

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

May 4, 2022

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 4th day of May, 2022, at the Lakehouse, 10000 Towne Lake Parkway, Cypress, Texas, outside the boundaries of the District but inside the boundaries of the Service Area, and the roll was called of the members of the Board:

Jeffry D. Ottmann	President
Joanne E. Quintero	Vice President
Jeff P. Collins	Secretary
James Spackman	Assistant Secretary
Alan Steinberg	Asst. Vice President/ Asst. Secretary

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

Also present at the meeting were Paul Herridge of The Boat Lift Company; Chief Kenny Grayson and Chief Jason Roberts of Cy-Fair Fire Department ("Cy-Fair FD"); Travis Singleton of the Towne Lake Community Association, Inc. ("HOA"); Garrett Robertson of Storm Water Solutions, LLC; Leslie Cook of RBC Capital Markets; Debbie Tomer of F. Matuska, Inc. ("FMI"); Amanda Benzman of Environmental Development Partners, LLC ("EDP"); J.T. Gaden of EHRA Engineering ("EHRA"); Brenda McLaughlin of Bob Leared Interests; Becky Ullman of Caldwell Companies; and Katie Carner and Jennifer Ramirez of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Mr. Singleton addressed the Board regarding Cy-Fair FD's request for expanded training hours in the regional detention facilities. Ms. Carner stated that the matter would be discussed under agenda item no. 5.

Mr. Singleton also stated that the HOA wants to remove the silt fencing utilized during the construction of the HOA's pilot ShoreSOX erosion repair project, noting that the turf has been established and the walls are in disrepair. Mr. Gaden stated that EHRA did not have an objection to removal of the silt fencing.

APPROVE MINUTES

The Board reviewed the minutes of the April 6, 2022, regular meeting and the April 20, 2022, special meeting.

After review and discussion, Director Spackman moved to approve the minutes of the April 6, 2022, regular meeting, as presented. Director Quintero seconded the motion, which passed unanimously.

After review and discussion, Director Collins moved to approve the minutes of the April 20, 2022, special meeting, as presented. Director Quintero seconded the motion, which passed by a vote of 4-0, with Director Steinberg abstaining.

#### FINANCIAL AND BOOKKEEPING MATTERS

Ms. Tomer reviewed the bookkeeper's report, a copy of which is attached, and submitted the bills for the Board's review. She also requested the Board approve check no. 5273 in the amount of \$600.00, payable to the Goodman Corporation.

After discussion, Director Spackman moved to approve the bookkeeper's report and the payments presented, including check no. 5273. Director Quintero seconded the motion, which passed unanimously.

#### OPERATION OF DISTRICT FACILITIES

Ms. Benzman presented the operator's report, a copy of which is attached. She reported on routine maintenance and repair items in the Service Area.

Ms. Benzman reported that the repair of the wastewater treatment plant driveway is complete and reviewed photos of the driveway prior to the repairs, copies of which are attached.

Ms. Benzman updated the Board on the status of the rebuild of booster pump no. 4 at water plant no. 1.

Ms. Benzman stated that EDP has received reports of lower than usual water pressure in the Towne Lake Service Area. She requested the Board authorize a valve survey for an estimated cost of \$6,750.00, which would help identify any distribution issues affecting water pressure.

After review and discussion, Director Spackman moved to: (1) accept the operator's report; and (2) authorize EDP to conduct a valve survey for an estimated cost of \$6,750.00. Director Quintero seconded the motion, which passed unanimously.

#### DISCUSS LAKE MANAGEMENT AND MAINTENANCE

##### WILDLIFE MANAGEMENT, INCLUDING REPORT AND PROPOSALS FROM A ALL ANIMAL CONTROL ("AAAC")

The Board discussed the status of wildlife management in the District,

including wildlife monitoring and trapping, and reviewed a report from AAAC for April, a copy of which is attached. Director Ottmann requested that ABHR provide the monthly AAAC report to the HOA moving forward. He also reported on his meeting with AAAC regarding communication with the District.

#### EROSION, DREDGING, AND WATER QUALITY

Mr. Gaden that EHRA is working on the report based on the drone survey and he will work on scheduling another Erosion Control Committee meeting.

