the updated District Registration Form with the TCEQ and direct that the District Registration Form be filed appropriately and retained in the District's official records. Director Johnson seconded the motion which passed unanimously, with all directors voting "yea."

#### OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT

Ms. Miller presented and reviewed an ABHR memorandum regarding necessary training on the responsibilities of the governmental body and its members under the Texas Open Meetings Act, Texas Government Code, Chapter 551. A copy of the memorandum is attached. Following review, there was no action on this matter.

#### CONFLICT OF INTEREST DISCLOSURE

Ms. Miller presented and reviewed a memorandum from ABHR regarding Chapter 176 of the Texas Local Government Code, which requires directors and consultants to disclose certain conflicts of interest, and encouraged Mr. Eaglin to call with any questions or concerns. A copy of the memorandum is attached. The Board considered approving an updated List of Local Government Officers to reflect the election of Leroy Eaglin and the reelection of Susan Land Johnson to the Board. Following review and discussion, Director Bertrand moved to approve the updated List of Local Government Officers and direct that such document be filed appropriately and

retained in the District's official records. Director Eaglin seconded the motion which passed unanimously, with all directors voting "yea."

## SECURITY SERVICES MATTERS

### REPORT FROM HCSO

The Board reviewed and acknowledged receipt of the April 2022 security services report from the HCSO, a copy of which is attached. Deputy Hill reported on recent criminal activity in the District. Following discussion, there was no action on this matter.

### UPDATE ON INSTALLATION OF SIGNS PROHIBITING COMMERCIAL VEHICLES FROM PARKING OVERNIGHT

The Board discussed the ongoing efforts to install signs prohibiting commercial vehicles from parking in Altamira overnight. Deputy Hill stated that the commercial vehicle towing initiative towed 18 illegally parked commercial vehicles from the District in the previous month. He reported that the HCSO continues to work on installing signs along Mission Bell Drive and will tow vehicles throughout the District on a weekly basis moving forward. The Board inquired about the details of the commercial vehicle towing initiative and Deputy Hill explained the initiative processes, including penalties and fines incurred by the owners of the commercial vehicles and the next steps for additional signs. Deputy Hill also stated the HCSO has completed a required threat assessment for Harris County (the "County"), which includes the commercial vehicle towing initiative and a recent increase in graffiti in the District. The Board considered placing an article on the District's website regarding the commercial vehicle towing initiative and directed that the Communications Committee review an article prepared by Touchstone. Following discussion, there was no action on this matter.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Busboom presented and reviewed the bookkeeping report, including the investment report, the budget comparison, and the list of checks for the Board's approval. A copy of the bookkeeping report, including the investment report and budget comparison, is attached. Ms. Busboom reported on investment account deposits during the previous month and updated the Board on the closing of the Series 2022 Unlimited Tax Bonds sale, including the amount for engineering that was reimbursed to the District's general operating account from the bond sale. Ms. Busboom reported that she recommends amending the District's budget before the close of the current fiscal year end to reconcile final expenses and revenues. Following review and discussion, Director Wepler moved to approve the bookkeeping report, the checks presented for



payment, and the investment report. Director Eaglin seconded the motion, which passed unanimously, with all directors voting “yea.”

#### DISCUSS CYBERSECURITY MATTERS

Ms. Miller discussed the risk of potential malicious cyber activity. She reported that there is heightened awareness surrounding the increased risk of cybersecurity attacks on water and wastewater utilities, including attacks from foreign countries. Ms. Miller reported on an increase in fraudulent banking activities, including check washing and requests for payments via wire transfer from entities impersonating legitimate District vendors. Following discussion, there was no action on this matter.

#### TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE ASSOCIATION OF WATER BOARD DIRECTORS (“AWBD”) SUMMER CONFERENCE

Ms. Miller reported on the AWBD summer conference in Fort Worth, Texas from June 23-25, 2022. The Board discussed in-person and virtual attendance options. Following review and discussion, Director Bertrand moved to authorize fees of office for virtual attendance or fees of office, hotel costs, and meals not provided by the conference for in-person attendance at the AWBD summer conference, in accordance with the District’s Travel Reimbursement Guidelines. Director Wepler seconded the motion, which passed unanimously, with all directors voting “yea.”

#### UPDATE REGARDING SERIES 2022 UNLIMITED TAX BONDS

Ms. Miller updated the Board on the closing of the Series 2022 Unlimited Tax Bonds. Ms. Miller reported that the bond closing took place earlier in the day and that the funds have been received by the District. Following discussion, there was no action on this matter.

#### TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Loaiza presented and reviewed the monthly tax report, a copy of which is attached, reflecting that 98.3% of the District’s 2021 taxes were collected as of the end of April 2022. Ms. Loaiza reported that the remaining delinquent 2021 tax statements have been mailed to the appropriate account holders for payment ahead of the June 30, 2022, deadline. Following review and discussion, Director Bertrand moved to approve the tax report and payment of the checks drawn on the District’s tax account, as presented. Director Johnson seconded the motion, which passed unanimously, with all directors voting “yea.”

## CHELFORD CITY REGIONAL WASTEWATER TREATMENT PLANT ("CHELFORD") MATTERS

Ms. Miller presented and reviewed a wastewater service capacity request from West Harris County Municipal Utility District No. 4 ("WHC MUD No. 4"), a copy of which is attached. The Board inquired about details of the proposed sale of excess capacity. Ms. Miller stated that Chelford notified WHC MUD No. 4 that WHC MUD No. 4 would need pay a one-time plant connection fee of \$2,402,042.00, to the District and to Harris County Municipal Utility District No. 120 due to their available excess capacity, in addition to an estimated monthly service fee of \$7,093.33, for Chelford wastewater service. Director Bertrand inquired about additional details of the request for capacity from WHC MUD No. 4, including future potential development in the District and the role of the City of Houston's wastewater services in the Mission Bend area. The Board discussed options to modernize agreements with the regional water entities. Ms. Miller confirmed that, if approved, all participants of the sale of excess capacity will amend the current agreement for wastewater service with Chelford. Following discussion, the Board concurred unanimously to direct the District's engineer to conduct an analysis of whether the District has sufficient capacity to accommodate WHC MUD No. 4's possible inclusion in the plant.

The Board discussed additional Chelford matters, including reports of a buffet restaurant in the District which is out of compliance in regards to wastewater effluent. Mr. Floyd stated that a copy of the compliance monitoring exhibit is attached to the engineer's report and said that Si and LEI will continue to monitor and retest the site. He requested the Board consider authorizing LEI to transmit a violation letter to the restaurant. Mr. Floyd reported that the commercial location that was out of compliance last month is now in compliance with the current Third Amended Order Establishing Rules and Regulations Concerning Residential and Nonresidential Wastes (the "Third Amended Order"). Following review and discussion, the Board concurred unanimously to authorize LEI to transmit a violation letter to the buffet restaurant regarding noncompliance with the Third Amended Order.

## OPERATION OF DISTRICT FACILITIES

Mr. Smith presented and reviewed the operations report from Si, a copy of which is attached, including routine and preventative maintenance and repairs in the District. Mr. Smith reported that water accountability was 95.79% in the previous month. Mr. Smith reported on the current connections in the District, water production and distribution repairs, tap line repairs, sanitary sewer maintenance, lift station maintenance, fire hydrant maintenance, and water well maintenance and repairs during the previous month.

Director Villagomez inquired about details of reported fire hydrant maintenance items, including photographs included in the operator's report. Mr. Smith reported that

fire hydrants were serviced as part of regularly scheduled maintenance during the previous month.

