

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 166
Minutes of Meeting of Board of Directors
July 19, 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 July 19, 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 with the exception of Director Mendel, 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"); 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 June 21, 2024. After discussion, Director Knickerbocker moved that the minutes of the June 21, 2024, 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 June 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 Knickerbocker 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 Cox 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 then presented to and reviewed with the Board the Bookkeeper's Report, dated July 19, 2024, including the disbursements presented for payment. A copy of the report is attached hereto as **Exhibit B**. The Board discussed renewal of its membership with the Association of Water Board Directors and determined that it would renew same at this time. 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, with the exception of check no. 7658, which was voided. Director Knickerbocker seconded the motion, which unanimously carried.

ENGINEERING REPORT

Ms. Blakemore next presented to and reviewed with the Board the Engineering Report dated July 19, 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. Blakemore reminded the Board that Harris County Municipal Utility District No. 276 ("No. 276") is discussing the option of installing an onsite generator at Joint Water Plant No. 2. Discussions ensued regarding the specifications of the size and type of generator, as well as the costs associated with same. Following discussion, the Board indicated its preference to install a certified used generator, if possible, and that IDS provide the Board with an update on the status of this project following the next No. 276 Board meeting.

In connection with the 12" water line extension project in Kingfield, Section 2, Ms. Blakemore advised that the pavement repairs have been completed by Beyer Construction, LLC ("Beyer"), and that IDS recommends approval of payment of the invoice submitted by Beyer in the amount of \$42,990.00, a copy of which is attached to the Engineering Report. Following discussion, Director Grzanka moved that the Board approve payment of the invoice, as discussed. Director Cox seconded the motion, which unanimously carried.

Ms. Blakemore next requested authorization from the Board for IDS to complete the Texas Commission on Environmental Quality ("TCEQ") Lead Service Line Inventory Report (the "Report"). She noted that the Report is due to the TCEQ by October 16, 2024. Following discussion, Director Grzanka moved that IDS be authorized to prepare the Report and file same with the TCEQ prior to the deadline. Director Cox seconded the motion, which unanimously carried.

Ms. Blakemore next advised that Harris County is initiating a sidewalk project that consists of the installation of approximately 30 sidewalks. She noted that Harris County will install sidewalks along West Little York Road and Yorkshirewoods Lane within the District, and that it does not appear installation of the sidewalks will impact District facilities at this time.

UTILITY COMMITMENTS

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 July 19, 2024, for the month of June 2024, a copy of which is attached hereto as **Exhibit D**. She requested that Inframark be authorized to shred certain District records. Following discussion, Director Grzanka moved that the Board approve Inframark's request, as discussed. Director Knickerbocker seconded the motion, which unanimously carried.

REPORT BY REPUBLIC SERVICES, INC.

Ms. Nussa presented a verbal report to the Board in connection with services provided to the District by Republic. She provided the Board with an update concerning the status of services provided to the District by Republic following Hurricane Beryl. A discussion ensued regarding the provision of a roll off cart for residents to utilize for storm debris. Following discussion, Director Grzanka moved that Republic and Inframark be authorized to coordinate with the President in connection with provision of a roll off cart within the District, if deemed necessary by Inframark, and that the President be authorized to execute a contract with Republic in connection therewith. Director Knickerbocker seconded the motion, which unanimously carried.

DEVELOPERS' REPORT(S)

The Board noted that no representatives of any District developers were in attendance at the meeting.

RECORDS MANAGEMENT

Mr. Lai presented to and reviewed with the Board a memorandum from SPH, which is attached hereto as **Exhibit E**, regarding the legal requirements to electronically store District records and destroy the paper copies of such records. In this regard, he recommended that the Board approve the Resolution Adopting Records Retention Schedules and Policies and Procedures for Electronic Storage of District Records attached hereto as **Exhibit F** (the "Records Resolution"). After discussion, Director Knickerbocker moved to approve the Records Resolution, and authorize

the Records Management Officer to execute the related certifications, and that same be submitted to the Texas State Library and Archives Commission for review and approval. Director Grzanka seconded the motion, which unanimously carried.

Mr. Lai reported that the District's Records Retention Schedules adopted in connection with its Records Management Program require that records of the District be retained only for specific periods of time based on the type of record. As an example, he explained that notes taken during meetings and which are used to prepare the official minutes of Board meetings are to be retained for ninety days after approval of such minutes by the Board. He next presented a request from the Records Management Officer for approval to destroy certain records (which will not be scanned in and stored electronically) in accordance with the District's Records Retention Schedules, a copy of which request is attached hereto as **Exhibit G** (the "Request"). After discussion, Director Cox moved that SPH be authorized to destroy the records described in the Request. Director Grzanka seconded said motion, which carried unanimously.

ATTORNEY'S REPORT

The Board next considered the attorney's report. In that regard, Mr. Lai presented to and reviewed with the Board a report from Municipal Risk Management Group, L.L.C. ("MRMG") regarding annual maintenance for the Arbitrage Analysis Report, in connection with the yield restriction and arbitrage rebate calculation analysis performed for the District's bond issues. A copy of such Report is attached hereto as **Exhibit H**. Mr. Lai noted that fifth year arbitrage rebate reports are needed for the District's Series 2019 Unlimited Tax Refunding Bonds and Series 2020 Unlimited Tax Bonds, as well as an interim report through the period ending July 22, 2024. In connection therewith, he presented an engagement letter provided by Arbitrage Compliance Specialists, Inc. ("ACS"), a copy of which is included with **Exhibit H**. After discussion on the matter, it was moved by Director Knickerbocker, seconded by Director Cox and unanimously carried, that ACS be engaged by the District to prepare the subject reports, and that the President be authorized to execute the engagement letter from ACS on behalf of the Board and the District.

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

735390

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
- Exhibit E Memorandum prepared by Schwartz, Page & Harding, L.L.P.
- Exhibit F Resolution Adopting Records Retention Schedules and Policies and Procedures for Electronic Storage of District Records
- Exhibit G Request from the Records Management Officer
- Exhibit H Report from Municipal Risk Management Group, L.L.C.; Engagement Letter from Arbitrage Compliance Specialists, Inc.