

## **REID ROAD MUNICIPAL UTILITY DISTRICT NO. 1**

Minutes of Meeting of Board of Directors

February 21, 2024

The Board of Directors (“Board”) of Reid Road Municipal Utility District No. 1 (“District”) met on Wednesday, February 21, 2024, 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 and Assistant Secretary  
Ed Swannie, Director

and the following absent:

None.

Also present were Ms. Tina Kelsey, District bookkeeper; Ms. Robin Goin, tax assessor-collector for the District; Mr. John Montgomery, District operator; Mr. Mason Mueller, District engineer; Mr. Erik Scott of Champions Hydro-Lawn; Sergeant Blackledge of the Harris County Precinct 4 Constable’s office; Ms. Christie Leighton of Best Trash; a quorum of the Board of Directors of Reid Road MUD No. 2 and appropriate consultants of that district; and Ms. Melissa J. Parks, 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. He noted there were no permit violations and that the plant had operated at 44% of permitted capacity. Mr. Montgomery described operations activity during the month and responded to a question about the number of odor complaints. Mr. Montgomery stated that complaints are received perhaps once a month, and 75% of the time complaints are received, the belt press is in operation. Mason Mueller stated the odor mitigation project continues and the facilities are scheduled to be brought on line near the end of March. After further discussion of plant operations, upon motion by Director Christensen, seconded by Director Swannie, the Board unanimously approved the operator’s report as presented.

2. Ms. Kelsey presented the joint plant bookkeeper’s report, copy attached, and reviewed checks presented for payment of current bills. She presented the joint plant budget comparison report for the first 10 months of the fiscal year ending March 31, 2024. She also presented a proposed budget for the 2025 fiscal year and requested that directors and consultants provide any comments prior to the next Board meeting. Input from the operators has already been incorporated into the draft budget. After further discussion, upon motion by Director Christensen, seconded by Director Sumpter, the Board unanimously approved the bookkeeper’s report as presented and authorized release of the checks listed thereon.

3. Mason Mueller presented the attached joint plant engineer’s report. He reviewed a tabulation of the 10 bids received for the wastewater treatment plant outfall project,

noting the low bidder was PLD Construction LLC with a bid of \$97,450. After discussion by both boards, upon motion duly made, seconded, and unanimously carried, the Board agreed with the engineer's recommendation to accept the bid of PLD Construction LLC. Mr. Mueller presented and recommended payment of pay estimate No. 4 of \$263,121.50 from JTR Constructors Inc. for the odor mitigation project. The project is approximately 78% complete by value. After discussion, the Board unanimously authorized payment of pay estimate No. 4. Mr. Mueller then discussed renewal of the District's waste discharge permit. As reported last month, the required notices had been published, and the application remains in technical review. The current application will expire May 28, 2024. After further discussion, upon unanimous vote, the Board accepted the engineer's report.

4. The Board discussed renewal of the Wastewater Treatment Facilities and Drainage Facilities Construction and Financing Agreement with Reid Road MUD No. 2 expiring April 1, 2024. Ms. Parks reported that a draft of a restated agreement had been provided today to the District's engineer and operator and to the attorney, engineer, and operator for Reid Road MUD No. 2. The boards agreed to further discuss the proposed new agreement at the next regular meeting.

5. Sergeant Blackledge addressed the Board concerning law enforcement patrol within the District. He reviewed a written report on activities that had occurred during January. The Board deferred discussion of a letter agreement for contribution by Reid Road MUD No. 2 for law enforcement patrol costs within Harvest Bend-The Meadow. The Boards thereafter opened the floor for public comment, but no public comments were offered. The Board and consultants of Reid Road No. 2 then exited the meeting.

6. The Board considered the minutes of its meeting held January 17, 2024. After discussion, upon motion by Director Brengel, seconded by Director Sumpter, the Board unanimously approved the minutes as presented.

