

MINUTES  
RENN ROAD MUNICIPAL UTILITY DISTRICT  
OF HARRIS AND FORT BEND COUNTIES, TEXAS

September 2, 2022

The Board of Directors (the "Board") of Renn Road Municipal Utility District of Harris and Fort Bend Counties, Texas (the "District"), met in regular session, open to the public, on the 2<sup>nd</sup> day of September, 2022, at the offices of Vogler & Spencer Engineering, Inc., 777 North Eldridge Parkway, Suite 500, Conference Room A, Houston, Texas 77079, outside the boundaries of the District, and the roll was called of the members of the Board:

Kathleen Farris	President
Bertha ("Candy") Fair	Vice President
Russell G. Cook	Secretary
Mario Peralta	Assistant Secretary
Victoria D. Estick	Assistant Vice President

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

Also attending the meeting in person or by telephone were Ryan Adkins of Triton Consulting Group ("Triton"); Jennifer Hanna of Forvis, LLP ("Forvis"); Andrew Dunn and Matthew Dunn of On-Site Protection Inc.; Doug Owen of Environmental Allies; Brittini Silva of Myrtle Cruz, Inc.; Brenda McLaughlin of Bob Leared Interests; Craig Rathmann of Rathmann & Associates, L.P.; Missy Steadman and Dorothy Lavine of Inframark, LLC ("Inframark"); Jeff Vogler of Vogler & Spencer Engineering, Inc. ("V&S"); Carl Peters of Kingsbridge Municipal Utility District; Moni Mansour, a resident of the District; and Brooke Milbauer and Kathryn Easey of Allen Boone Humphries Robinson, LLP.

DISCUSS 2022 TAX RATE, SET PUBLIC HEARING DATE, AND AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAX RATE

Mr. Rathmann reviewed a debt service tax rate analysis reflecting the recommendation for the District to levy a 2022 water, sewer, and drainage debt service tax rate of \$0.315 per \$100 of assessed valuation, based on the District's initial 2022 certified value of \$302,682,326, plus \$30,260,285 representing the uncertified value under protest and additional pending value. A copy of the debt service tax rate analysis is attached. The Board then discussed the District's operation and maintenance tax rate. Ms. Milbauer discussed the two-step process for setting the District's tax rate.

Following review and discussion, Director Cook moved to (1) set the public hearing date for October 7, 2022; and (2) authorize the tax assessor/collector to publish

notice of the District's meeting on October 7, 2022, to set the proposed 2022 total tax rate of \$0.625 per \$100 of assessed valuation, with \$0.315 allocated for debt service on water, sewer, and drainage bonds, and \$0.31 allocated for operations and maintenance. Director Fair seconded the motion, which passed unanimously.

#### MINUTES

The Board considered approving the minutes of the August 5, 2022, meeting. Following review and discussion, Director Fair moved to approve the minutes of the August 5, 2022, meeting, as presented. Director Peralta seconded the motion, which passed unanimously.

#### PUBLIC COMMENTS

Mr. Adkins introduced himself to the Board and discussed the communication services offered by Triton.

#### ENGAGE AUDITOR

The Board considered engaging an auditor to prepare the District and regional sewage treatment plant audit reports for the fiscal year ending September 30, 2022. Ms. Hanna presented an engagement letter from Forvis, and stated that the estimated cost to prepare the District's audit report is \$18,500, and the estimated cost is \$4,600 for the regional sewage treatment plant audit, plus an administrative fee of \$1,000 to cover postage, printing, and delivery and other expense items. Following review and discussion, Director Estick moved to (1) engage Forvis to prepare the annual audit reports; and (2) approve the engagement letter with Forvis and direct the engagement letter be filed appropriately and retained in the District's official records. Director Cook seconded the motion, which passed unanimously.

