

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 166
Minutes of Meeting of Board of Directors
April 21, 2023

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 166 (the "District") met in regular session, open to the public on April 21, 2023, in accordance with the duly posted Notice of Public Meeting, and the roll was called of the duly constituted officers and members of the Board, as follows:

Richard Love, President
Nano Cox, Vice President
Bill Grzanka, Secretary
Lisa Mendel, Assistant Secretary
Thomas C. Knickerbocker, Assistant Secretary

all of whom were present at the meeting, with the exception of Director Cox, thus constituting a quorum.

Also attending the meeting were Mirna Bonilla-Odums of Inframark, LLC ("Inframark"); Odett Newman of Bob Leared Interests, Inc. ("BLI"); Eve Blakemore of IDS Engineering Group ("IDS"); Ravi Patel and Maxwell Lockhart of Municipal Accounts & Consulting, L.P. ("MA&C"); Barbara Nussa of Republic Services, Inc. ("Republic"); and Katie Blasio and Kris Eddlemon of Schwartz, Page & Harding, L.L.P. ("SPH").

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

PUBLIC COMMENTS

The Board began by opening the meeting for public comments. There being no members of the public present, the Board continued to the next item of business.

MINUTES

The Board considered the minutes of its meeting held on March 17, 2023. After discussion, Director Grzanka moved that the minutes of the March 17, 2023, Board meeting be approved, as written. Director Mendel seconded the motion, which unanimously carried.

TAX ASSESSOR-COLLECTOR REPORT

Ms. Newman presented to and reviewed with the Board the tax assessor-collector report for the month of March 2023, including the disbursements presented therein for payment from the District's tax account. A copy of the report is attached hereto as **Exhibit A**. After discussion, Director Mendel moved that the tax assessor-collector report be approved and that the

disbursements identified in the report be authorized for payment from the District's tax account. Director Grzanka seconded said motion, which unanimously carried.

Ms. Newman next presented for the Board's consideration a request for an installment payment plan with the District for payment of 2022 delinquent taxes in the total amount of \$1,904.97, plus penalty and interest charges. Following discussion, Director Mendel moved that BLI be authorized to issue a four (4) month payment plan. Director Grzanka seconded the motion, which unanimously carried.

DELINQUENT TAX COLLECTIONS ATTORNEYS' REPORT

The Board deferred review of the delinquent tax collections attorneys' report after noting that said report is presented on a quarterly basis, and that no report had been prepared for this Board meeting.

RESOLUTION AUTHORIZING ADDITIONAL PENALTY ON DELINQUENT REAL PROPERTY TAXES

The Board next considered the adoption of a Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes. Ms. Blasio advised that the Board is authorized, pursuant to Section 33.07 of the Texas Tax Code, as amended, to impose, under certain conditions on July 1, an additional penalty not to exceed twenty percent (20%) of the total taxes, penalty and interest due the District on taxes that remain delinquent as of July 1 of the year in which they become delinquent. After discussion, it was moved by Director Mendel, seconded by Director Knickerbocker and unanimously carried, that the Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes, attached hereto as **Exhibit B**, be adopted by the Board.

BOOKKEEPER'S REPORT

Mr. Lockhart then presented to and reviewed with the Board the Bookkeeper's Report, dated April 21, 2023, including the disbursements presented for payment. A copy of the report is attached hereto as **Exhibit C**. Following discussion, it was moved by Director Mendel that the Bookkeeper's Report be approved, and that the disbursements identified in the report be approved for payment, with the exception of check no. 7348, which was voided. Director Grzanka seconded the motion, which unanimously carried.

ENGINEERING REPORT

Ms. Blakemore next presented to and reviewed with the Board the Engineering Report prepared by IDS relative to the status of various projects within the District, a copy of which report is attached hereto as **Exhibit D**. With regard to the construction of the new wastewater treatment plant, Ms. Blakemore advised that the District is in receipt of Pay Estimate No. 19 from R&B Group, Inc. in the amount of \$87,750, and that IDS recommends the Board approve the payment of same. Following discussion, Director Grzanka moved that the District approve the payment of said pay estimate, as recommended by IDS. Director Mendel seconded the motion, which unanimously carried.