7. The Board opened the floor for public comment. No public comments were offered.

8. Robin Goin presented the tax assessor-collector's report, copy attached. Through January 31, the District's 2023 taxes were 93.562% collected, leaving \$115,515.70 outstanding. Ms. Goin reviewed checks for payment of current bills and noted that upon their release the balance in the tax account would stand at \$139,008.40. Finally, Ms. Goin distributed and reviewed the updated list of businesses which had recently been submitted to the City of Houston as it had requested pursuant to the Strategic Partnership Agreement. After further discussion of the tax assessor-collector's report, upon motion by Director Christensen, seconded by Director Swannie, the Board unanimously approved the report as presented and authorized release of the disbursements listed thereon.

9. The Board considered an Order confirming engagement of a delinquent tax collection attorney and levying an additional 20% penalty on 2023 taxes which remain delinquent on April 1, 2024 (personal property) and July 1, 2024 (real property). After discussion, upon motion by Director Christensen, seconded by Director Brengel, the Board unanimously adopted the attached Order.

10. Tina Kelsey presented the bookkeeper's report, copy attached. She reviewed activity and ending balances in all accounts and presented checks written for payment of current bills. She then reviewed a budget comparison report reflecting 10 months of activity during the current fiscal year, after which she presented a draft budget for the 2025 fiscal year and requested comments and input before the next Board meeting. Ms. Kelsey then reviewed the District's investment report for the month. After further discussion, upon motion by Director Swannie, seconded by Director Christensen, the Board unanimously approved the bookkeeper's report and authorized release of the checks listed thereon.

11. The Board discussed the District's Identity Theft Prevention Program and was advised that no changes to the program were required at this time. Mr. Montgomery confirmed administration of the program is handled by his office and that no red flag incidents occurred in 2023. Accordingly, upon motion duly made, seconded, and unanimously carried, the Board adopted the attached Resolution Affirming Identity Theft Prevention Program.

12. John Montgomery presented the operator's report, copy attached. The report reflected 93% water accountability for the month and no new taps thus far this year. Emerald Forest Utility District used approximately 6,000,000 gallons of water through the interconnect with the District, and Mr. Montgomery will contact that district regarding payment. Mr. Montgomery reviewed customer billing and collections data and presented one account eligible for write-off and sending to collections in the amount of \$343.82. He noted that a payment had recently been received on another account sent to collections. Mr. Montgomery next submitted a list of accounts subject to termination of utility service for delinquency. The last account on the list was that of Ms. Christina Williams-Woodard, who had not made a payment toward her outstanding balance. The Board emphasized Ms. Williams should make an effort to begin paying the overdue amount. Mr. Montgomery noted the customers on the list 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. The 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 said accounts pursuant to provisions of the District's Rate Order.

Mr. Montgomery presented a request from the Idlewilde Apartments on FM 1960 for waiver of a late penalty. Payment of the account was received in full three to four days after the due date. This customer has never before been delinquent to the District. After discussion, the Board agreed to waive the penalty. After further discussion of operating matters, upon motion by Director Christensen, seconded by Director Sumpter, the Board approved Mr. Montgomery's report as presented.

13. The Board discussed the District's contract for garbage collection services and its request for amendment of the contract for Best Trash to supply regular trash bins for use by District customers. Christie Leighton addressed the Board in that regard and presented a proposal to supply the trash carts for an additional \$1.80 per home per month. Best Trash also requested extension of the contract until January 1, 2030. The Board discussed management of the carts with Ms. Leighton, and thereafter, upon motion by Director Christensen, seconded by Director Cieslewitz, the Board voted unanimously to accept the proposal. Next month the Board will review a revised contract containing these terms, to be effective April 1. Best Trash will hang an informative message on the carts upon delivery within the District, and the Board noted that the

homeowners associations for neighborhoods within the District should include information on the subject in their newsletters.

14. The Board briefly discussed the District's contract for electricity service. The current electricity contract will expire April 30, 2024. Broker Acclaim Energy has indicated that the District has entered into another agreement with a term expiring April 30, 2029, but this contract is not in the District's files and Acclaim has not provided a copy. Ms. Parks will follow up on the matter and report back to the Board next month so action can be taken as necessary and appropriate.

