

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 500  
(Internal)

April 1, 2020

The Board of Directors (the “Board”) of Harris County Municipal Utility District No. 500 (the “District”) met in regular session, open to the public, on the 1st day of April, 2020, by teleconference at (1-888-278-0296), Access Code (7326726), and the roll was called of the members of the Board:

Joanne E. Quintero	President
Jeffry D. Ottmann	Vice President
Sandra Dahlke	Secretary
Gerald P. Mathers	Assistant Secretary
James Ross	Assistant Vice President

and all of the above were present except for Director Mathers, thus constituting a quorum.

Also present at the meeting via teleconference were Yemi Odufuye, member of the public; George Gentry, director of Harris County Municipal Utility District No. 501; Rose Montalbano of F. Matuska, Inc.; Michael Ammel of Environmental Development Partners, LLC (“EDP”); Truman Edminster and J.T. Gaden of Edminster Hinshaw Russ and Associates, Inc. (“EHRA”); Brenda McLaughlin of Bob Leared Interests; Loren Morales of RBC Capital Markets; and Katie Carner and Jennifer Ramirez 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/hcmud500](http://www.districtdirectory.org/agendapackets/hcmud500).

DECLARE EMERGENCY

Ms. Carner reported on Governor Abbott’s disaster declaration dated March 13, 2020, authorizing political subdivisions of the State of Texas to use all available resources to facilitate and expedite the use and deployment of District resources to enhance preparedness and response to the novel coronavirus (COVID-19). She stated in response to the Governor’s declaration, an emergency may be declared within the District for the duration of this declared disaster and for the limited purposes authorized by Governor Abbott. After discussion, Director Ottmann moved to declare an emergency within the District for the duration of this declared emergency/disaster

and for the limited purposes authorized by the Governor as a result of the novel coronavirus (COVID-19). Director Ross seconded the motion. A roll call of the Board was taken and the motion passed unanimously.

#### CONSIDER OPERATIONS AND SERVICE REQUIREMENTS RELATING TO COVID-19 EPIDEMIC

The Board discussed operation and service requirements relating to the COVID-19 epidemic.

#### MEMORANDUM REGARDING PREPARATION FOR POTENTIAL EFFECTS OF COVID-19; ADOPT RESOLUTION REGARDING DELEGATION OF AUTHORITY DUE TO AN EMERGENCY

The Board reviewed a memorandum from ABHR regarding preparation for potential effects of COVID-19, a copy of which is attached. Ms. Carner then reviewed a Resolution Regarding Delegation of Authority Due to an Emergency (the "Resolution") and noted the Resolution reflects delegations of authority to take certain actions on behalf of the Board or District, including delegation to the bookkeeper to sign approved, authorized checks on behalf of the District in accordance with Section 49.151 of the Texas Water Code. After review and discussion, Director Dahlke moved to adopt the Resolution and direct it be filed appropriately and retained in the District's official records. Director Ross seconded the motion. A roll call of the Board was taken and the motion passed unanimously.

#### RESOLUTION DESIGNATING DIRECTOR AS TREASURER DURING COVID-19 DECLARED DISASTER AND AUTHORIZING DISBURSEMENTS

Ms. Carner presented and reviewed a Resolution Designating Director as Treasurer During COVID-19 Declared Disaster and Authorizing Disbursements reflecting the designation of a certain Board member as the Treasurer to sign approved, authorized checks from the District's tax account in accordance with Section 49.151 of the Texas Water Code. Following review and discussion, Director Ottmann moved to adopt the Resolution Designating Director as Treasurer During COVID-19 Declared Disaster and Authorizing Disbursements reflecting the designation of Director Quintero as Treasurer for the purposes stated therein. Director Ross seconded the motion. A roll call of the Board was taken and the motion passed unanimously.

#### PUBLIC COMMENTS

Mr. Odufuye commended the Board for continuing to hold Board meetings via teleconference during the public health emergency. He inquired whether consultant reports can continue to be posted online once in-person meetings resume, whether District meetings will continue to be recorded once in-person meetings resume, and whether the recording of today's meeting will be posted on the District's website. Ms.

Carner stated that the Board previously determined to provide extra consultant reports at in-person meetings in lieu of posting consultant reports online, that meetings are required to be recorded when the meeting is conducted via teleconference pursuant to the provisions of the Texas Open Meetings Act and the Board could decide in the future whether to record in-person meetings, and members of the public can submit a Public Information Act request to obtain a copy of the recording of today's meeting.

#### APPROVE MINUTES

The Board reviewed the minutes of the March 4, 2020, regular meeting. After review and discussion, Director Dahlke moved to approve the minutes, as presented. The motion was seconded by Director Ottmann. A roll call of the Board was taken and the motion passed unanimously.

