

MINUTES  
MISSION BEND MUNICIPAL UTILITY DISTRICT NO. 2

November 19, 2024

The Board of Directors (the "Board") of Mission Bend Municipal Utility District No. 2 (the "District") met in regular session, open to the public, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas 77027, outside the boundaries of the District, on the 19<sup>th</sup> day of November 2024, and the roll was called of the members of the Board being present:

Judy Villagomez	President
Mary Bertrand	Vice President
Susan Land Johnson	Assistant Vice President
Marlene Weppler	Secretary
Leroy Eaglin	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also present at the meeting were Adem Adem, Resident of the District; Deputy Charles Hill of the Harris County Sheriff's Office ("HCSO"); Vicki Busboom of VLB Bookkeeping Services; Daniela Moderow and Miles Fabian of Baxter & Woodman Consulting Engineers, Inc. ("B&W"); Susan Cita of TBG Partners ("TBG"); Lina Loaiza of Bob Leared Interests; Carlous Smith of Si Environmental, LLC ("Si"); Tommy Gomez of J3 Electric, LLC ("J3 Electric"); Emmanuel Vazquez of Vazquez Electronics, LLC ("Vazquez Electronics"); Sarah Wheeler of Triton Consulting Group, Inc. ("Triton"); and Katie Carner, Aidé Meza, and Patrick Coleman of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Director Villagomez offered any members of the public attending the meeting the opportunity to make a public comment.

Mr. Adem addressed the Board and stated that he received a high fire tap and hydrant installation fee letter in the amount of \$32,078.00 related to his commercial development in the District. He requested that the Board consider granting him a fee adjustment to decrease his fees. Discussion ensued. Following discussion, the Board concurred to defer action on this matter until the Board's next meeting. Next, the Board requested that Si conduct a cost-benefit analysis on commercial connection fee rates contained in the District's Rate Order and present their findings at the Board's next meeting.

## MINUTES

The Board considered approving the minutes of the October 15, 2024 (Regular), October 14, 2024 (Chelford), November 5, 2024 (Greenbelt), and November 11, 2024 (Chelford) meetings. Following review and discussion, Director Wepler moved to approve the September 17, 2024 (Regular) meeting minutes, as presented. Director Johnson seconded the motion, which carried unanimously.

## SECURITY SERVICES MATTERS

### REPORT FROM HCSO

The Board reviewed and acknowledged receipt of the October 2024 security services report from the HCSO, a copy of which is attached. Deputy Hill reported on recent security matters in the District, including an update on the recent increase in the homeless population. He confirmed that the HCSO's homeless outreach team has been patrolling and working to reduce the homeless population within the District. Deputy Hill answered the Board's questions and comments regarding security matters.

### UPDATE ON INSTALLATION OF SIGNS PROHIBITING COMMERCIAL VEHICLES FROM PARKING OVERNIGHT

The Board discussed the ongoing matter of overnight commercial vehicle parking in the District. Ms. Carner confirmed that ABHR will continue submitting petitions to the Mission Bend Civic Association, upon receipt.

Following review and discussion, the Board concurred unanimously to accept the monthly security report, as presented.

## PARK MAINTENANCE MATTERS

The Board reviewed a landscape maintenance report from Custom Scapes, a copy of which is attached. The Board reviewed the general landscape maintenance invoices which are being presented for payment by the Board, including facility mowing in the amount of \$520.80; maintenance and mowing at Terra Del Sol in the amount of \$1,015.00; monthly maintenance at Little Villa Wetland Park ("LVWP") in the amount of \$3,984.00; monthly maintenance at Magnolia Park in the amount of \$7,432.50; monthly maintenance of the Alief-Clodine Road right-of-way in the amount of \$576.00; monthly maintenance of the Bellaire Boulevard at Alief-Clodine Road median in the amount of \$420.00; and monthly maintenance of the Mission Bend Greenbelt Trail (the "Trail") in the amount of \$4,392.92.

The Board reviewed estimate no. 1778 from Custom Scapes in the amount of \$2,830.00, to modify the existing pilot channel of the District's detention pond. A copy of the estimate is included in the landscape maintenance report.

Following review and discussion, Director Eaglin moved to: (1) approve the general invoices presented for the month; (2) approve estimate no. 1778 in the amount of \$2,830.00, as presented, and direct that it be filed appropriately and retained in the District's official records; and (3) approve the landscape maintenance report, as presented. Director Wepler seconded the motion, which carried unanimously.