#### HEARING REGARDING TERMINATION OF WATER AND SEWER SERVICE

Mr. Smith presented and reviewed a list of delinquent customers to the Directors and reported the residents on the termination list were delinquent in payment of their water and sewer bills and were given written notification, in accordance with the District's Rate Order, prior to the meeting of the opportunity to appear before the Board of Directors to explain, contest, or correct their bills and to show why utility services should not be terminated for reason of non-payment. Mr. Smith reviewed the timeline of the delinquencies, including the date of notice letters, door hangers, and scheduled terminations.

#### UPDATE ON REPAIR OF WELL MOTOR AT WATER PLANT NO. 2

Mr. Smith updated the Board on the repair of the water well motor at the District's water well no. 2 at water plant no. 2. He stated that repair has been completed.

The Board discussed a proposed date and time for the rescheduled tour of the District's facilities and concurred unanimously to defer the tour until Fall 2022.

Following review and discussion, and based upon the operator's recommendation, Director Wepler moved to: (1) approve the operations report, as presented; and (2) authorize termination of delinquent accounts 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 Eaglin seconded the motion, which passed unanimously, with all directors voting "yea."

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

Ms. Miller presented and reviewed a water line and meter easement on contract parcel 29-01 at water plant no. 1 and a water line and meter easement on contract parcel 28-01 at water plant no. 2 from the District to be granted to the WHCRWA. Following review and discussion, Director Bertrand moved to: (1) approve the water line and meter easement on contract parcel 29-01 at water plant no. 1 from the District granted to the WHCRWA, as presented; and (2) approve the water line and meter easement on contract parcel 28-01 at water plant no. 2 from the District granted to the WHCRWA, as presented. Director Johnson seconded the motion, which passed by a vote of 4 for and 1 abstention, with Directors Villagomez, Bertrand, Eaglin, and Johnson voting for the motion and Director Wepler abstaining from the discussion and the motion.

## ENGINEERING MATTERS

Mr. Floyd presented and reviewed the engineering report, a copy of which is attached.

### UPDATE ON STAND-BY GENERATOR

Mr. Floyd updated the Board on the approved lease agreement for the District's stand-by generator with NTS Rentals, LLC and stated there is nothing new to report at this time.

### UPDATE ON DESIGN OF PERMANENT GENERATORS

Mr. Floyd updated the Board on the status of design of the permanent generators for the District. He stated that plans for the generators and for water plant improvements are awaiting comments from agency review. He stated that once comments from agency review are addressed, they will be resubmitted for final approval.

### UPDATE ON SANITARY SEWER CLEANING AND TELEVISIONING PROJECT

Mr. Floyd updated the Board on the District-wide sanitary sewer cleaning and televising project. He stated that Phase I of the project is complete and reviewed the reported findings, including proposed repairs by Si in the total amount of approximately \$152,246.25, a copy of which are attached to the engineer's report. The Board inquired about the details of the proposed repairs. Mr. Floyd recommended the Board consider authorizing Si to submit a repair proposal for items on the rehabilitation repair summary, as presented, and to authorize Si to begin certain urgent repairs to the District's sanitary sewer line.

### UPDATE ON IMPLEMENTATION OF MISSION BEND INTEGRATED WATER SYSTEM ("MBIWS") WATER DISTRIBUTION MODELING AND ANALYSIS SOFTWARE

Mr. Floyd updated the Board on the integrated water system model of the MBIWS water distribution, including modeling and analysis software. Mr. Floyd discussed the next MBIWS meeting on Tuesday, March 31, 2022, and stated his intention to attend the meeting on the District's behalf.

Mr. Floyd updated the Board on the previously discussed TCEQ Notice of Violation for the Comprehensive Compliance Investigation received by the District, dated February 7, 2022. He reported on the recoating project to serve ground storage tank no. 1 and ground storage tank no. 2 at water plant no. 2 and presented and reviewed a cost estimate for this project in the amount range of approximately \$644,931.25, through \$717,431.25, a copy of which is attached to the engineer's report.