DETENTION AND DRAINAGE FACILITIES REPORT

The Board deferred review of a detention and drainage facilities report.

OPERATIONS AND MAINTENANCE REPORT

Ms. Bonilla-Odums presented to and reviewed with the Board the Operations and Maintenance Report for the month of March 2023, a copy of which is attached hereto as **Exhibit E**.

Ms. Bonilla-Odums requested that Inframark be authorized to transfer two (2) delinquent accounts listed on the Operations and Maintenance Report totaling \$213.74 to Collections Unlimited for collection purposes. After discussion on the matter, Director Mendel moved that the Board authorize Inframark to transfer said accounts as listed on Inframark's report to Collections Unlimited for collection purposes. Director Grzancka seconded the motion, which unanimously carried.

Ms. Bonilla-Odums next requested that Inframark be authorized to write off two (2) delinquent accounts listed on the Operations and Maintenance Report as uncollectible totaling \$5.32. After discussion on the matter, Director Mendel moved that the Board authorize Inframark to deem said accounts as uncollectible. Director Grzancka seconded the motion, which unanimously carried.

Ms. Bonilla-Odums reported that Inframark has responded to a violation notice from the Texas Commission on Environmental Quality ("TCEQ"), a copy of which is included in the Operations Report, relative to E. Coli testing at the Wastewater Treatment Plant, and discussed same in detail with the Board.

CONSUMER CONFIDENCE REPORT

The Board considered authorizing Inframark to prepare a draft Consumer Confidence Report ("CCR") for review by the Board. Ms. Blasio advised that pursuant to CCR requirements promulgated by the United States Environmental Protection Agency and the TCEQ, the District is required to provide a report containing various information regarding the District's water supply to all customers of the District by July 1, 2023. After discussion on the matter, it was moved by Director Mendel, seconded by Director Grzancka and unanimously carried, that Inframark be authorized to prepare a draft CCR and SPH be authorized to review same for compliance with the TCEQ's regulatory requirements and its 2023 template.

IDENTITY THEFT PREVENTION PROGRAM

The Board then considered review of the District's Identity Theft Prevention Program (the "Program"). In connection therewith, Ms. Bonilla-Odums presented Inframark's annual report (included with **Exhibit E**) and advised the Board regarding the District's experience with identity theft during the prior year, current identity theft methods, the types of accounts maintained by the District and the District's business arrangements with other entities. Ms. Bonilla-Odums

recommended that no changes be made to the District's Program. After discussion on the matter, the Board concurred that no changes were necessary to the District's Program at this time.

REPORT BY REPUBLIC SERVICES, INC.

Ms. Nussa presented a verbal report to the Board in connection with services provided to the District by Republic. No action was taken by the Board at this time.

DEVELOPERS' REPORTS

The Board deferred consideration of the developers' reports.

ATTORNEY'S REPORT

The Board next considered the attorney's report. Ms. Blasio advised that she had nothing to report regarding legal matters other than those items which were previously addressed in the meeting.

EXECUTIVE SESSION

The Board determined it would not be necessary to enter into Closed Session pursuant to Texas Government Code, Section 551.071.

FUTURE AGENDA ITEMS

The Board next considered items for placement on future agendas. Mr. Patel inquired as to whether the Board would be interested in entering into a Client Services Agreement with HR&P that would provide for direct deposit of Director per diems and reimbursable expenses at a cost of \$5.00 per direct deposited check, or \$50.00 per month, whichever is higher. Mr. Patel additionally advised that there is a one-time setup fee of \$100. Following discussion, the Board concurred that it is not interested in entering into such agreement at this time.

ADJOURNMENT

There being no further business to come before the Board, upon motion made by Director Grzanka, seconded by Director Mendel and unanimously carried, the meeting was adjourned.


Secretary

LIST OF EXHIBITS TO MINUTES

- Exhibit A Tax Assessor Collector's Report
- Exhibit B Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes
- Exhibit C Bookkeeper's Report
- Exhibit D Engineer's Report
- Exhibit E Operations and Maintenance Report