Mr. Herridge addressed the Board regarding his request to utilize a cofferdam with steel sheet piling for the construction of a cut-in boat slip for a property located on North Frio River. He discussed the operational difficulties with the current cofferdam system being utilized and explained how the steel sheet piling functions. Discussion ensued regarding concerns with the penetration of the clay liner by the steel sheet piling. Mr. Herridge also reported that in certain existing cut-in boat slips, there may be sections of clay liner that have been removed. After discussion, the Board directed EHRA to investigate the impact to the clay liner of the existing cut-in boat slips and the request for the use of the steel sheet piling cofferdam. The Board tabled Mr. Herridge's request, pending receipt of additional information from EHRA.

#### AMENDMENT TO LAKE RULES

There was no discussion on this agenda item.

#### AGREEMENT FOR USE OF FACILITIES WITH CY-FAIR FIRE DEPARTMENT

The Board discussed the request from the Cy-Fair FD for expanded hours and days for the periodic use of the regional detention facilities for public safety training. The Board deferred further discussion on this matter until Executive Session.

#### ENGINEERING MATTERS

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

Mr. Gaden reviewed the capital projects fund sheet, a copy of which is attached to the engineer's report.

PRELIMINARY PLANNING FOR GRADE SEPARATION AT UNION PACIFIC RAILROAD AND INTERSECTION IMPROVEMENTS AT HIGHWAY 290 ("UPRR/HIGHWAY 290 PROJECT")

Mr. Gaden updated the Board on the status of the UPRR/Highway 290 Project. He stated he will post an updated project schedule to the District's Share Point site.

REPORT ON STORMWATER FACILITIES MAINTENANCE AND REPAIRS, AND APPROVE SUBMERGED STORM SEWER AGREEMENTS AND MAINTENANCE AGREEMENTS

Mr. Gaden reviewed proposals in the amounts of \$3,725.00 and \$2,900.00, each submitted by Integrated Eco Solutions, LLC ("Integrated"), for annual maintenance and permitting for the Phase 1 Regional Detention Towne Lake 1 IP3 and the Barker Cypress Commercial Reserve Phase 1 stormwater quality features, respectively. Copies of the proposals are attached to the engineer's report. He noted that Integrated was unable to provide proposals for the District's remaining stormwater quality features. After discussion, the Board took no action on the proposals.

Mr. Robertson reviewed the report on stormwater facilities maintenance and repairs, a copy of which is attached. He also reviewed the previously presented proposal in the amount of \$8,500.00 for the proposed updated annual maintenance schedule for the Towne Lake 1 IP3 stormwater quality feature, which incorporates additional confined space measures, and the previously presented proposal in the amount of \$3,100.00 for annual maintenance of the Barker Cypress Commercial Reserve Phase 1 stormwater quality feature that will be transferred to the District for ownership and maintenance. Mr. Gaden confirmed that the Barker Cypress Commercial Reserve Phase 1 stormwater quality feature is a Master District facility.

Ms. Carner stated she was notified after the last meeting that the stormwater quality permit for the Towne Lake Commons stormwater quality feature expired. She stated Director Ottmann approved the proposal from SWS in the amount of \$3,985.00 for clean out of the Towne Lake Commons stormwater quality feature, previously submitted to the Board, in order to expedite the permit renewal. She requested the Board consider ratifying the approval of the proposal.

The Board requested that EHRA track the permit expiration dates for the District's stormwater quality features on the engineer's report moving forward.

After review and discussion, Director Spackman moved to: (1) approve the proposal in the amount of \$8,500.00 from SWS for the updated annual maintenance schedule for the Towne Lake 1 IP3 stormwater quality feature, which incorporates additional confined space measures; (2) approve the proposal in the amount of \$3,100.00 from SWS for annual maintenance of the Barker Cypress Commercial Reserve

Phase 1 stormwater quality feature; and (3) ratify the approval of the proposal from SWS in the amount of \$3,985.00 for clean out of the Towne Lake Commons stormwater quality feature. Director Quintero seconded the motion, which passed unanimously.

REVIEW BIDS AND AWARD CONTRACT FOR EMERGENCY WATER INTERCONNECT

Mr. Gaden updated the Board on the status of design of the emergency water interconnect with Harris County Municipal Utility District No. 196.

APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE MOUND ROAD EAST UTILITY EXTENSION PROJECT

Mr. Gaden updated the Board on the design of the Mound Road East Utility Extension project.

WASTEWATER TREATMENT PLANT NO. 1 GENERATOR

There was no discussion on this agenda item.

