

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 264

October 16, 2019

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 264 (the "District") met in regular session, open to the public, on the 16th day of October, 2019, at Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Russell Appelget	President
Jose Nava	Vice President
Donnice Hoffman	Secretary
Charles E. Brandman	Assistant Vice President
Patty Rodriguez	Assistant Secretary

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

Also present at the meeting were Wendy Austin of District Data Services Inc.; Caryn Adams of Wheeler & Associates, Inc. ("Wheeler"); Chris Townsend and Katie May of Inframark Water & Infrastructure Operations ("Inframark"); Stephen Swindell of Jones & Carter, Inc. ("J&C"); and Sandra Staine and Anne-Marie Bradford of Allen Boone Humphries Robinson LLP ("ABHR").

MINUTES

The Board considered approving the minutes of the September 18, 2019, regular meeting. After review and discussion, Director Brandman moved to approve the minutes, as presented. Director Nava seconded the motion, which passed by unanimous vote.

PUBLIC COMMENTS

Director Brandman discussed the November statewide elections.

DISTRICT'S INSURANCE POLICIES

The Board reviewed a renewal proposal from HARCO. After discussion, the Board requested additional information regarding the proposal and concurred to table action on this item until the next meeting.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Austin presented and reviewed the bookkeeper's report, a copy of which is attached. After review and discussion, Director Brandman moved to approve the bookkeeper's report and payment of the bills. Director Hoffman seconded the motion, which passed by unanimous vote.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Adams reviewed the tax assessor/collector's report, a copy of which is attached, which reflects that 99.59% of the District's 2018 taxes have been collected as of September 30, 2019. The Board next reviewed and considered a list of delinquent personal property tax accounts to be written off as uncollectible. Following review and discussion, Director Rodriguez moved to (i) approve the tax assessor/collector's report, including payment of the tax bills, and (ii) authorize the delinquent tax attorney to write off the delinquent personal property accounts presented, except Precision Martial Arts, for the years 2014, 2015, and 2016. Director Hoffman seconded the motion, which passed by unanimous vote.

## OPERATOR'S REPORT

Mr. Townsend presented and reviewed the operations and maintenance report, a copy of which is attached. He reported that the water accountability for the prior month was 98.08% and updated the Board regarding maintenance and repairs conducted during the prior month.

Mr. Townsend stated there are four delinquent water and sewer service account totaling \$506.65 to send to Collections Unlimited.

Mr. Townsend stated he received the invoice from Harris County Municipal Utility District No. 144 for the District's interconnect usage, the payment for which was included in the bookkeeper's report.

Mr. Townsend reported on the status of his and Mr. Swindell's efforts to prevent further electrical issues at the District's water plant.

Mr. Townsend recommended the Board authorize Inframark to conduct a main line valve survey and noted that the survey was last done in 2012. He estimated the cost of the survey to be \$5,895. Discussion ensued regarding the recommended frequency of performing such survey, as well as other recommended surveys of the District's facilities. The Board requested the operations report be updated to include a preventative maintenance schedule for all recommended surveys.

Mr. Townsend then reviewed the preventative maintenance schedule and reported the load bank test results will be presented at the next meeting for review.

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The Board then discussed Inframark's new FleetZOOM program and Mr. Townsend reported he and Mr. Swindell are coordinating to determine the feasibility of implementing the program in the District. The Board requested an update regarding this program at the next meeting.

Upon a motion made by Director Nava, and a second by Director Hoffman, the Board voted unanimously to (i) approve the operator's report; (ii) authorize turning the four delinquent accounts over to Collections Unlimited, as recommended; and (iii) authorize Inframark to conduct a main line valve survey, as recommended.

#### HEARING ON TERMINATION OF WATER AND SEWER SERVICE

Mr. Townsend presented a list of delinquent customers and reported the customers 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 Nava 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 Hoffman and passed by unanimous vote.

#### WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA") MATTERS

Director Appelget updated the Board on WHCRWA matters and the Board reviewed a notice from the WHCRWA regarding an anticipated fee increase to be effective January 1, 2020. A copy of the WHCRWA notice is attached.

#### JOINT WASTEWATER TREATMENT PLANT MATTERS ("JWWTP")

Director Brandman discussed JWWTP matters with the Board.

#### ENGINEERING MATTERS

Mr. Swindell reviewed the engineer's report, a copy of which is attached, and updated the Board regarding the status of the Water Plant improvements.

Mr. Swindell next reported that he, the District's operator, and Director Brandman met to discuss updating the District's Geographic Information System ("GIS") to include the location of water meters in the District and, after discussion, he

recommended the District include only the irrigation water meters on the GIS. He then stated J&C is currently updating its GIS platform to a more user-friendly version and that, once available, he will bring a cost estimate for updating the District's GIS.

After review and discussion, Director Hoffman moved (i) to approve the engineer's report and (ii) to authorize the District's engineer to update the District's GIS to include irrigation water meters. Director Rodriguez seconded the motion, which passed by unanimous vote.

#### WATER CONSERVATION MATTERS

The Board reviewed and discussed various forms of communication with District residents regarding the implementation of the smart water meters and the timeline for same.

#### ATTORNEY'S REPORT

Ms. Staine discussed the process for changing a municipal utility district's name and, after discussion, the Board concurred to table action on this item.

Ms. Staine discussed ABHR's recommendations for implementing regulations for public comments at Board meetings and stated she will report back at the next meeting.

#### DISTRICT WEBSITE MATTERS

Director Brandman discussed updates to the District's website.

#### DISTRICT OUTREACH AND COMMUNITY RELATIONS

Director Brandman discussed Cypress-Fairbanks Independent School District's plans to install fences around schools.

The Board discussed participating in the Association of Water Board Directors' Water Smart program and requested more information from Ms. May regarding the requirements.

#### DISTRICT MEETING SCHEDULE

The Board discussed the Association of Water Board Directors Fall Seminar scheduled for October 20, 2019. Following discussion, Director Nava made a motion to authorize attendance of any interested directors at the fall seminar. Director Hoffman seconded the motion, which carried unanimously.

The Board concurred to hold its next regular meeting on November 20, 2019, at 5:00 p.m. at ABHR.

There being no further business to come before the Board, the meeting was adjourned on the motion of Director Rodriguez, which was seconded by Director Brandman and passed by unanimous vote.

Donnicc Hoffman  
Secretary, Board of Directors

(SEAL)



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