#### FINANCIAL AND BOOKKEEPING MATTERS

Ms. Montalbano presented the bookkeeper's report and submitted the bills for the Board's review. A copy of the bookkeeper's report is attached.

After review and discussion, Director Ottmann moved to approve the bookkeeper's report and the payments presented. Director Ross seconded the motion. A roll call of the Board was taken and the motion passed unanimously.

#### TAX ASSESSMENT AND COLLECTION MATTERS

Ms. McLaughlin presented the monthly tax assessor/collector's report, a copy of which is attached. She also reviewed the District's delinquent tax roll, a copy of which is attached to the tax assessor/collector's report.

Following review and discussion, Director Ottmann moved to approve the tax report. Director Ross seconded the motion. A roll call of the Board was taken and the motion passed unanimously.

#### SECURITY MATTERS

Ms. Carner stated the March security report will be distributed via e-mail and posted to the District's Share Point site once it is received.

#### WEBSITE AND COMMUNICATION MATTERS

The Board discussed the content on the District's website.

## REPORT FROM WATER CONSERVATION COALITION, INCLUDING REPORT ON PREPARATION FOR COMMUNITY EVENT

There was no discussion on this agenda item.

## CYBERSECURITY TRAINING REQUIREMENTS

Ms. Carner presented a memorandum regarding legislation enacted by the Texas Legislature regarding annual cybersecurity training requirements for certain local government employees and elected officials, beginning in 2020, a copy of which is attached. She said the Board members, as well as District employees that have access to a District computer system or database, must select a training program that is certified by the Texas Department of Information Resources. Ms. Carner reported that the Association of Water Board Directors expects to provide a certified training program for water districts.

## OPERATION OF DISTRICT FACILITIES

Mr. Ammel presented the operator's report from EDP, a copy of which is attached.

Mr. Ammel reviewed the Water Conservation Plan annual report with the Board.

Mr. Ammel reported that the District is required to review the District's Identity Theft Prevention Program annually and reviewed the annual report prepared by EDP, a copy of which is attached. He stated that no amendments are recommended at this time.

After review and discussion, Director Ottmann moved to (1) approve the operator's report; (2) approve the Water Conservation Plan annual report and direct that the report be filed appropriately and retained in the District's official records; and (3) approve the annual report on the District's Identity Theft Prevention Program, and direct that the report be filed appropriately and retained in the District's official records. Director Dahlke seconded the motion. A roll call of the Board was taken and the motion passed unanimously.

## DISCUSS LATE FEES AND PENALTIES AND TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS

The Board reviewed correspondence from Harris County Judge Lina Hidalgo requesting that all municipal utility districts suspend water terminations and waive late fees and penalties for the duration of the COVID-19 public health emergency, a copy of which is attached. After discussion, Director Ottmann moved to suspend water terminations and waive late fees and penalties for the month of April. Director Dahlke

seconded the motion. A roll call of the Board was taken and the motion passed unanimously.

ENGINEERING MATTERS

Mr. Gaden presented an engineer's report from EHRA, a copy of which is attached, and reviewed it with the Board.

Mr. Gaden reviewed an estimate of reimbursable expenses for the utilities to serve the 11.78-acre tract.

APPROVE SUBMERGED STORM SEWER AGREEMENTS

There was no discussion on this matter.

REQUESTS FOR CAPACITY RESERVATION TO HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 500 (MASTER), REQUEST FOR UTILITY COMMITMENTS, AND UPDATE ON ANNEXATION REQUEST

Ms. Carner stated that consent to the annexation of the approximately 11.78-acre tract is on the agenda for today's City of Houston City Council meeting.

CONVEYANCE OF EASEMENT/DEEDS; APPROVE ENCROACHMENT AGREEMENTS; APPROVE ABANDONMENT OF EASEMENTS

There was no discussion on this matter.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

There was no discussion on this matter.

REPORT REGARDING DEVELOPMENT IN THE DISTRICT, INCLUDING CONSENT TO PARTIAL ASSIGNMENT OF FINANCING AND REIMBURSEMENT AGREEMENT

There was no discussion on this agenda item.

REPORT FROM DISTRICT CONSULTANTS REGARDING DISTRICT CORRESPONDENCE AND PROVISION OF RECORDS

There was no discussion on this agenda item.

REVIEW AND REVISE ACTION LIST

The Board reviewed the action list and noted items to be included and removed from the list.

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

(SEAL)



/s/ Sandra Dahlke

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Secretary, Board of Directors

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