

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

June 3, 2020

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 500 (the "District") met in regular session, 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 3rd day of June, 2020, and the roll was called of the members of the Board being present by telephone:

Joanne E. Quintero	President
Jeffrey D. Ottmann	Vice President
Saundra Dahlke	Secretary
Vacant	Assistant Secretary
James Ross	Assistant Vice President

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

Also present at the meeting via teleconference were Fran Matuska 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 ("BLI"); Loren Morales of RBC Capital Markets; Jessie Carrasco of the Caldwell Company; 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).

PUBLIC COMMENTS

There were no comments from the public.

APPROVE MINUTES

The Board reviewed the minutes of the May 6, 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. Matuska 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 Dahlke seconded the motion. A roll call of the Board was taken and the motion passed unanimously.

## RENEWAL OF DISTRICT'S INSURANCE POLICIES

The Board discussed the upcoming expiration of the District's insurance policies and considered soliciting for proposals. After discussion, the Board concurred to obtain a renewal proposal from McDonald & Wessendorff Insurance and an insurance proposal from Arthur J. Gallagher & Co.

## 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. Ms. McLaughlin reported that the District's 2020 preliminary assessed value is approximately \$163 million.

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

## SENATE BILL 2 TRANSPARENCY REQUIREMENTS

Ms. Carner reviewed a memorandum regarding transparency requirements in Sections 26.17 and 26.18, Tax Code, as enacted by Senate Bill 2, the "Texas Property Tax Reform and Transparency Act of 2019." She discussed financial and tax rate information that must be posted on a website maintained or accessible to the District. She also discussed tax-related information that must be included in a property tax database maintained by the appraisal district, some of which must be provided by the District.

Ms. McLaughlin presented a proposed amendment to the contract between BLI and the District for implementation of the transparency requirements. She said the amendment reflects that BLI will host and maintain a generally accessible website containing the required information. Ms. McLaughlin said the amendment also reflects BLI will provide the required data to the appraisal district to include in its property tax database. She discussed the fees associated with implementation of the requirements contained in Sections 26.17 and 26.18, Tax Code, as reflected in the contract amendment.

After review and discussion, Director Ottmann moved to approve the amendment to the contract between the District and BLI, subject to final review. Director Dahlke seconded the motion. A roll call of the Board was taken and the motion passed unanimously.

AUTHORIZE DELINQUENT TAX ATTORNEY TO PROCEED WITH COLLECTION OF DELINQUENT TAXES

The Board considered authorizing the District's delinquent tax attorney, Perdue, Brandon, Fielder, Collins & Mott, LLP ("Perdue Brandon"), to proceed with the collection of the 2019 delinquent tax accounts as of July 1, 2020. After discussion, Director Dahlke moved to authorize Perdue Brandon to proceed with the collection of 2019 delinquent taxes. Director Ottmann seconded the motion, which passed by unanimous vote following a roll call vote.

SECURITY MATTERS

There was no discussion on this agenda item.

WEBSITE AND COMMUNICATION MATTERS

The Board reviewed the website analytics report from eSiteful, a copy of which is attached.

REPORT FROM WATER CONSERVATION COALITION ("WCC"), INCLUDING REPORT ON PREPARATION FOR COMMUNITY EVENT

Director Ottmann reported on a WCC meeting held on May 18, 2020 with representatives of the other municipal utility districts in Towne Lake and distributed and reviewed notes from the meeting, a copy of which is attached. He stated that the WCC is not pursuing a community event at this time.

OPERATION OF DISTRICT FACILITIES

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

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

CONDUCT HEARING ON TERMINATION OF WATER AND SEWER SERVICE

There were no accounts submitted for termination.

The Board discussed whether to continue to suspend water and sewer service terminations and waive late fees and penalties. After discussion, the Board concurred to resume service terminations and the assessment of late fees and penalties for delinquent accounts, effective June 1, 2020.

ENGINEERING MATTERS

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

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) AND REQUESTS FOR UTILITY COMMITMENTS

There was no discussion on this agenda item.

UPDATE ON SURPLUS FUNDS APPLICATION

Mr. Gaden updated the Board on the status of preparation of the surplus funds application.

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

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.

DISCUSS PROCEDURES FOR APPOINTMENT OF NEW DIRECTOR

The Board deferred discussion on this item to executive session.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, TEXAS GOVERNMENT CODE, TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE

The Board convened in Executive Session at 3:22 p.m. pursuant to Section 551.074 of the Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. Ms. Carner was also present.

RECONVENE IN OPEN SESSION

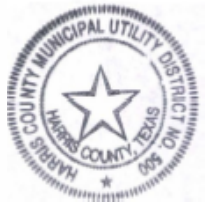
The Board reconvened in Open Session at 3:56 p.m. No action was taken by the Board.

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)



  
Secretary, Board of Directors

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