Mr. Floyd requested the Board consider authorizing LEI to proceed with design for the recoating project. The Board discussed funding options for the project, including the use of general operating funds.

Following review and discussion, Director Eaglin moved to: (1) authorize Si to submit a repair quote for certain items on the sanitary sewer rehabilitation repair summary; (2) authorize Si to begin certain urgent repairs to the District’s sanitary sewer line; (3) authorize LEI to proceed with design for the recoating project to serve ground storage tank no. 1 and ground storage tank no. 2 at water plant no. 2; and (4) approve the engineer’s report, as presented. Director Johnson seconded the motion, which passed unanimously, with all directors voting “yea.”

Mr. Floyd then reported on the relocation of two fire hydrants and one water meter line tap along Rio Bonito Road and Tres Lagunas Drive due to the County’s installation of a sidewalk along the two streets. He reviewed a proposal from Si for the relocation of the fire hydrants, as needed, in the amount of \$20,100.00. Following discussion, Director Bertrand moved to approve the proposal from Si in the amount of \$20,100.00, for the relocation of two fire hydrants and one water meter line tap, as discussed. Director Wepler seconded the motion, which passed unanimously, with all directors voting “yea.”

PARK AND RECREATIONAL FACILITY MATTERS

Ms. Cita presented a report regarding the District’s parks and recreational facilities, a copy of which is attached.

MAGNOLIA PARK MAINTENANCE

Ms. Cita reported on pressure washing within the District. She stated there are no new invoices for approval this month.

Ms. Cita updated the Board on the pre-cast column cap washing project. She stated that pressure washing and hand washing is complete and that no invoices have been submitted by Katy Pressure Washing Pros.

Ms. Cita updated the Board on lighting maintenance and repairs by Express Electrical Services, Inc. (“Express Electrical”). She stated that Express Electrical has completed the estimated repairs and identified additional lighting repair work needed at Magnolia Park. Ms. Cita presented and recommended for approval invoice no. 39249 in the amount of \$3,837.50, for the initial estimated lighting repair work at Magnolia Park.

Ms. Cita reported on the general landscape maintenance invoices for Magnolia Park from Custom Scapes that have been authorized for payment by the Board. She presented and reviewed invoice no. 2723 for monthly District

landscape maintenance in the amount of \$7,023.75, invoice no. 2726 for monthly maintenance and mowing of Reserve E in Terra Del Sol, Section 7 in the amount of \$600.00, and invoice no. 2724 for facility mowing in the amount of \$434.00, copies of which are attached to the parks and recreational facilities report. She stated there are no additional estimates from Custom Scapes at this time.

Ms. Cita reported on a broken quad-rider that needs to be repaired or replaced at Magnolia Park. She stated that Hoggatt, LP ("Hoggatt") has submitted an estimate to repair the quad-rider in the amount of \$668.00, or to remove and replace the quad-rider in the amount of \$2,100.00. Following discussion, Ms. Cita recommended the Board consider authorizing repair of the quad-rider at this time.

#### PEDESTRIAN BRIDGE PROJECT (THE "BRIDGE")

Mr. Floyd reported on the Bridge replacement project. He presented and recommended for approval Pay Application No. 9 and Final in the amount of \$17,091.86, submitted by D.L. Meacham, LP ("D.L. Meacham"), for work completed through March 31, 2022. Mr. Floyd presented and reviewed the Certificate of Acceptance for the project, a copy of which is attached to the engineer's report, and recommended acceptance of the project. Following review and discussion, and based upon the engineer's recommendation, Director Eaglin moved to approve Pay Application No. 9 and Final in the amount of \$17,091.86, from D.L. Meacham and to accept the project. Director Johnson seconded the motion, which passed unanimously, with all directors voting "yea."

