

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

January 5, 2024

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 5<sup>th</sup> day of January, 2024, 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 except Director Cook, thus constituting a quorum.

Also attending the meeting were Brenda Jones, a resident of the District; Jennifer Hanna of Forvis, LLP; Matthew Dunn of On-Site Protection Inc. (“On-Site”); Ryan Haynes of Environmental Allies (“EA”); Jimm Davis of Myrtle Cruz, Inc.; Robin Goin of Bob Leared Interests; Missy Steadman of Inframark, LLC (“Inframark”); Ryan 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 (“ABHR”).

MINUTES

The Board considered approving the minutes of the December 1, 2023, regular meeting. Following review and discussion, Director Fair moved to approve the minutes of the December 1, 2023, regular meeting as presented. Director Peralta seconded the motion, which passed unanimously.

PUBLIC COMMENTS

There was no discussion on this agenda item.

2024 DIRECTORS ELECTION

Ms. Milbauer discussed procedures related to the 2024 Directors Election. She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2024 Directors Election Period. Ms. Milbauer reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot for the 2024 Directors

Election. Ms. Milbauer stated that the District may contract with Fort Bend County and Harris County to conduct the District's 2024 Directors Election.

Following review and discussion, Director Estick moved to (1) adopt a Resolution Designating an Agent of the Secretary of the Board During the 2024 Directors Election Period appointing Kathryn Easey as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District's official records; (2) authorize the Secretary's agent to post the Notice of Deadline to File Applications for Place on the Ballot for the 2024 Directors Election as required; and (3) contract with Fort Bend County and Harris County to administer the District's election. Director Peralta seconded the motion, which passed unanimously.

#### AUDIT FOR THE REGIONAL SEWAGE TREATMENT PLANT AND THE DISTRICT'S FISCAL YEAR ENDED SEPTEMBER 30, 2023

Ms. Hanna presented and reviewed with the Board draft audit reports for the fiscal year ended September 30, 2023, for the District and the regional sewage treatment plant. Following review and discussion, Director Estick moved to approve the audit reports for the fiscal year ended September 30, 2023, subject to final review by the District's consultants, and direct that the audits be filed appropriately and retained in the District's official records. Director Fair seconded the motion, which passed unanimously.

#### GARBAGE COLLECTION AND RECYCLING MATTERS

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

#### SCHOOL PARKING AND TRAFFIC MATTERS

Mr. Dunn stated he will provide an update on the school parking and traffic matters at the intersection of Old Richmond Rd. and Belknap Rd. at the next Board meeting.

#### SECURITY AND PATROL MATTERS

Mr. Dunn reviewed a report regarding security in the District, a copy of which is attached. Mr. Dunn reviewed and discussed the Area Crime Maps for the District and surrounding areas, copies of which are attached to the security report. He also discussed the latest crime trends with the Board.

## MOWING AND DETENTION POND MAINTENANCE

Mr. Haynes reviewed a mowing and detention pond maintenance report, a copy of which is attached.

Mr. Haynes presented and reviewed a proposal prepared by EA in the amount of \$1,918.89 to order, assemble and install three no trespassing or illegal dumping signs along the right-of-way on the west bank of the drainage channel. The Board requested that the signage include a Spanish translation.

Mr. Haynes presented and reviewed a proposal prepared by EA in the amount of \$4,979.25 to remove and dispose of two piles of construction debris from the drainage channel. Discussion ensued regarding removal of debris that is not on District property. Mr. Haynes stated he will reach out to appropriate entity to remove the debris.

Following discussion, Director Fair moved to (1) approve the proposal in the amount of \$1,918.89 for signage; and (2) approve the proposal in the amount of 4,979.25 for debris removal. Director Peralta seconded the motion, which passed unanimously.

## FINANCIAL AND BOOKKEEPING MATTERS

Mr. Davis 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. He 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. Following review and discussion, Director Estick moved to approve the bookkeeper's report and the bills presented for payment. Director Fair seconded the motion, which passed unanimously.

## ANNUAL DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

In accordance with the District's Investment Policy, the Board considered the annual disclosure statements of Jimm Davis and Mary Jarmon as the District's bookkeeper and investment officer, respectively. Ms. Milbauer explained that the statements disclose any relationships with entities or individuals who are offering, have offered, or may offer to engage in an investment transaction with the District, and the disclosure statements will be filed with the Texas Ethics Commission and the District. After review and discussion, Director Estick moved to accept the disclosure statements as presented, and direct that they be filed appropriately and retained in the District's official records. Director Fair seconded the motion, which passed unanimously.

## ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY

Ms. Milbauer reported on the District's compliance activities during the prior calendar year related to bond financings. She stated that no corrective action is required at this time.

## TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Goin 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. Ms. Goin provided an update on the taxpayer payment plans. Following review and discussion, Director Peralta moved to approve the tax assessor/collector's report and payment of tax bills. Director Estick seconded the motion, which passed unanimously.

## OPERATION OF DISTRICT FACILITIES

Ms. Steadman 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 and in progress in the District. She stated that the District currently has 1,491 water connections and the percentage of water billed versus water produced for the previous billing cycle was 99.81%.

Ms. Steadman stated that she will review the valve survey with the Board at the next meeting.

Ms. Steadman reviewed a fire hydrant survey summary with the Board, a copy of which is attached to the operator's report. She stated a proposal for the hydrant repairs will be presented at the next meeting.

Ms. Steadman reviewed one delinquent account totaling \$18.29 deemed uncollectible by the operator, and recommended the account be written off.

Ms. Steadman then presented an updated 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 Fair moved to (1) approve the operator's report; (2) authorize Inframark to write off one account totaling \$18.29; and (3) 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 Peralta seconded the motion, which passed unanimously.

#### WATER USAGE REPORTING FORM TO THE WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA")

The Board considered approving and authorizing the operator to submit the District's water usage reporting form to the WHCRWA. After discussion, Director Fair moved to authorize the operator to submit the District's water usage reporting form to the WHCRWA and direct that it be filed appropriately and retained in the District's official records. Director Peralta seconded the motion, which passed unanimously.

#### ENGINEERING MATTERS

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

Mr. Vogler updated the Board on the status of the West Harris County Regional Water Authority ("WHCRWA") surface water project (the "Project"). He stated V&S is working with the WHCRWA on finalizing the meter location and configuration.

Mr. Vogler updated the Board on the status of the Wastewater Treatment Plant Clarifier Rehabilitation project. He stated all the clarifier equipment has been shipped to the site and all clarifier repairs have been completed by the manufacturer and accepted by V&S. He stated the contractor is currently installing the clarifier equipment for Clarifier No. 3.

Mr. Vogler updated the Board on the status of construction on the Belknap Road mobility project. He stated he has requested an updated schedule of the project to ensure there will be no delays that would result in an expiration of the temporary water agreement with Fort Bend County Municipal Utility District No. 2 that serves Harmony School.

Mr. Vogler reported that the cleaning and televising of the sanitary sewer facilities in Kingspoint Sections 1, 2 and 3 is complete. He stated V&S will review Inframark's videos and report and will let the Board know if any repairs are recommended.

Mr. Vogler updated the Board on the status of designing the GIS application.

Mr. Vogler stated he had no items for the Board's approval.

#### ANNEXATION MATTERS

There was no discussion on this agenda item.

STORM WATER MANAGEMENT PLAN

There was no discussion on this agenda item.

ANNUAL CYBERSECURITY TRAINING

Ms. Milbauer reviewed a memorandum regarding annual cybersecurity training requirements for certain local government employees and elected and appointed officials who have access to a government computer system or database and use a computer to perform at least 25% of their required duties. She stated that the required training should be completed and reported to ABHR prior to the August 31<sup>st</sup> deadline for reporting compliance to the Texas Department of Information Resources (“DIR”). After review and discussion, the Board directed the required persons to complete a DIR-certified training program and report their completion to ABHR for reporting to DIR by August 31<sup>st</sup>.

KINGSBRIDGE MUNICIPAL UTILITY DISTRICT, WEST KEEGANS BAYOU IMPROVEMENT DISTRICT (“WEST KEEGANS”), WEST HARRIS COUNTY REGIONAL WATER AUTHORITY (“WHCRWA”), AND REGIONAL MUNICIPAL MEETING MATTERS

Director Fair reported on West Keegans’ matters.

Director Farris encouraged the Board members to register for the Association of Water Board Directors’ webinar to discuss exploring seawater desalination that will be held on January 26, 2024, at 12:00 noon.

DISCUSS REGULAR MEETING DATE AND TIME

The Board concurred to hold the next Board meeting at the offices of V&S on Friday, February 2, 2024, at 11:30 a.m.

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

(SEAL)



Asst.

*Mano Perollo*

Secretary, Board of Directors

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