

REID ROAD MUNICIPAL UTILITY DISTRICT NO. 1

Minutes of Meeting of Board of Directors

June 15, 2022

The Board of Directors (“Board”) of Reid Road Municipal Utility District No. 1 (“District”) met on June 15, 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. Brittni Silva, District bookkeeper; a quorum of the Board of Directors of Reid Road MUD No. 2 and appropriate consultants of that district; and Ms. Linda K. Tepera, representative for 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 40% of permitted capacity. After further discussion of operating matters, the Board voted unanimously to approve the monthly report.

2. Brittni 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 two months 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. 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 are addressing comments to the design of the proposed repair received from Harris County Flood Control District.

4. 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 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.

5. The Board tabled review of the minutes of its meeting held May 18, 2022. The Board then opened the floor for public comment, but none was offered.

6. Ms. Goin presented the tax assessor/collector's report, copy attached, which showed 98.444% collection of 2021 taxes through April 30. The 2021 taxable value of property in the District is \$345,078,496. Ms. Goin then reviewed proposed disbursements from the tax account, noting that upon their release the account balance would stand at \$105,075.78. After further discussion and unanimous vote, the Board approved the tax assessor/collector's report and the disbursements listed thereon. The Board then considered a Depository Pledge Agreement for a District tax account at Allegiance Bank. After discussion, the Board approved the agreement and authorized opening an account at this bank.

7. Ms. 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 two months of the fiscal year ending March 31, 2023. Ms. Silva reviewed the investment 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.

8. Ms. Tepera confirmed that the District's investment officers (Mary Jarmon, Carla Christensen and Karen Brengel), had completed and filed the investment officers' annual ethics letters and updates.

9. Mr. Montgomery presented the operator's report, copy attached. Water accountability for the month was at 98%. Upon the operator's recommendation, three accounts in the amount of \$279.19 were deemed uncollectible and referred to a collection agency. Mr. Montgomery submitted a list of 82 delinquent accounts to the Board, noting that as of today 30 of the 82 listed account remain subject to termination of utility service. All 82 customers had been 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. These 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 the remaining unpaid accounts pursuant to provisions of the District's Rate Order.

Mr. Montgomery discussed the progress made by Kleen Environmental and noted it has completed the smoke testing of sanitary sewer lines. After further discussion of the operator's report, upon unanimous vote, the Board approved the report.

10. Mr. Montgomery confirmed that his office had completed emergency operations information, including the annual application for critical load status, and submitted it to the property authorities.

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

12. Mr. Mueller presented the engineer's report, copy attached. He updated the Board on the status of various ongoing engineering matters. The draft of the list of capital improvement projects is a work in progress and will be ready to discuss at the special meeting on June 29. The sanitary sewer smoke testing is complete and data has been received from Kleen Environmental and currently under review. Mr. Mueller updated the Board on the North Harris County Regional Water Authority's design and installation of chloramination equipment at the water plant. The design is complete at Water Plant No. 1 and has been sent to Aurora Technical Services for review.


Mr. Mueller discussed requests for service. In connection with proposed development of 11300 Perry Road within the District, comments were sent to the developer and the Engineer is waiting on updated plans. In connection with the development of the Mulligans tract at 11010 Jones Road, additional civil site and public utility plans have not been received. He noted Ms. Parks continues to assist the developer to obtain the easements necessary in connection with its project. As for the Cy-Hope baseball field along Windfern Road west of Bobcat Drive, the developers have not closed on the property.

Mr. Mueller along with Mr. Montgomery discussed odor control at the wastewater treatment plant and different suggestions/solutions for same, which would also be discussed at the special meeting to be held June 29. Next, Mr. Mueller presented an updated aerial map of the District reflecting boundaries and other features. After further discussion, and upon unanimous vote, the Board approved the engineer's report.

13. Mr. Scott reviewed the monthly parks report. He updated the Board on the status of conditions at District parks and presented a proposal to replace two handicap signs along the walking trail. After discussion, the Board authorized Champions Hydro-Lawn to move forward with this work and approved the monthly report.

14. The Board discussed the allegedly illegal parking that continued on land owned by the District in front of an automobile mechanic shop. It seems that cars are not parking there as much, if at all. The Board suggested since now there is access to the area, the District request a proposal from the landscape contractor Lupe Montoya to replace the posts and possibly purchase and install "No Parking" and "No Trespassing" signs in the area.

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


Secretary

**REID ROAD MUNICIPAL UTILITY DISTRICT NO. 1
NOTICE OF PUBLIC MEETING**

Notice is hereby given to all interested parties that the Board of Directors of the captioned District will hold a public meeting at **11245 Harvest Bend Blvd., Houston, Texas**. The meeting will be held at **6:30 p.m. on Wednesday, June 15, 2022**.

The subject of the meeting is to consider and act on the following:

1. Consideration of wastewater treatment matters, including:
 - a. Operations and maintenance report; authorize repairs and maintenance
 - b. Bookkeeper's report and payment of bills
 - c. Engineer's report; preparation of plans, advertising for bids, award of contracts
 - d. Constable's patrol report
 - e. Presentation of public comments
2. Approve minutes of meeting held May 18, 2022
3. Public Comment
4. Tax assessor-collector's report; status of tax collections; review invoices and authorize payment; authorize litigation as necessary for collection of delinquent taxes; consider any taxpayer appeals; approve installment payment agreements, as necessary
5. Bookkeeper's report; review invoices and authorize payment of bills; review investment report and approve investment of District funds
6. Review annual ethics letter and update by Investment Officer
7. Operator's report; review active connections and water accountability; status of operation, maintenance, and repair of District facilities; consider customer appeals; approve termination of service on delinquent accounts
8. Annual Critical Load Submission or confirm with operator
9. Contract for installation of cameras at District facilities and provision of monitored video surveillance services; Policy for use of video surveillance recordings
10. Engineer's report; authorize preparation of plans as appropriate; authorize advertising for bids; award contracts; approve pay requests and change orders; capital improvements plans; update on GIS mapping
11. Request(s) for service, utility commitment, or annexation of land
12. Report regarding District parks; authorize actions as necessary, including notice to landowner prohibiting trespass
13. Pending business, including North Harris County Regional Water Authority's chloramination conversion at District water plant and surface water transmission line Project 31A
14. Executive Session as necessary Authorized under Texas Government Code Ann., §551.071, et seq.



A handwritten signature in black ink that reads "Melissa J. Parks".

**Melissa J. Parks
Attorney for the District**