#### UPDATE ON KINGSPPOINT HOMEOWNERS ASSOCIATION'S ("KINGSPPOINT HOA") COMMUNITY FENCE IMPROVEMENT PROJECT, REVIEW BIDS, AND CONSIDER MAINTENANCE AND OWNERSHIP AGREEMENT

The Board discussed the Kingspoint HOA's perimeter fence improvement project. Ms. Milbauer reviewed a proposed maintenance and ownership letter agreement with the Board and stated she would send it to Kingspoint HOA for review and comment. The Board took no action on this matter.

#### GARBAGE COLLECTION AND RECYCLING MATTERS

The Board reviewed a report prepared by Best Trash, LLC, regarding garbage and recycling collection in the District, a copy of which is attached.

## SECURITY AND PATROL MATTERS

Mr. Matthew Dunn presented and reviewed a report regarding security in the District, a copy of which is attached. The Board reviewed and discussed the Area Crime Maps for the District and surrounding areas, copies of which are attached to the security report. Discussion ensued regarding Fort Bend County and patrol vehicle GPS monitoring and related route adjustments.

## MOWING AND DETENTION POND MAINTENANCE

Mr. Owen presented and reviewed a mowing and detention pond maintenance report, a copy of which is attached. Mr. Owen stated CenterPoint Energy was contacted about cutting back tree limbs located near the power lines at 9706 Kingsville Park Drive, but has not yet responded.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Silva presented and reviewed the bookkeeper's report, including the District's monthly bills, for the Board's consideration. A copy of the bookkeeper's report, including a list of the bills approved for payment, is attached. She reviewed the District's updated year-to-date budget comparison, investment report, pledged securities report, report on the sewage treatment plant general operating account, and a year-to-date budget for the sewage treatment plant.

Ms. Silva reported on the Texas Cooperative Liquid Assets Securities System Trust (Texas CLASS) for the investment of District funds.

Following review and discussion, Director Cook moved to approve the bookkeeper's report and the bills presented for payment. Director Peralta seconded the motion, which passed unanimously.

## TRAVEL REIMBURSEMENT GUIDELINES

The Board discussed the District's Travel Reimbursement Guidelines and concurred to approve reasonable meal expenses for participating in District and District-related events and conferences.

## TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. McLaughlin presented and reviewed with the Board the monthly tax assessor/collector's report, a copy of which is attached, including a list of the checks presented for payment and the list of top delinquent tax accounts. She stated 98% of the District's 2021 taxes have been collected as of August 31, 2022.

The Board discussed the delinquent tax roll and concurred to move the delinquent personal property accounts that are over four years old to the uncollectible roll.

Following review and discussion, Director Estick moved to (1) approve the tax assessor/collector's report and payment of tax bills; and (2) move the delinquent personal property accounts that are over four years old to the uncollectible roll. Director Cook seconded the motion, which passed unanimously.

#### DELINQUENT TAX REPORT AND HEARING REGARDING TERMINATION OF SERVICE TO DELINQUENT TAX ACCOUNTS

Ms. McLaughlin presented and reviewed the delinquent tax report prepared by Perdue, Brandon, Fielder, Collins & Mott L.L.P. ("Perdue") regarding the status of the District's delinquent tax collections, including the accounts recommended for water service termination. A copy of the delinquent tax report is attached. After review and discussion, Director Estick moved to authorize termination of water and wastewater service to the delinquent tax accounts recommended by Perdue due to the fact that said accounts had neither contacted the District nor had appeared at the Board meeting to discuss their tax accounts. Director Cook seconded the motion, which passed unanimously.

#### OPERATION OF DISTRICT FACILITIES

Ms. Steadman presented and reviewed with the Board the monthly operator's report, a copy of which is attached. She updated the Board on inspections, repairs, and maintenance items performed in the District. She stated that the District currently has 1,474 water connections and the percentage of water billed versus water produced for the previous billing cycle was 94.94%.

Ms. Steadman presented estimates from Inframark in the amounts of \$59,550.00 for storm sewer manhole repairs and \$49,000.00 for sanitary sewer manhole repairs. She then reviewed proposals from Inframark in the amounts of \$3,368.90 to repair the bleach pump motor at the Wastewater Treatment Plant and \$5,182.40 to replace the bleach pump motor at the Wastewater Treatment Plant.

