

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

January 6, 2021

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 6th day of January, 2021, 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
James Spackman	Assistant Secretary
James Ross	Asst. Vice President/ Asst. Secretary

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

Also present at the meeting via teleconference were George Gentry and John Casey, directors of Harris County Municipal Utility District No. 501; Mark Michna of Acclaim Energy Advisors; Justin Jenkins of McCall Gibson Swedlund Barfoot PLLC (“McCall”); Fran Matuska of F. Matuska, Inc.; Michael Ammel and Amanda Benzman of Environmental Development Partners, LLC; Truman Edminster and J.T. Gaden of Edminster Hinshaw Russ and Associates, Inc.; Brenda McLaughlin of Bob Leared Interests; Loren Morales and Leslie Cook of RBC Capital Markets; and Katie Carner, Erin Mitchell, and Jennifer Ramirez of Allen Boone Humphries Robinson LLP.

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.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

Director Quintero offered Board members the opportunity to remove items from the consent agenda for individual discussion. Director Quintero and Ms. Carner

requested that agenda item no 2.g. be removed from the consent agenda. Ms. McLaughlin requested that the delinquent tax collections portion of item no. 2.e. be removed from the consent agenda. After discussion, Director Dahlke moved to approve all items on the consent agenda, except for the delinquent tax collections portion of item no. 2.e. and item no. 2.g., and direct that, where appropriate, the documents be filed appropriately and retained in the District's official records, including: (1) the minutes of the December 2, 2020, regular meeting; (2) the bookkeeper's report; (3) accepting the annual disclosure statements for investment officer and bookkeeper; (4) the annual report regarding Post-Issuance Compliance Policy; (5) the tax assessor's report; (6) adopting the Resolution Requesting Appraisal of Property and Certificate of Estimated Appraised Value; (7) the website analytics report; (8) the operator's report; and (9) the engineer's report. Director Ottmann seconded the motion. A roll call vote of the Board was taken and the motion passed unanimously. Copies of the bookkeeper's report, tax assessor's report, website analytics report, operator's report, and engineer's report are attached.

ITEMS REMOVED FROM THE CONSENT AGENDA

DELINQUENT TAX COLLECTIONS

Ms. McLaughlin updated the Board on the status of delinquent tax collections by the District's delinquent tax attorney.

SECURITY MATTERS

The Board discussed the current Cost Sharing Agreement for Law Enforcement Services with the Towne Lake Community Association, Inc. ("HOA") to pay 50% of the cost of the HOA's contract for law enforcement services. The Board also reviewed correspondence from the HOA related to the security contract, a copy of which is attached. The Board deferred further discussion on this matter until Executive Session.

DISCUSS, AND IF APPROPRIATE, ADOPT RESOLUTION DESIGNATING ADDRESSES FOR TEXAS PUBLIC INFORMATION ACT REQUESTS

Ms. Carner stated that Section 552.234(c) of the Texas Government Code provides that a governmental entity may designate one mailing address and one electronic mailing address for receiving written requests for public information. She then reviewed with the Board a memorandum regarding designating addresses for Texas Public Information Act requests, a copy of which is attached, and a draft Resolution Designating Addresses for Texas Public Information Act Requests. After review and discussion, Director Ottmann moved to adopt the Resolution Designating Addresses for Texas Public Information Act Requests and direct that the Resolution be

filed appropriately and retained in the District's official records. Director Spackman seconded the motion. A roll call vote of the Board was taken and the motion passed unanimously.

AMENDED ORDER ESTABLISHING A RECORDS MANAGEMENT PROGRAM AND DESIGNATING A RECORDS MANAGEMENT OFFICER

Ms. Carner stated that the Texas Local Government Records Act provides that all local governments must establish an active and continuing records management program that contains policies and procedures that promote cost-effective and efficient recordkeeping. She stated that the District's current records management program requires that all District records be retained permanently. She then reviewed with the Board a memorandum regarding an Amended Records Management Program, a copy of which is attached, and a draft Amended Order Establishing a Records Management Program and Designating a Records Management Officer that amends the District's records management program to adopt the recommended retention schedules published by the Texas State Library and Archive Commission ("TSLAC"), which will allow the District to periodically dispose of records once the applicable retention period for that specific information has expired. After review and discussion, Director Ottmann moved to adopt an Amended Order Establishing a Records Management Program and Designating a Records Management Officer, authorize submission of the Amended Order to TSLAC, and direct that the Amended Order be filed appropriately and retained in the District's official records. Director Dahlke seconded the motion. A roll call vote of the Board was taken and the motion passed unanimously.

ADDITIONAL FINANCIAL AND BOOKKEEPING MATTERS

There was no discussion on this agenda item.

REPORT FROM WATER CONSERVATION COALITION

There was no discussion on this agenda item.

ADDITIONAL OPERATIONAL MATTERS

There was no discussion on this agenda item.

CONDUCT HEARING ON TERMINATION OF WATER AND SEWER SERVICE

There were no accounts submitted for termination.

ADDITIONAL ENGINEERING MATTERS

Ms. Carner reminded the Board of certain requirements of the America's Water Infrastructure Act of 2018 (the "Act") requiring community water systems that serve a

population of 3,301 or more to certify to the Environmental Protection Agency that the system has completed a Risk and Resilience Assessment and created an Emergency Response Plan. Mr. Gaden requested the Board authorize the preparation of the Risk and Resilience Assessment. After review and discussion, Director Ottmann moved to authorize the preparation of the Risk and Resilience Assessment. Director Dahlke seconded the motion. A roll call vote of the Board was taken and the motion passed unanimously.

REPORT REGARDING DEVELOPMENT IN THE DISTRICT

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.

The Board suspended the meeting at 12:32 p.m.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.076, TEXAS GOVERNMENT CODE, TO DELIBERATE THE DEPLOYMENT, OR SPECIFIC OCCASIONS FOR IMPLEMENTATION OF SECURITY PERSONNEL OR DEVICES, OR A SECURITY AUDIT

The Board convened in Executive Session at 1:59 p.m. pursuant to Section 551.076 of the Texas Government Code to deliberate the deployment, or specific occasions for implementation of security personnel or devices, or a security audit. Ms. Carner also was present.

The Board suspended the meeting at 2:24 p.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened the meeting at 3:03 p.m.

SECURITY MATTERS (CONT'D)

After discussion, Director Ottmann moved to (1) authorize ABHR to notify the HOA of the District's intent not to renew the current Cost Sharing Agreement for Law Enforcement Services with the HOA; and (2) authorize ABHR to solicit a proposal from the Harris County Sheriff's Office for law enforcement services. Director Dahlke seconded the motion. A roll call vote of the Board was taken and the motion passed unanimously.

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

(SEAL)



/s/ Sandra Dahlke
Secretary, Board of Directors

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