15. Mason Mueller presented the engineer's report, copy attached. He discussed proposed repairs to sanitary sewer lines in areas identified as a result of smoke testing, as well as design of the water line rehabilitation project. The capital improvements plan (CIP) is being updated to address several phases of sewer line rehabilitation and other projects. The Board reviewed the updated CIP and requested further updates, especially to available funds and funding sources. The Board requested that the engineer update the CIP for the joint wastewater treatment plant after coordinating with the District's bookkeeper, so that it can be provided to Reid Road No. 2. At the appropriate time, the Board will set a special meeting to discuss the CIP, including preparation of an application to the Texas Commission on Environmental Quality for a change in project scope for bond proceeds that were originally intended for drilling a new water well.

Mr. Mueller discussed the status of communications with the design engineer for the North Harris County Regional Water Authority (NHCRWA) concerning conversion of the District's water disinfection system to chloramines. The design engineers have indicated all easements necessary for the Authority's Project 31A have been obtained.

Mr. Mueller reported on the status of the motor control center project at Water Plant No. 1, noting there was no contractor pay estimate this month. The shipping date of the motor control cabinets has now been delayed until May 2. Mr. Mueller next addressed previous requests received for District service. Ms. Parks stated her office will send a letter committing utility capacity for a proposed office/warehouse within the District on Perry Road. Mr. Mueller and Ms. Parks met recently with representatives of Holt Lunsford concerning its plans to purchase the former Mulligan's Golf Course tract on Jones Road; this project continues to proceed. Regarding the Cy-Hope Ballfields project, Ms. Parks reported on her most recent correspondence with Al Kosley, the organization's project manager, providing him information on the process for entering into an out-of-service agreement and the need for the organization to deposit funds with the District for calculation of the District's capital fee for water and sewer capacity and preparation of a service contract. After further discussion, upon motion by Director Swannie, seconded by Director Christensen, the Board unanimously approved the engineer's report.

16. Erik Scott presented the monthly parks report, copy attached. The most recent inspection of facilities was completed on February 13 and no problems were observed. The Board discussed the condition of the kiddie mulch around playground equipment in Penney Park and considered using a different, more long-lasting material. Mr. Scott will look into this and bring a proposal for Board consideration in March or April. The Board also discussed removal of ducks from District ponds and requested that Mr. Scott provide information on the number of ducks and that he research acceptable removal methods and provide corresponding pricing. After further discussion, the Board unanimously approved Mr. Scott's report.

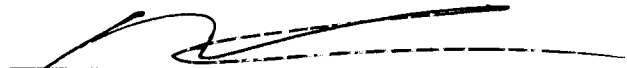
17. The Board briefly discussed matters related to the NHCRWA.

18. Ms. Parks reported on the requirement under §203.16 of the Texas Local Government Code that municipal utility districts annually provide certain records and information concerning their finances and tax rates to the Texas Comptroller. The Comptroller posts this information on its Special Purpose District Public Information Database. The attorneys will prepare and submit the required information by the April 1, 2024 deadline.

19. The Board discussed the director election called for May 4, 2024. No candidates other than the incumbents had submitted applications for a place on the ballot. Accordingly, the Secretary of the Board executed a certificate of unopposed candidacy and no declared write in candidates. Thereafter, upon motion duly made, seconded, and unanimously carried, the Board adopted the attached Order declaring unopposed candidates elected and cancelling the May 4, 2024 election.

20. The Board discussed pending business, including actions by Reid Road MUD No. 2 concerning unauthorized discharges by its customer Sunny Sky. Ms. Parks had requested, and Reid Road No. 2 had provided, an update from the litigation counsel engaged by Reid Road No. 2. Mr. Montgomery noted that to date, that customer's unauthorized discharges have not reached the joint sewage treatment plant. Finally, the Board reviewed an accounting of fees of office paid to each director during the current fiscal year and agreed that for the directors who had reached the annual limit, payment for additional days of service this fiscal year would not be deferred until next fiscal year; rather, payment of their fees of office will resume after March 31, 2024.

