

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 468

May 5, 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 5th day of May 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 the above were present via teleconference except Director Moore, thus constituting a quorum.

Also attending the teleconference were Tayo Ilori of McGrath & Co., PLLC (“McGrath”); Avik Bonnerjee of B&A Municipal Tax Service, LLC (“B&A”); Cory Burton of Municipal Accounts & Consulting, L.P. (“MAC”); Darren Miller of Murr Incorporated (“Murr”); Karen Sears of Storm Water Solutions, LLC (“SWS”); Juan Montano Inframark Water & Infrastructure Services (“Inframark”); Randy Corson of Mischer Investments, LP; Chris Dickson of Crescere Digital (“Crescere”); Anna Duarte of Tax Tech, Inc. (“Tax Tech”); Ethan Demary of BGE, Inc. (“BGE”); Blake Karban of Davis Development (“Davis”); Scott Gray of Champions Hydro-Lawn, Inc. (“Champions”); and Greer Pagan and Meagan Guilmenot of Allen Boone Humphries Robinson LLP.

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 April 7, 2021, regular meeting. After review and discussion, Director Carter moved to approve the minutes of the April 7, 2021, regular meeting, as submitted. Director Frederick seconded the motion, which carried unanimously.

## REVIEW SALES TAX TRACKING REPORT

Mr. Bonnerjee reviewed a Sales Tax Permit Audit prepared by B&A, a copy of which is attached.

## AUTHORIZE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END MAY 31, 2021

Mr. Pagan stated the District has an evergreen agreement with McGrath, to conduct the District's audit for the fiscal year ending May 31, 2021. Mr. Ilori stated that the estimated fee to conduct the audit is \$15,500.00. After review and discussion, Director Kupstas moved to authorize McGrath to conduct the District's audit for the fiscal year ending May 31, 2021. Director Carter seconded the motion, which passed unanimously.

## DISTRICT SECURITY MATTERS

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

## FINANCIAL AND BOOKKEEPING MATTERS

Mr. Burton reviewed the bookkeeper's report, including the summary of investments report and the District's bills, a copy of which is attached.

Mr. Burton reviewed a proposed budget for the fiscal year end May 31, 2022, a copy of which is attached.

Ms. Duarte reviewed the tax assessor/collector's report, a copy of which is attached. She reported that 97.32% of the 2020 tax levy had been collected as of April 30, 2021.

Upon a motion made by Director Frederick and seconded by Director Kupstas, the Board voted unanimously to (1) approve the bookkeeper's report and pay the bills listed in the report; (2) adopt the budget for the fiscal year end May 31, 2022, subject to incorporation of Board and consultant comments; and (3) approve the tax assessor/collector's report and payment of the tax bills.

## TRAVEL REIMBURSEMENT GUIDELINES AND ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

Mr. Pagan discussed the District's Travel Reimbursement Guidelines in connection with the upcoming AWBD summer conference. Mr. Burton stated that no directors have signed up for the conference yet.

## ENGINEERING MATTERS

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

Mr. Demary updated the Board regarding the status of design for the Chasewood Waterline Loop.

Mr. Demary updated the Board regarding the status of construction of the Outfall Repair along Cypress Creek.

Mr. Demary requested approval of capacity reservation to Davis for the 14.4-acre Vintage Preserve Parkway Tract.

Mr. Demary reviewed proposals from Champions and SWS for maintenance of the Vintage Park detention pond, copies of which are attached to the engineer's report. Discussion ensued regarding the two proposals, as well as the schedule for mowing and maintenance.

Following review and discussion, Director Carter moved to (1) approve engineer's report; (2) approve the proposal in the amount of \$18,181.00 for monthly maintenance of the Vintage Park detention pond from SWS; and (3) approve the capacity reservation request to Davis for the 14.4-acre Vintage Preserve Parkway Tract. Director Frederick 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. She also noted that there is a small void that may be forming under the interceptor and vegetation near the side slope, which SWS is monitoring.

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

Mr. Pagan reviewed a proposal in the amount of \$4,827.06 from Lake Management Services, LP, (“LMS”) for repair of freeze-related damage to the well’s booster pump at the Vintage Royale detention pond.

Mr. Pagan reviewed the annual maintenance budgets from LMS, in the amounts of \$26,100 for the Detention Lake and \$10,900 for Vintage Royale, copies of which are attached.

Following review and discussion, Director Kupstas moved to (1) approve the proposal from LMS in the amount of \$4,827.06 for repair of freeze-related damage to the well’s booster pump at the Vintage Royale detention pond; and (2) approve the annual maintenance budgets from LMS, as presented. Director Carter seconded the motion, which passed by a unanimous vote.

#### PARK AND RECREATIONAL FACILITIES

Mr. Miller reviewed the landscape architect’s report, a copy of which is attached.

Mr. Miller updated the Board regarding the District Wayfinding projects. He stated Murr will begin advertising for bids on May 14, 2021.

Mr. Miller updated the Board regarding the District Connectivity Sidewalk project. He reported that he received a quote from Hovis Surveying (“Hovis”) in the amount of \$7,450.00 to obtain a complete survey of the requested information for Harris County.

Following review and discussion, Director Kupstas moved to authorize Hovis to perform a complete survey in the amount of \$7,450.00 to obtain the requested information for Harris County. Director Evans seconded the motion, which passed by a unanimous vote.

#### DEVELOPMENT IN THE DISTRICT

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

Mr. Corson updated the Board on the status of the 14.4-acre Vintage Preserve Parkway Tract.

Mr. Karban introduced himself to the Board and consultants.

#### DISTRICT WEBSITE

Mr. Corson updated the Board regarding the District’s website.

Mr. Dickson reviewed a proposal from Crescere , a copy of which is attached, for three options for resident communication and alert notifications. Discussion ensued on alert system options for residents.

After review and discussion, Director Frederick moved to (1) approve the proposal from Crescere with text message alert notifications in the amount of \$250 monthly, as submitted; and (2) authorize Inframark to coordinate signing up residents for text message alert notifications. Director Carter seconded the motion, which passed by a unanimous vote.

#### 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 96.53%.

Mr. Montano updated the Board regarding repairs to facilities damaged by the recent winter storm.

Mr. Montano requested the Board's approval to conduct the District's annual fire hydrant survey in the amount of \$2,800.00.

Mr. Montano reviewed the Consumer Confidence Report ("CCR") with the Board, a copy of which is attached to the operator's report. He stated that the report is missing the Water Loss Audit, but once completed, Inframark will distribute and file the CCR.

Mr. Montano requested Board authorize submittal of one account to collections in the amount of \$24.64.

Following review and discussion, Director Carter moved to (1) approve the operator's report; (2) authorize Inframark to conduct the annual fire hydrant survey in the amount of \$2,800.00; (3) approve the CCR, authorize Inframark to distribute the CCR to customers, and file the certificate of delivery with the Texas Commission on Environmental Quality; and (4) authorize submittal of one account to collections. Director Kupstas 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 of Directors 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 Carter 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. Director Kupstas seconded the motion, which passed by unanimous vote.

AMEND RATE ORDER

There was no discussion on this agenda item.

The Board concurred to conduct the next regular meeting on June 2, 2021, at 11:30 a.m.

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

(SEAL)



/s/Robert Moore

Secretary, Board of Directors

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