Ms. Cita updated the Board on the pedestrian Bridge dedication plaque. She stated that TBG solicited bids for the manufacture and installation of the dedication plaque, as well as the Little Villa Wetland Park ("LVWP") rules signs, and reported that an additional bid has been submitted by RS Industrial Arts, LLC ("RS Industrial") in the amount of \$16,279.10. Ms. Cita reminded the Board that this is in addition to the previous estimate submitted by Proworx, Inc. in the amount of \$8,320.00, and the estimate submitted by NEC Signage and Architectural Products in the amount of \$19,720.00. She recommended the Board consider approving the bid from RS Industrial.

#### MISSION BEND GREENBELT TRAIL ("TRAIL") IMPROVEMENTS PROJECT

Ms. Cita updated the Board on the Trail project. Ms. Cita stated that ongoing work includes installation and wildflower seeding. Ms. Cita reported that the partial substantial completion walk-through for planting and irrigation will be conducted at the end of May 2022. She presented and recommended for approval Change Order No. 7 to the contract with D.L. Meacham for unused security services and to decrease the contract in the amount of \$33,150.00. The

Board discussed the details of the proposed Change Order and determined that Change Order No. 7 is beneficial to the District. She presented and recommended for approval Pay Application No. 12 in the amount of \$12,293.33, submitted by D.L. Meacham, for work completed through April 30, 2022. The Board inquired about details of garbage collection on the Trail during construction periods. Ms. Cita confirmed that D.L. Meacham will continue to coordinate collection of garbage until the District accepts the project.

#### LVWP IMPROVEMENTS

Ms. Cita reported on the screen planting landscape and irrigation project at LVWP. She stated that design documents are on hold, pending Board approval and that no irrigation maintenance or controller issues have been noted in the previous month.

Ms. Cita updated the Board on the planting at Littlefield Memorial Plaza. She reported that Custom Scapes has completed the planting and presented and recommended for approval invoice no. 2727 in the amount of \$6,320.00.

Ms. Cita reported on cattail control and removal at LVWP. She stated that Custom Scapes has been asked to address the cattail issue as part of the District's monthly maintenance in the month of May 2022.

Ms. Cita restated TBG's recommendation to approve the bid submitted by RS Industrial in the amount of \$16,279.10, for the manufacture and installation of the pedestrian Bridge dedication plaque, as well as the LVWP rules signs.

Ms. Cita reported on the general landscape maintenance invoice for LVWP from Custom Scapes that has been authorized for payment by the Board. She presented and reviewed invoice no. 2725 for monthly maintenance at LVWP in the amount of \$3,320.00. She reported that there are no additional estimates from Custom Scapes at this time.

#### PROPOSED DISTRICT RECREATIONAL IMPROVEMENTS PROJECT

Ms. Cita updated the Board on the previously approved proposals for Professional Design Services from TBG. She stated the proposals have been finalized and filed in the District's official records. Director Bertrand inquired about the timeline for TBG to begin design and analysis of the projects. Ms. Cita stated that data retrieval and design planning will begin immediately.

#### UPDATE REGARDING PREPARATION OF BOND APPLICATION NO. 11

Ms. Cita updated the Board on bond application no. 11. She reported that TBG has transmitted information to LEI for review and inclusion in the bond

application report. Mr. Floyd confirmed that the bond application is being prepared by LEI.

