

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 81  
OF HARRIS COUNTY, TEXAS

April 22, 2021

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 81 (the "District") met in regular session by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, on the 22nd day of April, 2021, and the roll was called of the members of the Board being present by telephone:

|                  |                     |
|------------------|---------------------|
| George Goff      | President           |
| Patrick Cathcart | Vice President      |
| Bruce Cox        | Secretary           |
| Donna Brown      | Treasurer           |
| Michael Olsen    | Assistant Secretary |

and all of said persons were present, thus constituting a quorum.

Also attending the teleconference were Jennifer Hanna of BKD, LLP; Mary Lutz of McLennan & Associates, L.P. ("McLennan"); Doug Baker and Kate Hallaway of BGE, Inc. ("BGE"); Sarah Ahlschlager of Wheeler & Associates, Inc.; Charlie Chapline and Lee Crenshaw of Municipal District Services, L.L.C. ("MDS"); Starr Johnson and Doris Vogt, District employees; and Katie Carner and Kim Cannon-Griffin of Allen Boone Humphries Robinson LLP ("ABHR").

Ms. Carner reviewed certain recommended protocols for conducting the District's meeting via teleconference. She announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at [www.districtdirectory.org/agendapackets/hcmud81](http://www.districtdirectory.org/agendapackets/hcmud81).

#### PUBLIC COMMENTS

There were no public comments.

#### MINUTES

The Board considered approving the minutes of the March 25, 2021, regular meeting. After discussion, Director Olsen moved to approve the minutes of the March 25, 2021 meeting. Director Cox seconded the motion. A roll call of the Board was taken and the motion passed by unanimous vote, with all directors voting "yea."

## TAX ASSESSOR/COLLECTOR REPORT

Ms. Ahlschlager reviewed the tax assessor/collector's report for the month of March 2021, a copy of which is attached. She stated the report reflects that the District's 2020 taxes were 95.13% collected as of the end of March. After discussion, Director Brown moved to approve the tax assessor/collector's report and pay the bills from the tax account. Director Olsen seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

Ms. Ahlschlager distributed the Business Sales Tax Report, a copy of which is attached.

## BOOKKEEPER'S REPORT

The Board reviewed the bookkeeper's report, a copy of which is attached. Ms. Lutz reviewed each District account and the bills to be paid, as well as a budget to actual comparison.

Ms. Lutz requested approval of three additional checks, check no. 16910 payable to West Memorial Municipal Utility District for the Sewage Treatment Plant operations, in the amount of \$29,385.00, check no. 16911 payable to Fisk Electric, in the amount of \$160.00, and check no. 16912 payable to Custom Cutters, in the amount of \$1,877.43.

## ADOPT AMENDED BUDGET FOR FISCAL YEAR ENDING DECEMBER 31, 2021

Ms. Lutz presented and recommended approval of a draft amended budget, a copy of which is attached to the bookkeeper's report. Discussion ensued.

After review and discussion, Director Brown moved to (1) approve the bookkeeper's report and the checks presented for payment, including the three additional checks, as discussed; and (2) adopt an amended budget for fiscal year ending December 31, 2021. Director Olsen seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

## APPROVE AUDIT FOR FISCAL YEAR END DECEMBER 31, 2020

Ms. Hanna reviewed the audit for the District's fiscal year ending December 31, 2020. After discussion, Director Cox moved to approve the audit, subject to final review. Director Olsen seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

## AUTHORIZE RENEWAL OF DISTRICT'S INSURANCE POLICIES

There was no discussion on this matter.

## OPERATOR'S REPORT

Mr. Chapline distributed and reviewed a written operator's report, a copy of which is attached.

Mr. Chapline discussed a letter from the Texas Commission on Environmental Quality ("TCEQ") regarding participation in the 7th Drinking water Infrastructure Need Survey and Assessment. A copy of the letter is attached to the operator's report.

After discussion, Director Cathcart moved to approve the operator's report. Director Cox seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

### APPROVE ANNUAL REPORT ON IMPLEMENTATION OF WATER CONSERVATION PLAN AND AUTHORIZE SUBMITTAL TO THE TEXAS WATER DEVELOPMENT BOARD ("TWDB")

The Board reviewed the District's Water Conservation Plan. After review and discussion, Director Cathcart moved to approve the Water Conservation Annual Report and submittal to the TWDB and direct that it be filed appropriately and retained in the District's official records. Director Cox seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

### CONDUCT ANNUAL REVIEW OF DROUGHT CONTINGENCY PLAN

The Board reviewed the District's Drought Contingency Plan and agreed that no revisions are necessary to the plan at this time.

### AUTHORIZE OPERATOR TO PREPARE ANNUAL WATER LOSS AUDIT

Ms. Carner reviewed the District's requirement for the operator to prepare the Water Loss Audit and submit it to the TWDB. After discussion, Director Cathcart moved to authorize the operator to prepare the Water Loss Audit and to submit the same to the TWDB. Director Cox seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

### IDENTIFY THEFT PREVENTION PROGRAM

Mr. Chapline reviewed the annual report on the Identity Theft Prevention Program, a copy of which is attached to the operator's report. Mr. Chapline stated that no significant incidents of identity theft have been reported in the past year and that MDS is not recommending any changes to the policy at this time.