Director Bertrand arrived.

#### DISCUSS IRRIGATION SYSTEM MATTERS

The Board reviewed a proposal from Vazquez Electronics in the amount of \$183,950.00, for irrigation system sensors, as presented at the October 8, 2024, and October 15, 2024, meetings, a copy of which is attached. Discussion ensued. Following discussion, the Board concurred to defer action on the proposal from Vazquez Electronics for irrigation system sensors until construction at Magnolia Park is completed.

#### LIGHTING MAINTENANCE AND REPAIR

Mr. Gomez updated the Board on routine lighting and maintenance items at LVWP, Magnolia Park, and Altamira. He presented and reviewed a lighting maintenance and repair report from J3 Electric, a copy of which is attached. Mr. Gomez presented and reviewed a proposal in the amount of \$3,950.00 for annual maintenance including the replacement of light bulbs, inspecting poles, wires, and sockets, and removing bugs and glass from lighting fixtures. Next, he presented a proposal in the amount of \$1,755.00 for replacing the wire and conduit of a certain light pole at Magnolia Park. Following review and discussion, Director Wepler moved to: (1) approve the proposals from J3 Electric, as presented, and direct that they be filed appropriately and retained in the District's official records; and (2) accept the monthly lighting maintenance and repair report, as presented. Director Eaglin seconded the motion, which carried unanimously.

#### DISTRICT SURVEILLANCE CAMERA MATTERS

Mr. Vazquez presented and reviewed a surveillance camera system report, a copy of which is attached. Mr. Vazquez reported on activity at Magnolia Park and LVWP during the previous month, including an update on a recent increase in the homeless population at LVWP, and presented and reviewed photographs taken from the cameras, copies of which are attached to the surveillance camera system report. He stated that some activity was not captured do to a lack of camera coverage and low lighting. Director Villagomez informed the Board that she and Director Eaglin will tour LVWP to determine if additional cameras and lighting are needed. Following review and discussion, Director

Bertrand moved to accept the surveillance camera system report. Director Weppler seconded the motion, which carried unanimously.

#### FINANCIAL AND BOOKKEEPING MATTERS

Ms. Busboom presented and reviewed the bookkeeping report, including the investment report, the budget comparison, and the list of checks for the Board's approval. A copy of the bookkeeping report, including the investment report and budget comparison, is attached. She reported on received checks from the City of Houston in the total amount of \$86,732.26, for sales tax revenue in accordance with the District's Strategic Partnership Agreement. Following review and discussion, Director Johnson moved to approve the bookkeeping report and payment of the checks as presented. Director Weppler seconded the motion, which carried unanimously.

#### TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Loaiza presented and reviewed the monthly tax report, a copy of which is attached, reflecting that 0.5% of the District's 2024 taxes were collected as of October 31, 2024. Ms. Loaiza reviewed the bills presented for payment, including overpayment refunds and adjustments from the previous month. Following review and discussion, Director Bertrand moved to approve the tax report and payment of the checks drawn on the District's tax account, including overpayment and value adjustment refunds, as presented. Director Eaglin seconded the motion, which carried unanimously.

#### CHELFORD CITY REGIONAL WASTEWATER TREATMENT PLANT ("CHELFORD") MATTERS

The Board briefly discussed Chelford meeting matters. Mr. Fabian confirmed that additional details on the previously discussed cash call will be on the November 2024 Chelford meeting agenda.

Ms. Carner updated the Board on the continued interest by West Harris County Municipal Utility District No. 4 to enter into a Purchase and Sale Agreement for excess water and wastewater capacity from the District. She confirmed that ABHR is preparing the previously discussed Purchase and Sale Agreement. Following discussion, there was no action on this matter.

#### WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

There was no discussion on this matter.

#### OPERATION OF DISTRICT FACILITIES

Mr. Smith presented and reviewed the operations report from Si, a copy of which is attached. Mr. Smith reported that water accountability was 97.13% in the previous

month. Mr. Smith reported on the current connections in the District, water production and distribution repairs, tap line repairs, sanitary sewer maintenance, lift station maintenance, fire hydrant replacement and maintenance, water meter repairs and replacements, monthly end of the line flushing and Accurate meter commercial meter testing. He answered the Board's questions and comments regarding operation and maintenance matters.

