

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 468

January 6, 2021

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 468 (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 6th day of January, 2021, and the roll was called of the members of the Board being present by telephone:

Kenneth P. Carter	President
Lawrence Kupstas	Vice President
Robert Moore	Secretary/Treasurer
William T. Evans	Assistant Vice President
Blair M. Frederick	Assistant Secretary

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

Also attending the teleconference were Cory Burton of Municipal Accounts & Consulting, L.P. ("MAC"); Darren Miller and Michael Murr of Murr Incorporated; Jan Bartholomew of Robert W. Baird & Co. Incorporated; Karen Sears of Storm Water Solutions, LLC ("SWS"); Randy Corson of Mischer Investments, LP; Juan Montano of Inframark Water & Infrastructure Services ("Inframark"); Anna Duarte of Tax Tech, Inc. ("Tax Tech"); Keli Schroeder of BGE, Inc. ("BGE"); Scott Gray of Champions Hydro-Lawn, Inc.; and Greer Pagan and Holly Huston of Allen Boone Humphries Robinson LLP ("ABHR").

Mr. Pagan reviewed certain recommended protocols for conducting the District's meeting via teleconference. He 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 <https://www.districtdirectory.org/agendapackets/hcmud468/>.

PUBLIC COMMENT

The Board offered any members of the public attending the meeting by telephone the opportunity to make public comment. There being no members of the public requesting to make public comment, the Board moved to the next agenda item.

APPROVE MINUTES

The Board considered approving the minutes of the December 2, 2020, regular meeting. After review and discussion, Director Carter moved to approve the minutes of

the December 2, 2020, regular meeting. Director Frederick seconded the motion, which carried unanimously.

DISTRICT SECURITY MATTERS

The Board reviewed the security report from the Harris County Sheriff's Office, a copy of which is attached.

The Board discussed renewal of the Interlocal Agreement for Law Enforcement Services with Harris County for the services of six Harris County Sheriff deputies (the "Agreement") to begin on March 1, 2021, and end on February 28, 2022. Following review and discussion, Director Frederick moved to approve the Agreement and direct that the Agreement be filed appropriately and retained in the District's official records. Director Kupstas seconded the motion, which passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Burton presented the bookkeeper's report, the summary of investments report, and he reviewed the District's bills with the Board, a copy of which is attached. Upon a motion made by Director Evans and seconded by Director Carter, the Board voted unanimously to approve the bookkeeper's report and pay the bills listed in the report.

The Board received the Public Funds Investment Act Disclosure Statements for the District's bookkeeper and investment officer. Mr. Pagan noted that the Disclosure Statements will be filed with the Texas Ethics Commission. After review and discussion, Director Kupstas moved to accept the Disclosure Statements under the Public Funds Investment Act for Mark Burton, and Ghia Lewis, and direct that the Disclosure Statements be filed appropriately and retained in the District's official records. Director Carter seconded the motion, which carried unanimously.

ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY

Mr. Pagan reported on the District's compliance activities during the prior calendar year related to bond financings. He stated that no corrective action is required at this time.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Duarte reviewed the tax assessor/collector's report, a copy of which is attached. She reported that 2.93% of the 2020 tax levy had been collected as of December 31, 2020. Following review and discussion, Director Frederick moved to approve the tax assessor/collector's report and payment of the tax bills. Director Evans seconded the motion, which passed unanimously.

ENGINEERING MATTERS

Ms. Schroeder reviewed a report on engineering matters within the District, a copy of which is attached.

Ms. Schroeder updated the Board regarding the status of design for the Chasewood Waterline Loop repair.

Ms. Schroeder updated the Board regarding the construction of Outfall Repair along Cypress Creek.

Ms. Schroeder updated the Board regarding the construction of Harris County Flood Control District Pillot Gully.

Ms. Schroeder updated the Board regarding the bond application.

Following review and discussion, Director Frederick moved to approve the engineer's report. Director Kupstas seconded the motion, which passed by a unanimous vote.