APPROVE CONSUMER CONFIDENCE REPORT ("CCR") AND AUTHORIZE AUDITOR TO MAIL THE CCR AND FILE CERTIFICATE OF MAILING WITH THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Mr. Chapline distributed and reviewed the 2020 CCR, a copy of which is attached to the operator's report. After review and discussion, Director Cathcart moved to approve the CCR and authorize filing of same. Director Cox seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

TERMINATION OF SERVICE

The Board next considered termination of utility service to delinquent accounts. Discussion ensued regarding the delinquent list. After review and discussion, Director Cathcart moved to suspend termination of utility service for customers on the termination list and the assessment of any penalty and interest charges for late payments through April 30, 2021, and resume terminations and late fees for delinquent accounts after April 30, 2021. Director Cox seconded the motion, which passed by unanimous vote, following a roll call vote. The Board directed MDS to offer payment to residents upon request.

ENGINEER'S REPORT

Mr. Baker presented the engineer's report, a copy of which is attached.

MEMORIAL PARKWAY, SECTIONS 1 AND 2, SANITARY SEWER LINE REHABILITATION

Mr. Baker stated that Texas Pride Utilities is the contractor for this project. He stated the total amount of the project is \$705,664.10.

REPORT ON HARRIS COUNTY STORM SEWER AND DRAINAGE FACILITY IMPROVEMENTS

Mr. Baker stated that BGE currently is under contract with Harris County for the design of the drainage improvements for Memorial Parkway and Cimarron Sections 2, 3, 4 and 5. He stated design of both projects is underway.

Mr. Baker stated that Harris County has redefined the Memorial Parkway project. He stated the project will include additional detention/mitigation volume.

WATER PLANT NO. 2 GENERATOR REPLACEMENT

Mr. Baker stated BGE is currently preparing the plans and specifications for the water plant no. 2 generator replacement project.

### WATER PLANT NOS. 1, 2 AND 4 GROUND STORAGE TANK ALTERNATE FILL LINE INSTALLATION

Mr. Baker stated that BGE has received approval of the plans and specifications from the TCEQ and requested authorization for advertisement for bids.

### DISINFECTION SYSTEM UPGRADES AT WATER PLANT NOS. 1, 2, 3 AND 4

Mr. Baker stated that BGE has received approval of the plans and specifications from the TCEQ and requested authorization for advertisement for bids for the project.

### CAPITAL IMPROVEMENT PLAN

Mr. Baker reviewed an updated capital improvement plan, a copy of which is attached to the engineer's report.

### DISCUSS POTENTIAL POCKET PARK NEAR MASON CREEK HIKE AND BIKE TRAIL

There was no discussion on this matter.

### RISK AND RESILIENCE ASSESSMENT

Mr. Baker stated that BGE has begun preparation of the Risk and Resilience Assessment.

### POTENTIAL WINTERIZATION IMPROVEMENTS

Ms. Baker stated BGE toured each District facility to inspect any damages caused by the 2021 freeze event and reported on same. He discussed potential improvements in response to same. Discussion ensued.

Following review and discussion, and based on the engineer's recommendation, Director Olsen moved to (1) approve the engineer's report; and (2) authorize BGE to advertise for bids for the disinfection system upgrades at water plant nos. 1,2,3 and 4. Director Cathcart seconded the motion, which passed unanimously following a roll call vote.

### WEST MEMORIAL MUNICIPAL UTILITY DISTRICT ("WEST MEMORIAL") SEWAGE TREATMENT PLANT MEETING AND PROPOSED PLANT IMPROVEMENTS

Director Cox updated the Board on the West Memorial Plant site and reported on the West Memorial Sewage Treatment Plant meeting.



OPERATION, REPAIR, AND MAINTENANCE OF ADMINISTRATIVE OFFICE AND DISTRICT WEBSITE AND EMPLOYMENT MATTERS

Director Goff discussed a letter received from Custom Cutters regarding maintenance provided within the District and a requested fee increase. He stated the letter request proposes an increase in compensation for the pesticide treatment at the facilities in the amount of \$450.00 per month. Discussion ensued.

Director Goff requested a special meeting for the Board on May 11th to discuss personnel matters and the proposal from Custom Cutters.

DISCUSS SECURITY CAMERAS AND EQUIPMENT MAINTENANCE AND RELATED PROPOSALS

Ms. Johnson updated the Board on the information regarding potential modifications to the security cameras. The Board discussed cancelling the Comcast internet services at the water plant sites, as it is no longer needed. The Board concurred to authorize Ms. Johnson to cancel the internet service at the water plant sites.

PROPOSALS FOR TEXT/EMAIL ALERTS

The Board reviewed proposals from Joe Hallmark and MDS for text/email alerts, copies of which are attached. The Board did not take action.

After discussion, Director Cathcart moved to authorize termination of the internet service at the water plant sites. Director Cox seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

UPDATE ON AIR CONDITIONER REPLACEMENT

Ms. Johnson updated the Board on the air conditioning compressor replacement in the attic at the District Administration Building. Ms. Johnson stated that True Fix has completed the replacement.

Discussion ensued regarding regular maintenance of the air conditioner, and the Board concurred to authorize Ms. Johnson to solicit proposals for same.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY

There was no discussion on this matter.

2021 BOND ELECTION

Ms. Carner discussed the ongoing bond election, including posting of the early voting rosters.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.

  
Secretary, Board of Directors

(SEAL)



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