Ms. Steadman updated the Board on the status of the interconnect to serve Harmony School. She reported Harmony School was quoted a tap for a two-inch irrigation line based on preliminary plans, however, the final approved plans called for three-inch irrigation lines. She stated an updated invoice will be prepared and provided to Harmony School for review.

Ms. Steadman stated the insurance claim for the fence repairs at the Water Plant following the car accident has been denied. She stated a letter demanding payment will need to be prepared.

Ms. Steadman stated the Third Amendment to Professional Services Agreement between the District and Inframark has not been finalized. The Board concurred to table this item until the next meeting.

Ms. Steadman reviewed two delinquent accounts totaling \$405.34 deemed uncollectible by the operator, and recommended the accounts be submitted to the collection agency.

Ms. Steadman reported a customer contacted her office regarding a high water bill. She stated a meter accuracy test was performed and the meter was working properly. She stated a payment plan was arranged with the customer, and the customer was encouraged to enroll in the EyeOnWater program to monitor water usage.

Ms. Steadman then presented a list of delinquent customers and reported that the customers 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 to explain, contest, or correct their bills and to show why utility services should not be terminated for reason of non-payment. Ms. Steadman noted that the accounts in question had neither contacted her office nor had appeared at the Board meeting concerning their bills.

Following review and discussion, Director Cook moved to (1) approve the operator's report; (2) authorize Inframark to repair the storm sewer manholes in the estimated amount of \$59,550.00, as recommended by the operator; (3) authorize Inframark to repair the sanitary sewer manholes in the estimated amount of \$49,000.00, as recommended by the operator; (4) authorize Inframark to repair the bleach pump motor at the Wastewater Treatment Plant in the amount of \$3,368.90; (5) authorize Inframark to turn over to collections the accounts totaling \$405.34; and (6) authorize termination of utility service to said 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 Peralta seconded the motion, which passed unanimously.

#### AMENDED RATE ORDER

The Board deferred action on this item.

#### ENGINEERING MATTERS

Mr. Vogler presented and reviewed an engineer's report, a copy of which is attached.

Mr. Vogler updated the Board on the status of West Harris County Regional Water Authority's plans to bring surface water to the District.

Mr. Vogler updated the Board on the status of the Wastewater Treatment Plant Clarifier Rehabilitation and Water Plant Recoating projects.

Mr. Vogler stated the interconnect with Fort Bend County Municipal Utility District No. 2 is open and Harmony School is receiving water.

The Board discussed mowing and maintenance of the Sargarfield detention basin, the drainage channel, and the Eldridge Park detention pond. The Board then discussed maintaining a portion of West Keegans Bayou beginning at Sugarland Howell and running downstream to Eldridge Pkwy. The Board took no action on these items.

Mr. Vogler updated the Board on the status of providing water and wastewater service to the Van Learning Academy.

Mr. Vogler reported a residence located at 13515 Oak Bend Forest is being converted into a childcare facility. He stated V&S has approved the plans for fire protection to install a tank for a sprinkler system and a larger water meter. Ms. Steadman stated once all fees are paid, the residential account will be converted to a commercial account.

#### ANNEXATION MATTERS

There was no discussion on this agenda item.

#### STORM WATER MANAGEMENT PLAN

There was no discussion on this agenda item.

#### KINGSBRIDGE MUNICIPAL UTILITY DISTRICT, WEST KEEGANS BAYOU IMPROVEMENT DISTRICT, WEST HARRIS COUNTY REGIONAL WATER AUTHORITY, AND REGIONAL MUNICIPAL MEETING MATTERS

There was no discussion on this agenda item.

#### DISCUSS REGULAR MEETING DATE AND TIME

The Board concurred to hold the next Board meeting at the offices of V&S on Friday, October 7, 2022, at 11:30 a.m.

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



Secretary, Board of Directors

(SEAL)



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