

## **HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 166**

### **Minutes of Meeting of Board of Directors**

**June 20, 2025**

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 20, 2025, 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 Love, thus constituting a quorum. Director Mendel entered later in the meeting, as noted herein.

Also attending the meeting were Mirna Bonilla-Odums and Raquel Garcia of Inframark, LLC ("Inframark"); Odett Newman of Bob Leared Interests, Inc. ("BLI"); Putri Tesalonika of Municipal Accounts & Consulting, L.P. ("MA&C"); Eve Blakemore of IDS Engineering Group ("IDS"); Barbara Nussa of Republic Services, Inc. ("Republic"); and Eric Lai, Cullen Richardson, and Kris Eddlemon of Schwartz, Page & Harding, L.L.P. ("SPH").

The Vice 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 were no comments from the public at this time.

### **MINUTES**

The Board considered the minutes of its meeting held on May 16, 2025. After discussion, Director Grzanka moved that the minutes of the May 16, 2025, Board meeting be approved, as written. Director Knickerbocker seconded the motion, which unanimously carried.

Director Mendel entered the meeting at this time.

### **RESIGNATION OF DIRECTOR LOVE; APPOINTMENT OF DIRECTOR**

The Board deferred acceptance of the resignation of Director Love from the Board of Directors and the appointment of a new director until the next meeting.

## **TAX ASSESSOR-COLLECTOR REPORT**

Ms. Newman presented to and reviewed with the Board the Tax Assessor-Collector Report for the month of May 2025, including the disbursements presented therein for payment from the District's tax account. A copy of the report is attached hereto as **Exhibit A**. She advised that a resident has requested a six (6) month payment plan for payment of delinquent taxes for the tax year 2024. 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, and that BLI be authorized to provide the resident with a six (6) month payment plan, subject to further research of the account by BLI. Director Knickerbocker seconded said motion, which unanimously carried.

## **DELINQUENT TAX COLLECTIONS ATTORNEYS' REPORT**

The Board deferred review of a Delinquent Tax Collections Attorneys' Report after noting 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 June 20, 2025, including the disbursements presented therein 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, including check no. 7912 in the amount of \$1,281.03 payable to Director Grzanka for reimbursement of eligible expenses related to attendance at the Association of Water Board Directors' conference. Director Cox seconded the motion, which unanimously carried.

## **ENGINEER'S REPORT**

Ms. Blakemore next presented to and reviewed with the Board the Engineer's Report, dated June 20, 2025, prepared by IDS relative to the status of various projects within the District. A copy of the report is attached hereto as **Exhibit C**. The Board reviewed and discussed the Asset Management Plan (the "Plan") prepared by IDS, a copy of which is included with **Exhibit C**. Following discussion, Director Knickerbocker moved that the Board approve the Plan, as presented. Director Grzanka 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 for the month of May 2025, a copy of which is attached hereto as **Exhibit D**. Ms. Bonilla-Odums noted that the District's accountability for the month of May 2025 was 96.57%. 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 Cox moved to authorize IDS and/or Inframark to make such submissions on behalf of the District. The motion was seconded by Director Grzanka and carried by unanimous vote.

## **REPORT BY REPUBLIC SERVICES, INC.**

Ms. Nussa verbally reported to the Board that there were no service issues to report in connection with services provided to the District by Republic. No action was taken by the Board at this time.

## **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 next considered approval of a Voting System Annual Filing Form. Mr. Lai advised the Board that, pursuant to provisions of the Texas Election Code, the District is required to complete and file on an annual basis 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 Grzanka seconded the motion, which unanimously carried.

## **RECORDS DESTRUCTION REQUEST**

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 (the "Request"). A copy of the Request is attached hereto as **Exhibit E**. After discussion, Director

Grzanka moved that SPH be authorized to destroy the records described in the Request. Director Cox seconded said motion, which carried unanimously.

### **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 Cox, seconded by Director Grzanka and unanimously carried, the meeting was adjourned.

  
Secretary

## LIST OF EXHIBITS TO MINUTES

Exhibit A	Tax Assessor-Collector Report
Exhibit B	Bookkeeper's Report
Exhibit C	Engineer's Report and Asset Management Plan
Exhibit D	Operations and Maintenance Report
Exhibit E	Records Destruction Request