

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

December 1, 2021

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 December, 2021, at the Lakehouse, 10000 Towne Lake Parkway, Cypress, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Joanne E. Quintero	President
Jeffrey D. Ottmann	Vice President
Saundra Dahlke	Secretary
James Spackman	Assistant Secretary
Vacant	Asst. Vice President/ Asst. Secretary

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

Also present at the meeting were Alan Steinberg, member of the public; Jennifer Vossler of McCall Gibson Swedlund Barfoot PLLC; Debbie Tomer of F. Matuska, Inc.; Michael Crahan and Becky Ullman of Caldwell Companies; Michael Ammel and Amanda Benzman of Environmental Development Partners, LLC; Loren Morales and Leslie Cook of RBC Capital Markets; J.T. Gaden and Robert Atkinson of Edminster Hinshaw Russ and Associates, Inc.; Brenda McLaughlin of Bob Leared Interests; and Alia Vinson and Jennifer Ramirez of Allen Boone Humphries Robinson LLP.

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 requested that agenda item no. 2e., with the exception of the regular monthly tax assessor/collector's report, be removed from the consent agenda. Director Ottmann requested that agenda item no. 2a. be removed from the consent agenda. After discussion, Director Ottmann moved to approve all items on the consent agenda, except for agenda item no. 2a. and the portion of agenda item no. 2e. not relating to the regular monthly tax assessor/collector's report, and direct that, where appropriate, the documents be filed appropriately and retained in the District's official records, including: (1) the bookkeeper's report; (2) the tax assessor's report; (3) authorizing payment of up to three per diems, reimbursement of hotel expenses for a maximum of two nights, and reimbursement for reasonable and

necessary meals for Board members attending the Association of Water Board Directors winter conference, all to be submitted in accordance with the Travel Reimbursement Guidelines; (4) the review and update of the Eminent Domain Report; (5) the website analytics report; (6) the operator's report; (7) the engineer's report; and (8) the letter from the West Harris County Regional Water Authority ("WHCRWA") regarding the increase in groundwater pumpage and surface water fees effective January 1, 2022. Director Spackman seconded the motion, which passed unanimously. Copies of the bookkeeper's report, tax assessor's report, the website analytics report, operator's report, the engineer's report, and the letter from the WHCRWA are attached.

#### NEW DIRECTOR MATTERS

##### ACCEPT RESIGNATION OF DIRECTOR ROSS AND APPOINT NEW DIRECTOR

Ms. Vinson stated that James Ross submitted his resignation to the Board, effective November 29, 2021. After discussion, Director Ottmann moved to accept the resignation of Director Ross. Director Dahlke seconded the motion, which passed unanimously.

The Board discussed the appointment of a new director to fill the vacancy on the Board. After discussion, Director Ottmann moved to appoint Alan Steinberg to the Board for the remainder of the unexpired term ending May 7, 2022. Director Dahlke seconded the motion, which passed unanimously.

##### APPROVE SWORN STATEMENT, OFFICIAL BOND, AND OATH OF OFFICE

Ms. Vinson reviewed the Sworn Statement, Official Bond, and Oath of Office for Director Steinberg. After review and discussion, Director Spackman moved to approve the Sworn Statement, Official Bond, and Oath of Office for Director Steinberg and direct that the documents be filed appropriately and retained in the District's official records, and that the Oath of Office be filed with the Secretary of State as required by law. Director Dahlke seconded the motion, which passed unanimously.

##### REORGANIZE BOARD AND ELECT OFFICERS

The Board considered reorganizing the Board. Following discussion, Director Spackman moved to reorganize the Board as follows:

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

Alan Steinberg

Asst. Vice President/ Asst. Secy.

Director Dahlke seconded the motion, which passed unanimously.

#### DISTRICT REGISTRATION FORM

The Board then considered authorizing filing of an updated District Registration Form with the Texas Commission on Environmental Quality ("TCEQ"), reflecting the new Board of Directors. Following review and discussion, Director Spackman moved to authorize filing of the updated District Registration Form with the TCEQ and direct that the District Registration Form be filed appropriately and retained in the District's official records. Director Dahlke seconded the motion, which passed unanimously.

#### OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT TRAINING REQUIREMENTS

Ms. Vinson reviewed a memorandum regarding the Texas Open Meetings Act and Texas Public Information Act prepared by ABHR, a copy of which is attached.

#### CONFLICT OF INTEREST DISCLOSURE

Ms. Vinson next reviewed Chapter 176 of the Texas Local Government Code, which requires directors and consultants to disclose certain conflicts of interest. She reviewed the forms adopted by the Texas Ethics Commission for making disclosures under Chapter 176 and noted that the forms are required to be filed with the records administrator for the District and reviewed time periods for such filings. After discussion, Director Spackman moved to approve the List of Local Government Officers and to file them appropriate. Director Dahlke seconded the motion, which passed unanimously.

#### ITEMS REMOVED FROM THE CONSENT AGENDA

##### APPROVE MINUTES

The Board reviewed the minutes of the November 3, 2021, regular meeting. After review and discussion, Director Spackman moved to approve the minutes, as presented. Director Dahlke seconded the motion, which passed by a vote of 3-0, with Directors Ottmann and Steinberg abstaining.

## TAX ASSESSMENT AND COLLECTIONS MATTERS

After inquiry from Director Ottmann regarding delinquent tax matters, Ms. McLaughlin stated that World of Beer has paid its delinquent tax taxes for 2019 and 2020 and has also paid its current year taxes.

## ADDITIONAL FINANCIAL AND BOOKKEEPING MATTERS

There was no discussion on this agenda item.

## REPORT FROM WATER CONSERVATION COALITION ("WCC")

Director Ottmann reported on the previous WCC meeting.

## ADDITIONAL OPERATIONAL MATTERS

There was no discussion on this agenda item.

## HEARING ON TERMINATION OF WATER AND SEWER SERVICE

Ms. Benzman submitted a list of delinquent accounts to the Board for termination of utility service. She stated that the accounts in question have been given written notification of the opportunity to appear, either in person or in writing, at the Board meeting to contest, explain, or correct the charges, services, or disconnection. Ms. Benzman noted that the accounts listed have neither attended the Board meeting nor contacted her office or the District to contest or explain the charges. After discussion, Director Ottmann moved that the District's operator be authorized to proceed with termination of utility service to the delinquent accounts pursuant to the provisions of the District's Rate Order. Director Spackman seconded the motion, which passed unanimously.

## ADDITIONAL ENGINEERING MATTERS

### APPROVE EMERGENCY RESPONSE PLAN AND FILING OF CERTIFICATION OF SAME WITH THE ENVIRONMENTAL PROTECTION AGENCY ("EPA")

Mr. Gaden reviewed the Emergency Response Plan, which must be certified as filed with the EPA within six months of certification of the Risk and Resilience Assessment. After review and discussion, Director Spackman moved to approve the Emergency Response Plan, subject to the Board's President's final review, and authorize submittal of the certification of completion to the EPA. Director Dahlke seconded the motion, which passed unanimously.

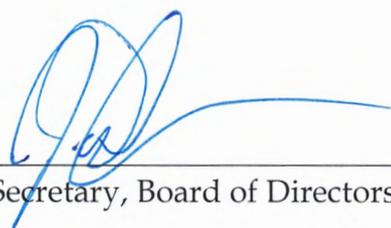
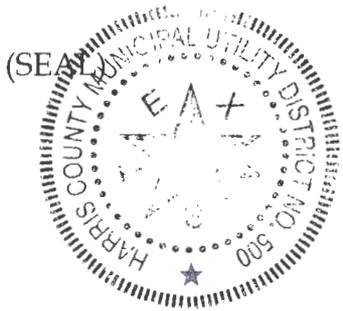
## REPORT REGARDING DEVELOPMENT IN THE DISTRICT

Mr. Crahan reported on development in Towne Lake.

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.

  
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Secretary, Board of Directors

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