MAINTENANCE OF DETENTION POND

Ms. Sears reviewed a report on maintenance of the Vintage Royale Drainage Facilities by SWS, a copy of which is attached.

Mr. Gray reviewed a report on maintenance of the Vintage Southeast Detention Pond by Champions, a copy of which is attached.

PARK AND RECREATIONAL FACILITIES

Mr. Miller presented and reviewed a landscape architect's report, a copy of which is attached. Discussion ensued regarding the status of phase 1 of the District connectivity project ("phase 1"). Mr. Miller recommended the Board split phase 1 and move forward with the part of phase 1 that is along Cutten Road, Vintage Preserve Parkway, Vintage Royale Pond and the Vintage Royale Neighborhood while holding off on the portion of phase one along Chasewood Park Drive. He then requested Board authorization to approve plans and specifications for part of phase 1 and authorize advertisement for bid. Following discussion, Director Frederick moved to approve plans and specifications for part of phase 1 and authorize advertisement for bid, subject to finalization and recordation of the necessary easements. Director Carter seconded the motion, which passed by a unanimous vote.

DEVELOPMENT IN THE DISTRICT

Mr. Corson updated the Board regarding development within the District.

DISTRICT WEBSITE MATTERS

Mr. Corson updated the Board regarding the District website

OPERATION OF DISTRICT FACILITIES

Mr. Montano presented the monthly operator's report, a copy of which is attached, and discussed repairs and maintenance in the District. He stated that the District's water accountability for the month was 102.43%.

Mr. Montano requested Board approved to replace a damaged fire hydrant along Vintage Preserve in the amount of \$4,500.00.

Mr. Montano requested Board approval to submit one account to collections in the amount of \$40.08.

Following review and discussion, Director Frederick moved to (1) approve the operator's report; (2) approve replacement of the damaged fire hydrant along Vintage Preserve in the amount of \$4,500; and (3) submit one account to collections in the amount of \$40.08, as requested. Director Moore seconded the motion, which passed unanimously.

CONDUCT HEARING ON TERMINATION OF WATER SERVICE

Mr. Montano presented a list of delinquent customers 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, Director Frederick moved to 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. The motion was seconded by Director Moore and passed by unanimous vote.

AMEND RATE ORDER

There was no discussion on this matter.

ADOPT AMENDED ORDER ESTABLISHING A RECORDS RETENTION PROGRAM AND DESIGNATING A RECORDS MANAGEMENT OFFICER

Mr. Pagan stated that the Texas Local Government Records Act provides that all local governments must establish an active and continuing records management program that contains policies and procedures that promote cost-effective and efficient recordkeeping. Mr. Pagan stated that the District's current records management program

requires that all District records be retained permanently. Mr. Pagan reviewed with the Board an Amended Order Establishing a Records Management Program and Designating a Records Management Officer that amends the District's records management program to adopt the recommended retention schedules published by the Texas State Library and Archive Commission ("TSLAC"), which will allow the District to periodically dispose of records once the applicable retention period for that specific information has expired. After review and discussion, Director Frederick moved to adopt an Amended Order Establishing a Records Management Program and Designating a Records Management Officer, authorize submission of the Amended Order to TSLAC, and direct that the Amended Order be filed appropriately and retained in the District's official records. Director Kupstas seconded the motion, which passed by unanimous vote.

ANNUAL CYBERSECURITY TRAINING

Mr. Pagan presented a memorandum to the Board regarding annual cybersecurity training requirements for certain local government employees and elected officials pursuant to Chapter 2054, Texas Government Code. He stated that Board members must select a training program that is certified by the Texas Department of Information Resources. Mr. Pagan added that according to the Texas Department of Information Resources the training should be completed by June 14th of each year.

The Board concurred to conduct the next regular meeting on February 3, 2021, at 11:30 a.m.

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

/s/ Robert Moore
Secretary, Board of Directors



(SEAL)

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Security report	2
Bookkeepers Report	2
Tax assessor/collector's report	2
Engineer's report	3
SWS report	3
Champions report	3
Landscape Architect's Report	3
Operator's report.....	4