WASTEWATER TREATMENT PLANT NO. 1 EXPANSION, PHASE 4

Mr. Gaden requested the Board authorize design of the wastewater treatment plant no. 1 expansion, phase 4 project. After review and discussion, Director Quintero moved to authorize design of the wastewater treatment plant no. 1 expansion, phase 4 project. Director Spackman seconded the motion, which passed unanimously.

BARKER CYPRESS LEFT TURN LANE

Mr. Gaden requested the Board authorize design of the Barker Cypress left turn lane project. After review and discussion, Director Quintero moved to authorize design of the Barker Cypress left turn lane project. Director Spackman seconded the motion, which passed unanimously.

APPROVE PAY ESTIMATES AND CHANGE ORDERS FOR CONSTRUCTION OF WASTEWATER TREATMENT PLANT NO. 2

Mr. Gaden reported that EHRA is still waiting for developer approval to award the contract for construction of wastewater treatment plant no. 2 to C4 Partners.

APPROVE PAY ESTIMATES AND CHANGE ORDERS FOR TOWNE LAKE SECTION 60 TEMPORARY ACCESS ROAD

Mr. Gaden updated the Board on the construction of the Towne Lake Section 60 temporary construction access road. He stated that he had no pay estimates from SWS



for the Board's approval.

APPROVE PAY ESTIMATES AND CHANGE ORDERS FOR WATER WELL NO. 1 AND WATER PLANT NO. 1 HYDROPNEUMATIC TANK ADDITION

Mr. Gaden updated the Board on the status of construction of water well no. 1 and the additional hydropneumatic tank. He stated that there were no pay estimates from HCG for the Board's approval. The Board requested that an article regarding the project be posted to the District's website.

APPROVE CAPACITY RESERVATIONS AND UTILITY COMMITMENT LETTERS

There was no discussion on this agenda item.

UPDATE ON TPDES PERMIT RENEWAL APPLICATION FOR HORSEPEN CREEK WASTEWATER TREATMENT PLANT

There was no discussion on this agenda item.

CONVEYANCE OF EASEMENTS/DEEDS; ABANDONMENT OF EASEMENT; CONSENTS TO ENCROACHMENT

There was no discussion on this agenda item.

UPDATE ON PREPARATION OF PARK SURPLUS FUNDS APPLICATION AND BOND APPLICATION NO. 12

Ms. Carner updated the Board on the preparation of a park surplus funds application and water, sewer, and drainage bond application no. 12.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY ("WHCRWA") MATTERS, INCLUDING CONSTRUCTION OF SURFACE WATER DELIVERY LINE FOR WATER PLANT NO. 2

Mr. Gaden updated the Board on the status of WHCRWA's construction of the surface water delivery line for water plant no. 2.

LANDSCAPE ARCHITECT'S REPORT

There was no discussion on this agenda item.

REPORT REGARDING DEVELOPMENT IN THE DISTRICT

There was no discussion on this agenda item.

REPORTS FROM DISTRICT CONSULTANTS REGARDING DISTRICT  
CORRESPONDENCE AND PROVISION OF RECORDS

The Board reviewed correspondence from a resident requesting to utilize the lake to identify a boat leak, a copy of which is attached. The Board took no action.

CONVENE IN EXECUTIVE SESSION TO CONDUCT A PRIVATE CONSULTATION  
WITH ATTORNEY TO DISCUSS PENDING OR CONTEMPLATED LITIGATION, OR  
A SETTLEMENT OFFER, PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT  
CODE

The Board convened in Executive Session at 1:33 p.m. pursuant to Section 551.071 of the Texas Government Code to conduct a private consultation with their attorney. Ms. Carner and Ms. Ramirez also were present.

Director Spackman left the meeting.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in Open Session at 2:04 p.m.

DISCUSS LAKE MANAGEMENT AND MAINTENANCE (CONT'D)

AGREEMENT FOR USE OF FACILITIES WITH CY-FAIR FIRE DEPARTMENT  
(CONT'D)

Director Collins moved to: (1) authorize ABHR to revise the Agreement for Use of Facilities with Cy-Fair FD, as discussed; and (2) establish a Lake Use Request Committee consisting of Directors Quintero and Spackman. Director Steinberg seconded the motion, which passed unanimously.

REVIEW OF QUALIFICATIONS FOR BOOKKEEPING SERVICES AND AUTHORIZE  
APPROPRIATE ACTION

The Board reviewed the qualifications received from Myrtle Cruz, Inc., BKD, LLP, Artesian Financial Services, and FMI, copies of which are attached.

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)



*Jeff P. Call*  
Secretary, Board of Directors



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