Director Bertrand discussed the ongoing fire hydrant leak issues throughout the District and requested an update on a previously reported leak that has not been repaired. Mr. Smith stated the fire hydrant leak has been scheduled with a priority 2 rating. Discussion ensued. Following discussion, Director Bertrand requested that Si confirm the leak will be repaired promptly.

Mr. Smith updated the Board on the District's lead and copper service line inventory (the "Lead & Copper Inventory"), as reflected in the operator's report. Discussion ensued, and the Board concurred to post the following notice to the public as part of these minutes, as well as include the notice in customer bills:

Mission Bend Municipal Utility District No. 2 has completed the Lead & Copper Inventory as required by the EPA. Through records research and field investigation of the distribution system, it has been determined that the system has no lead service lines or galvanized requiring replacement service lines. If you would like a copy of the Lead & Copper Inventory, please submit your request to [mis002@txdistricts.info](mailto:mis002@txdistricts.info).

#### HEARING REGARDING TERMINATION OF WATER AND SEWER SERVICE

Mr. Smith presented and reviewed a list of delinquent customers to the Directors and reported the residents 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.

Following review and discussion, and based upon the operator's recommendation, Director Bertrand moved to: (1) approve the operations report, as presented; (2) 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; and (3) approve the District's Lead & Copper Inventory, make a copy of the Inventory available by request submitted to [mis002@txdistricts.info](mailto:mis002@txdistricts.info), and post and distribute notice of the availability of the inventory in these minutes, as stated above. Director Johnson seconded the motion, which carried unanimously.

## ENGINEERING MATTERS

Ms. Moderow presented and reviewed an engineering report from B&W, a copy of which is attached.

### PERMANENT GENERATOR PROJECT

The Board discussed the status of construction of the permanent generators for the District. Ms. Moderow reported that the contractor has completed the platform around the generator and is currently installing the gas line and electrical duct bank. She presented and recommended for approval Pay Estimate No. 8 in the amount of \$109,131.30 submitted by Long & Son, Inc. She confirmed that this amount represents partial payment for installation of booster pumps, booster pump piping, generator, generator pad, platform, and regrading of the swale at water plant no. 1. Ms. Moderow stated that the work appears to have been completed in conformance with plans and specifications.

### SANITARY SEWER CLEANING AND TELEVISIONING PROJECT

The Board discussed the District-wide sanitary sewer cleaning and televising project. Ms. Moderow confirmed that B&W has reached out to a contractor to verify costs for large pipe diameter rehabilitation for Phase III, as previously discussed.

### WATER PLANT NO. 1 GROUND STORAGE TANK ("GST") REHABILITATION

Mr. Fabian discussed the rehabilitation of the GST at water plant no. 1. He reported that the project bids were received by seven contractors. He recommended that the Board award the contract to Cor Iesu, LLC in the amount of \$152,200.00. The Board concurred that, in its judgment, Cor Iesu, LLC was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

### STORM WATER QUALITY ("SWQ") INSPECTIONS AND PERMITTING FOR TERRA DEL SOL

Mr. Fabian discussed SWQ inspections and permitting at Terra Del Sol. He stated that B&W submitted the SWQ as-built certificate for permit compliance to the County on October 14, 2024. He reported that B&W requested two proposals from CustomScapes that will meet ongoing maintenance requirements and that CustomScapes has provided one proposal in the amount of \$2,830.00. He stated that B&W is waiting for CustomScapes to provide the final cost of the second proposal.

The Board reviewed storm water management program (SWMP") report submitted by Storm Water Solutions, LLC, a copy of which is attached.

#### REQUESTS FOR SERVICE OR UTILITY COMMITMENT LETTERS

There was no discussion on this matter.

Following review and discussion, and based upon the engineer's recommendation, Director Bertrand moved to: (1) approve Pay Estimate No. 8 in the amount of \$109,131.30, for the permanent generators project to serve the District; (2) award the contract for the rehabilitation of GST at water plant no. 1 to Cor Iesu, LLC in the amount of \$152,200.00 and subject to approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor; and (3) accept the engineer's report, as presented. Director Johnson seconded the motion, which carried unanimously.

#### PARK AND RECREATIONAL FACILITY MATTERS

Ms. Cita presented and reviewed a report regarding the District's parks and recreational facilities, a copy of which is attached.

#### MAGNOLIA PARK IMPROVEMENTS

Mr. Fabian updated the Board on the Phase III improvements project. He confirmed that B&W is working on the preliminary engineering for the detention and drainage for park improvements as well as the drainage analysis for the site, as previously discussed.