Following review and discussion, and based upon the landscape architect's recommendation, Director Bertrand moved to: (1) approve the parks and recreational facilities report, as presented; (2) approve invoice no. 39249 in the amount of \$3,837.50, for initial estimated lighting repair work at Magnolia Park by Express Electrical; (3) approve the general landscape, maintenance, and repair invoices for Magnolia Park by Custom Scapes that were authorized for payment by the Board, as presented; (4) authorize repair of the quad-rider at Magnolia Park in the amount of \$668.00, by Hoggatt; (5) approve the bid submitted by RS Industrial in the amount of \$16,279.10, for the manufacture and installation of the pedestrian Bridge dedication plaque, as well as the LVWP rules signs, as presented; (6) approve Change Order No. 7 in the amount of \$33,150.00, as a decrease to the contract with D.L. Meacham for the Trail Improvements project, based upon the Board's finding that the Change Order is beneficial to the District and the landscape architect's recommendation; (7) approve Pay Application No. 12 in the amount of \$12,293.33, from D.L. Meacham for the Trail Improvements project; (8) approve invoice no. 2727 in the amount of \$6,320.00, for planting at Littlefield Memorial Plaza by Custom Scapes; and (9) approve the general landscape, maintenance, and repair invoice for LVWP by Custom Scapes that was authorized for payment by the Board, as presented. Director Wepler seconded the motion, which passed unanimously, with all directors voting "yea."

#### APPROVE MASTER SERVICE AGREEMENT WITH STORMWATER SOLUTIONS AND RELATED PROPOSALS

Mr. Robertson presented and reviewed an inspection report of the storm water quality feature in the District, a copy of which is attached. Mr. Robertson reported on the monthly cleaning and inspection of the storm water quality feature as well as the annual permitting process. He detailed the process of the inspections and cleanings and noted that the Occupational Safety and Health Administration has revised the regulations for the inspections and cleanings conducted by SWS leading to material and labor cost increases.

Mr. Robertson presented and reviewed a copy of the SWS proposed maintenance and billing scheduled for 2022 in the amount of \$8,320.00, which represent an annual increase of approximately \$5,935.00, from the current standard maintenance and billing rates to account for the material and labor cost increases. A copy of the proposed maintenance and billing rate schedule is attached.

Following review and discussion, Director Bertrand moved to: (1) approve the storm water quality feature inspection report from SWS, as presented; (2) approve the revised Agreement for Maintenance Services reflecting material and labor cost increases for inspections and cleanings conducted by SWS; and (3) approve the proposed



maintenance and billing schedule for 2022, direct that the rates be attached to the revised Agreement for Maintenance Services, and that they be retained in the District's official records. Director Eaglin seconded the motion, which passed unanimously, with all directors voting "yea."

#### DISTRICT TECHNOLOGY MATTERS

##### UPDATE ON THE DISTRICT'S WEBSITE AND IMPLEMENTATION OF THE EMERGENCY MESSAGING SYSTEM

Mr. VanDyk presented and reviewed a website communications report for the previous month, a copy of which is attached. He reported on news posts, increased website statistics, resident inquiries, open items, and action items from the previous month. Mr. VanDyk updated the Board on the implementation of emergency messaging services in the District. He stated that Touchstone has enrolled 1,045 residents to the District's emergency messaging system. Mr. VanDyk reminded the Board that articles can be prepared by Touchstone regarding the District's initiatives, including the commercial vehicle towing initiative and the Parks and Trails pages. Mr. VanDyk inquired if the Board and Si are amenable to donating the fire hydrant that was replaced in the District to a local community fire department for training purposes. The Board discussed the donation request and concurred unanimously to authorize the donation of the unused fire hydrant to the fire department.

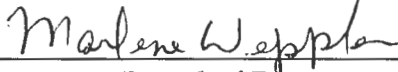
##### COMMUNICATIONS COMMITTEE POSTING POLICY AND PROTOCOLS

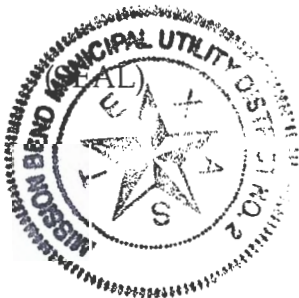
There was no discussion on this matter.

#### MEETING SCHEDULE AND PLANNING MATTERS

The Board also discussed the next regular Board meeting on June 21, 2022, at 6:00 p.m. at ABHR with supplemental access via teleconference for consultants and members of the public.

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

  
Secretary, Board of Directors



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