

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 166  
Minutes of Meeting of Board of Directors  
June 21, 2024

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 21, 2024, 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"); Kristen Lapaglia of IDS Engineering Group ("IDS"); Putri Tesalonika 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 24, 2024. After discussion, Director Grzanka moved that the minutes of the May 24, 2024, 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 May 2024, 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 Cox 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**

Ms. Tesalonika addressed the Board and advised that she would be the District's representative on behalf of MA&C going forward. She then presented to and reviewed with the Board the Bookkeeper's Report, dated June 21, 2024, including the disbursements presented for payment. A copy of the report is attached hereto as **Exhibit B**. Following discussion, it was moved by Director Grzanka that the Bookkeeper's Report be approved, and that the disbursements identified in the report be approved for payment. Director Cox seconded the motion, which unanimously carried.

## **ENGINEERING REPORT**

Ms. Lapaglia next presented to and reviewed with the Board the Engineering Report dated June 21, 2024 prepared by IDS relative to the status of various projects within the District, a copy of which report is attached hereto as **Exhibit C**.

Ms. Lapaglia reminded the Board that the District previously issued a utility commitment to KBN, LLC ("KBN") for the Pinehills Plaza Food Truck Lot. She advised that, upon review of the site plan for H&O Properties, LLC, it was discovered that the existing sanitary sewer manhole on KBN's site is located within their property line, and not in the right-of-way. She further advised that a 10' Foot Sanitary Sewer Easement (the "Easement") has been prepared to dedicate the Easement to the District. Ms. Lapaglia noted that KBN's engineer provided plans to install a grease trap, and that IDS will not issue a letter of no objection to KBN until the Easement has been signed and recorded. Following discussion, Director Mendel moved that the Board (i) approve the Easement, (ii) authorize the President to execute same on behalf of the Board and the District, and (iii) authorize IDS and/or Inframark to provide a letter of no objection to KBN, subject to execution and recordation of the Easement. Director Knickerbocker seconded the motion, which unanimously carried.

With regard to the construction of the new wastewater treatment plant, Ms. Lapaglia advised that the District is in receipt of Pay Estimate No. 25 and Final from R&B Group, Inc. in the amount of \$215,871.43, and that IDS recommends the Board approve the payment of same. Following discussion, Director Mendel moved that the District approve the payment of said pay estimate, as recommended by IDS. Director Knickerbocker seconded the motion, which unanimously carried.

## **UTILITY COMMITMENT(S)**

Mr. Lai next reported that the District has not received any new requests for utility commitments.

## **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 dated June 21, 2024, for the month of May 2024, a copy of which is attached hereto as **Exhibit D**. She requested that Inframark be authorized to transfer three (3) delinquent accounts listed on the Operations and Maintenance Report totaling \$465.12 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 Knickerbocker 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. The Board deferred consideration of a proposal to consider switching to automated side load service with carts to be provided to District residents by Republic, after noting that said proposal was still being prepared by Republic.

## **DEVELOPERS' REPORT(S)**

The Board noted that no representatives of any District developers were in attendance at the 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 Cox 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 Mendel 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 Grzanka, seconded by Director Cox 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 Engineer's Report
- Exhibit D Operations and Maintenance Report