Mr. Fabian updated the Board on the permanent access to Magnolia Park project. He noted that B&W anticipates a 60-day HCFCD review and approval process, and that B&W will solicit bids for the project after HCFCD approval, as previously discussed.

Ms. Cita updated the Board on the Phase III improvements project. She stated that schematic design refinement is underway, as previously presented and discussed.

Ms. Cita updated the Board on the damage to a District fence behind residential lots along Ladera Drive due to a fallen tree at the Iman Academy Southwest during Hurricane Beryl. Ms. Cita confirmed that HD Outdoor Designs, LLC has completed the brick fence repair. Ms. Carner confirmed that ABHR has transmitted the previously approved letter to the Iman Academy Southwest requesting reimbursement in the amount of \$15,132.00, on behalf of the District.

## TRAIL IMPROVEMENTS PROJECT

Mr. Fabian updated the Board on the civil engineering plans for the alignment option connecting to the Alief-Clodine Road sidewalk via an easement from Alief Independent School District. He confirmed that B&W received the trail landscaping sheets from TBG, and that B&W is preparing the agency submittal for approval by the County.

Mr. Fabian updated the Board on B&W's coordination with J3 Electric on the proposed lighting structures along the Trail in order to prepare a plan submittal to HCFCD for approval. He reported that B&W will submit the plan as two separate projects due to the presence of standing water on the job site that will require drainage and regrading remediation.

Ms. Cita updated the Board on the review of the west side Trail improvements project and construction plans. She reported that construction documentation and coordination with B&W is proceeding and TBG has submitted the plans for permits to the HCFCD.

Ms. Cita updated the Board on the fabrication and installation of the previously approved sign graphics by Fast Signs. She reported that TBG received and approved the final graphic, and the signs are under production. Ms. Cita confirmed that installation is scheduled to be completed by November 1, 2024.

## LVWP IMPROVEMENTS

Mr. Fabian confirmed that the survey is complete and that the survey file has been provided to TBG.

Ms. Cita updated the Board on the rusted and damaged trash receptacles at LVWP and confirmed that TBG provided CustomScapes with the receptacle information for an installation estimate.

## PRESSURE WASHING IN THE DISTRICT

Ms. Cita stated there are no action items at this time.

## MEDIAN IMPROVEMENTS

There was no update on this matter.



HARRIS COUNTY PRECINCT NO. 4 ("HCP4") MATTERS

PLACES FOR PEOPLE CALL FOR PROJECTS 2023

Ms. Carner provided an update on the HCP4 Interlocal Agreement for Storm and Drainage Improvements and the HCP4 Interlocal Agreement for West Side Trail Improvements. She stated that ABHR has received the final West Side Trail Improvements Interlocal Agreement.

PLACES FOR PEOPLE CALL FOR PROJECTS 2024

The Board discussed applications for 2024 grants for the Places for People Call for Projects by HCP4. Ms. Cita reported that applications for capital improvement projects, including LVWP Improvements, Magnolia Park Improvements, and District Median Improvements have been denied. She noted that HCP4 provided feedback and encouraged the District reapply in 2025.

INVENTORY AND INTERLOCAL AGREEMENT FOR PUBLIC INFRASTRUCTURE MAINTENANCE

Ms. Cita restated that TBG has compiled an inventory of the District's current irrigation systems and landscaping in HCP4's right-of-way and medians.

Following review and discussion, the Board unanimously concurred to accept the Parks report.

DISTRICT TECHNOLOGY MATTERS

Ms. Wheeler presented and reviewed a communications report from Triton, a copy of which is attached, and reported on news posts published during the previous month. Next. Additionally, she presented Triton's 2025 Schedule A Rate Change letter and confirmed an effective start date of January 1, 2025. The Board requested that Triton place the Lead and Copper notice, as discussed above, on the District's website. Following review and discussion, the Board concurred unanimously to: (1) authorize Triton to place the Lead and Copper notice on the District's website; and (2) accept the communications report from Triton, as presented.

MEETING SCHEDULE AND PLANNING MATTERS

The Board discussed the next regular Board meeting and concurred to hold the next regular meeting on Tuesday, December 17, 2024, at 6:00 p.m. at the offices of ABHR.

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



Marlene Weppeler  
Secretary, Board of Directors

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