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, February 21, 2024**.

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, maintenance, and other appropriate actions
  - b. Bookkeeper's report and payment of bills
  - c. Review draft Joint STP budget for fiscal year ending 03/31/2025
  - d. Engineer's report; preparation of plans, advertising for bids, award of contracts, approval of pay requests and change orders
  - e. Renewal and restatement of Wastewater Treatment Facilities and Drainage Facilities Construction and Financing Agreement expiring April 1, 2024
  - f. Constable's patrol report
  - g. Letter agreement for contribution for law enforcement patrol costs
  - h. Presentation of public comments
2. Approve minutes of meeting held January 17, 2024
3. Public Comment
4. Tax assessor-collector's report; status of tax collections; review invoices and authorize payment; authorize litigation or termination of service as necessary for collection of delinquent taxes; consider taxpayer appeals; approve installment payment agreements; update of business list under Strategic Partnership Agreement
5. Order Levying Additional Penalty for Delinquent Taxes
6. Bookkeeper's report; review invoices and authorize payment of bills; review investment report and approve investment of District funds
7. Review draft operating budget for fiscal year ending 03/31/2025
8. Operator's report; review operation of District facilities and authorize repairs, maintenance, and other appropriate actions; consider customer appeals; approve termination of service to delinquent accounts
9. Annual review of Identify Theft Prevention Program
10. Contract with Best Trash; authorize amendment, extension or other appropriate action
11. Contract for electricity service; authorize appropriate action
12. Engineer's report: authorize preparation of plans, advertising for bids, and/or award of contracts; approve pay requests, change orders; capital improvement plan and funding of projects, including projects for waterline rehabilitation and replacement and sewer line rehabilitation
13. Status of requests for service inside and outside of District; authorize appropriate action, including request(s) for utility commitment
14. Report regarding District parks; authorize repairs, maintenance, other necessary actions

15. Matters related to North Harris County Regional Water Authority
16. Annual Submission of Information to Special Purpose District Public Information Database pursuant to Texas Local Government Code, §203.061, et seq
17. Adopt Order Declaring Unopposed Candidates Elected and Canceling election (if applicable)
18. Pending business



*Melissa J. Parks*

Melissa J. Parks  
Attorney for the District

### AVISO DE ASAMBLEA PÚBLICA

Se notifica por el presente a todos los miembros del público interesados que la Junta Directiva del Distrito mencionado en el título realizará una asamblea pública en **11245 Harvest Bend Blvd., Houston, Texas**. Se invita al público a asistir. La asamblea se celebrará a las **6:30 p.m. del miércoles 21 de febrero de 2024**.

El asunto a tratar en la asamblea será considerar y actuar sobre lo siguiente:

Adoptar una Orden que declara electos a los candidatos sin oponentes y que cancela la Elección

### THÔNG BÁO CUỘC HỌP CÔNG KHAI

Theo đây xin thông báo cho tất cả các thành viên cộng đồng quan tâm về việc Ban Giám Đốc của cơ quan ghi trên sẽ tổ chức một cuộc họp công khai tại **11245 Harvest Bend Blvd., Houston, Texas**. Công chúng được mời tham dự. Phiên họp sẽ được tổ chức vào **10:00 chiều vào Thứ Tư, 21 tháng 2 năm 2024**.

Chủ đề của cuộc họp là xem xét và thực thi nội dung sau đây:

Thông Qua Lệnh Tuyên Bỏ Các Ứng Cử Viên Không Có Đối Thủ Tranh Cử Được Bầu Chọn và Hủy Bỏ Cuộc Bầu Cử

### 公眾會議通知

茲此通知所有相關公眾人士，本區董事會將於 **11245 Harvest Bend Blvd., Houston, Texas** 召開一次公眾會議。公眾被邀請出席。會議將於 2024 年 2 月 21 日週三下午 6:30 舉行。

本次會議的主題將是審議並執行以下事項：

採納關於宣佈無競爭對手候選人當選及取消選舉的命令



*Melissa J. Parks*

Melissa J. Parks  
Attorney for the District