

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 166  
Minutes of Meeting of Board of Directors  
June 16, 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 June 16, 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, thus constituting a quorum.

Also attending the meeting were Mirna Bonilla-Odums of Inframark, LLC ("Inframark"); Odett Newman of Bob Leared Interests, Inc. ("BLI"); Jason Hajduk and 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 Eric Lai 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 May 19, 2023. After discussion, Director Mendel moved that the minutes of the May 19, 2023, Board meeting be approved, as written. Director Grzanka 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 May 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 Grzanka 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 Mendel seconded said 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.

## BOOKKEEPER'S REPORT

Mr. Lockhart then presented to and reviewed with the Board the Bookkeeper's Report, dated June 16, 2023, including the disbursements presented for payment. A copy of the report is attached hereto as **Exhibit B**. 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. Director Grzanka seconded the motion, which unanimously carried.

## RESOLUTION ADOPTING LIST OF QUALIFIED BROKERS AUTHORIZED TO ENGAGE IN INVESTMENT TRANSACTIONS WITH THE DISTRICT

The Board considered adopting a list of qualified brokers authorized to engage in investment transactions with the District. Mr. Lai presented to and reviewed with the Board a Resolution Adopting List of Qualified Brokers Authorized to Engage in Investment Transactions with the District (the "Resolution"), and a list of financial institutions, brokers and dealers attached thereto, together with a comparison of the list submitted and the list previously adopted by the Board, copies of which are attached hereto as **Exhibit C**. He noted that three (3) banks have been added to the list since January 2023. He further noted that the broker list presented is a list of potential institutions with which the District may engage in investment transactions compiled with the input of the District's Investment Officer, but it is ultimately the Board's decision as to where the District's funds are actually placed. After discussion, Director Cox moved that the Resolution be approved by the Board and the District, and that the President and Secretary be authorized to execute same. Director Mendel seconded said 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**. She advised that the District is in receipt of a request for a utility commitment for water and sanitary sewer service to serve a car wash facility located at 17001 West Little York Road. Ms. Blakemore confirmed that the District has sufficient water and sanitary sewer capacity to serve the tract, and that IDS recommends the commitment be approved. After discussion on the matter, Director Mendel moved that the issuance of the utility commitment by the District as discussed herein be approved, and that the President be authorized to execute same on behalf of the Board and the District. Director Knickerbocker seconded the motion, which unanimously carried.

With regard to the construction of the new wastewater treatment plant, Ms. Blakemore advised that the District is in receipt of Change Order No. 2 from R&B Group, Inc. in the amount of \$27,638.23, and that IDS recommends the Board approve the payment of same. Following

discussion, Director Mendel moved that the District approve the payment of said change order, as recommended by IDS. Director Knickerbocker seconded the motion, which unanimously carried.

**UTILITY COMMITMENT(S)**

The Board deferred discussion of potential utility commitments, as it was noted that this matter was covered earlier in the meeting, under the engineer's report.

**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 May 2023, a copy of which is attached hereto as **Exhibit E**.

Ms. Bonilla-Odums requested that Inframark be authorized to transfer five (5) delinquent accounts listed on the Operations and Maintenance Report totaling \$1,927.52 to Collections Unlimited for collection purposes. After discussion on the matter, Director Grzanka moved that the Board authorize Inframark to transfer said accounts as listed on Inframark's report to Collections Unlimited for collection purposes. Director Cox seconded the motion, which unanimously carried.

**SUBMISSION OF CRITICAL LOAD INFORMATION**

Mr. Lai next advised that Section 13.1396 of the Texas Water Code, as amended, requires the District to update its information identifying the location and description of facilities that have qualified for critical load status and its information regarding emergency contacts (a) annually to each electric utility that provides transmission and distribution service to the District and each retail electric provider that sells power to the District and (b) immediately upon any change in the information to the above entities, as well as to the office of emergency management of Harris County, the Public Utility Commission of Texas, and the division of emergency management of the governor. Following discussion, Director Cox moved to authorize IDS and/or Inframark to make such submissions on behalf of the District, as and if necessary. The motion was seconded by Director Mendel and carried by unanimous vote.

**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.

## **REIMBURSEMENT OF BLUSKY INTERESTS, LTD.**

Mr. Lai noted that information had been requested from Blusky Interests, Ltd. by the District's financial advisor but that such information had not yet been received. As a result, the Board deferred consideration of reimbursement to Blusky Interests, Ltd. until the next meeting.

## **VOTING SYSTEM ANNUAL FILING FORM**

The Board considered approval of a Voting System Annual Filing Form. Mr. Lai advised the Board that under the Texas Election Code, the District is required to complete and file a form provided by the Secretary of State regarding information related to District elections. After discussion, Director Grzanka moved that SPH be authorized to complete the Voting System Annual Filing Form and to file same with the Secretary of State's office. Director Cox seconded the motion, which unanimously carried.

## **REQUEST OF RECORDS MANAGEMENT OFFICER**

The Board next considered a request from the District's Records Management Officer to destroy SPH's handwritten notes of Board meetings held between March 19, 2022, and February 18, 2023, a copy of which is attached hereto as **Exhibit F**. After discussion of the request, Director Cox moved that the destruction of SPH's handwritten notes of Board meetings be authorized as requested in accordance with the provisions of the District's Records Management Program. Director Grzanka seconded the motion, which unanimously carried.

## **ATTORNEY'S REPORT**

The Board next considered the attorney's report. Mr. Lai advised that he 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. No specific agenda items, other than routine and ongoing matters, were requested.

**ADJOURNMENT**

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

  
Secretary

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LIST OF EXHIBITS TO MINUTES

- Exhibit A Tax Assessor Collector's Report
- Exhibit B Bookkeeper's Report
- Exhibit C Resolution Adopting List of Qualified Brokers Authorized to Engage in Investment Transactions with the District
- Exhibit D Engineer's Report
- Exhibit E Operations and Maintenance Report
- Exhibit F Records Destruction Request