

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 468

January 3, 2024

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 468 (the "District") met in regular session, open to the public, in person, on the 3<sup>rd</sup> day of January 2024, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

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

and all the above were present except Director Evans, thus constituting a quorum.

Also attending in person were Tam Trinh of Municipal Accounts & Consulting, L.P.; Jamar Simien of Murr Incorporated; Robert Garcia of Champions Hydro-Lawn, Inc. ("Champions"); Robert Miller of Inframark Water & Infrastructure Services; Karen Sears of Storm Water Solutions, LLC ("SWS"); Kelley Jurecek of Tax Tech, Inc.; and Greer Pagan and Sydney Durham of Allen Boone Humphries Robinson LLP.

**PUBLIC COMMENT**

The Board offered any members of the public attending the meeting 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 6, 2023, regular meeting. After review and discussion, Director Frederick moved to approve the minutes of the December 6, 2023, regular meeting, as submitted. Director Moore seconded the motion, which carried unanimously.

**2024 DIRECTORS ELECTION**

Mr. Pagan discussed procedures related to the 2024 Directors Election. He reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2024 Directors Election Period. Following review and discussion, Director Kupstas moved to adopt a Resolution Designating an Agent of the Secretary of the Board During the 2024 Directors Election Period appointing Sydney Durham as

the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Frederick seconded the motion, which was approved by unanimous vote.

Mr. Pagan reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot for the 2024 Directors Election. Following discussion, Director Kupstas moved to authorize the Secretary's agent to post the notice as required. Director Frederick seconded the motion, which was approved by unanimous vote.

Mr. Pagan stated that the District may contract with Harris County (the "County") to conduct the District's 2024 Directors Election. Following discussion, Director Kupstas moved to contract with the County to administer the District's election. Director Frederick seconded the motion, which was approved by unanimous vote.

#### DISTRICT SECURITY MATTERS

The Board discussed security matters in the District.

#### FINANCIAL AND BOOKKEEPING MATTERS

Ms. Trinh presented the bookkeeper's report, including the summary of investments, and reviewed the District's bills with the Board, a copy of which is attached. She noted that check no. 1186 will be voided due to an error. Upon a motion made by Director Frederick and seconded by Director Moore, the Board voted unanimously to approve the bookkeeper's report and pay the bills listed in the report.

#### 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.

#### ANNUAL DISCLOSURE STATEMENTS

Mr. Pagan stated that in accordance with the District's Investment Policy, the District's bookkeeper and the District's Investment Officer, are required to execute disclosure statements that disclose any relationships with banks and brokers who seek to sell investments to the District. He added that the disclosure statements will be filed with the Texas Ethics Commission. After review and discussion, Director Frederick moved to accept the disclosure statements from the District's bookkeeper and Investment Officer and direct that they be filed appropriately and retained in the District's official records. Director Kupstas seconded the motion, which passed by unanimous vote.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek reviewed the tax assessor/collector's report, a copy of which is attached. She reported that 7.42% of the 2023 tax levy had been collected as of January 1, 2024. Following review and discussion, Director Frederick moved to approve the tax assessor/collector's report and payment of the tax bills. Director Moore seconded the motion, which passed unanimously.

## ENGINEERING MATTERS

The Board reviewed a report on engineering matters within the District, a copy of which is attached. Following review and discussion, Director Frederick moved to approve the engineer's report. Director Moore seconded the motion, which was approved by 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 then presented a proposal for repairs to sinkhole repairs at the St. Luke's detention pond in the amount of \$8,800.00. A copy of the proposal is included in the maintenance report. Following review and discussion, Director Moore moved to approve the proposal for repairs to sinkhole repairs at the St. Luke's detention pond in the amount of \$8,800.00. Director Frederick seconded the motion, which passed unanimously.

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

## PARK AND RECREATIONAL FACILITIES

Mr. Simien reviewed the landscape architect's report, a copy of which is attached.

Mr. Simien updated the Board regarding construction of the District Connectivity Sidewalk.

Mr. Simien reported regarding the fence bordering Aldi, Starbucks, and the District's detention pond. Mr. Simien stated that bids were received for the detention pond fence replacement project. Mr. Simien recommended that the Board award the contract to Dunn Fence ("Dunn") in the amount of \$36,912.00. The Board concurred that, in its judgment, Dunn 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.

Following review and discussion, Director Frederick made a motion to (1) approve the landscape architect's report; and (2) to award the contract for the detention pond fence replacement project to Dunn in the amount of \$36,912.00, based upon the landscape

architect's recommendation and receipt of the payment bond and the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Moore seconded this motion, which carried unanimously.

### DEVELOPMENT IN THE DISTRICT

There was no discussion on this agenda item.

### DISTRICT WEBSITE

There was no discussion on this agenda item.

### OPERATION OF DISTRICT FACILITIES

Mr. Miller 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 96.12%.

Mr. Miller reviewed a proposal from Accurate Meter & Backflow, LLC for installation of a smart meter at the District's interconnect in the amount of \$1,500.00.

Following review and discussion, Director Frederick moved to (1) approve the operator's report; and (2) approve the proposal, as presented. Director Moore seconded the motion, which passed by unanimous vote.

### CONDUCT HEARING ON TERMINATION OF WATER SERVICE

Mr. Miller 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 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. Director Moore seconded the motion, which passed by unanimous vote.

### AMEND WATER SUPPLY AGREEMENT WITH NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY ("NHCRAWA")

No action was taken on this matter.

The Board concurred to conduct the next regular meeting on February 7, 2024, at 11:30 a.m.

**DRAFT**

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



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Secretary, Board of Directors

**DRAFT**LIST OF ATTACHMENTS TO MINUTES

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