

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

August 13, 2024

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 13th day of August, 2024, 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:

Jeffrey 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 except Directors Quintero and Spackman, thus constituting a quorum.

Also present at the meeting were Angel Ruvalcaba of KGA/DeForest Design, LLC; Erik Scott of Storm Water Solutions, LLC; Lynn Kurtz of Myrtle Cruz, Inc.; Amanda Benzman of Inframark Water & Infrastructure Services ("Inframark"); Kenrick Piercy of EHRA Engineering ("EHRA"); and Katie Carner, Allison Leatherwood, and Jennifer Ramirez of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

There were no comments from the public.

APPROVE MINUTES

The Board reviewed the minutes of the July 18, 2024, regular meeting. After review and discussion, Director Steinberg moved to approve the minutes of July 18, 2024, regular meeting, as presented. Director Collins seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Kurtz 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 additional check no. 6045 in the amount of \$57,626.15, payable to Texasite LLC, and check no. 6046 in the amount of \$52,049.26, payable to C4 Partners.

After review and discussion, Director Collins moved to approve the bookkeeper's report and the payments presented, including check nos. 6045 and 6046 as detailed above. Director Steinberg seconded the motion, which passed unanimously.

AUTHORIZE PREPARATION OF NOTICE TO PARTICIPANT DISTRICTS REGARDING PROPOSED CONTRACT TAX RATE

The Board considered authorizing the preparation of the annual notice to the Participant districts regarding the proposed contract tax rate and the contract payments owed to the Master District for calendar year 2025. After review and discussion, Director Steinberg moved to authorize the preparation of the notice to the Participant districts regarding the contract tax and contract payments owed to the Master District for calendar year 2025. Director Collins seconded the motion, which passed unanimously.

LANDSCAPE ARCHITECT'S REPORT

Mr. Ruvalcaba reviewed the landscape architect's report, a copy of which is attached.

Mr. Ruvalcaba updated the Board on the status of construction of the Greenhouse Road landscape replacement project. He reviewed and recommended approval of Pay Estimate Nos. 1 and 2 in the amounts of \$64,856.87 and \$38,849.91, respectively, submitted by Jinco, Inc. ("Jinco").

After review and discussion, Director Collins moved to (1) accept the landscape architect's report; and (2) approve Pay Estimate Nos. 1 and 2 in the amounts of \$64,856.87 and \$38,849.91, respectively, to Jinco, as recommended. Director Steinberg seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES

Ms. Benzman updated the Board on water usage in the Service Area. Ms. Benzman requested the Board authorize Inframark to purchase five drought conditions/boil water notice alert signs in the total estimated amount of \$876.00 and reviewed a sample sign, a copy of which is attached. The Board considered authorizing the Drought Contingency Plan committee to finalize the design of a sign and approve the purchase of five signs in an amount not to exceed \$1,000.

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 requested the Board authorize Inframark to shred old District records that are currently stored in an offsite storage facility for a one-time fee of \$500. She stated that all District records that are required to be retained have been saved

electronically and the physical documents are no longer necessary. Ms. Carner reviewed the requirements for Inframark to create and maintain an index of all records that are destroyed.

Ms. Benzman reported that the installation of the security system and surveillance system at the District's water plants is complete. Ms. Carner stated that Today's Integration, Inc. ("T.I.") requested to enter into a contract with the District directly for the installation work and annual monitoring and service. She then reviewed the proposed security equipment agreement with T.I.

Ms. Benzman reported that the fence repairs to lift station no. 1, wastewater treatment plant no. 1, and water plant no. 1 are complete.

Ms. Benzman updated the Board on the fence repairs to lift station no. 3.

Ms. Benzman updated the Board on the status of cleaning the digesters at wastewater treatment plant no. 1.

Ms. Benzman updated the Board on the Priority 1 and Priority 2 sanitary sewer manhole repairs.

Ms. Benzman requested that the Board consider installing the SuperAll system at wastewater treatment plant no. 1 and the lift stations due to the success and benefits observed by Inframark at the onsite lift station at wastewater treatment plant no. 1. After discussion, the Board requested Inframark bring a proposal for the Board's review at the next regular meeting.

After review and discussion, Director Collins moved to (1) approve the operator's report; (2) approve the purchase of five drought conditions/boil water notice alert signs in an amount not to exceed \$1,000, subject to the Drought Contingency Plan committee's approval of the design; (3) authorize Inframark to dispose of the old District records for a one-time fee of \$500; and (4) approve the security equipment agreement with T.I. and direct that it be filed appropriately and filed in the District's official records. Director Steinberg seconded the motion, which passed unanimously.

## DISCUSS LAKE MANAGEMENT AND MAINTENANCE

### WILDLIFE MANAGEMENT, INCLUDING REPORT 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 July, a copy of which is attached.

## EROSION, DREDGING, AND WATER QUALITY

There was no discussion on this agenda item.

## REPORT FROM TOWNE LAKE COMMUNITY ASSOCIATION ("HOA") REGARDING LAKE AND LANDSCAPE MAINTENANCE MATTERS

The Board reviewed landscape maintenance reports and lake maintenance reports provided by the HOA and directed that they be filed in the District's records.

## REPORT ON STORMWATER FACILITIES MAINTENANCE AND REPAIRS

Mr. Scott reviewed the report on maintenance of the District's stormwater facilities, a copy of which is attached.

Mr. Scott reported that the regrading of the temporary access road for wastewater treatment plant no. 2 is complete.

Mr. Scott reviewed a proposal in the amount of \$3,985.00 for the clean out of the Baysaver S8 storm unit, a copy of which is attached.

Mr. Scott reviewed a proposal in the amount of \$11,480.00 for turf establishment for erosion prevention on the side slope at Phase 1L detention pond, a copy of which is attached.

After review and discussion, Director Collins moved to (1) approve the proposal in the amount of \$3,985.00 for the clean out of the Baysaver S8 storm unit; and (2) approve the proposal in the amount of \$11,480.00 for turf establishment for erosion prevention on the side slope at Phase 1L detention pond. Director Steinberg seconded the motion, which passed unanimously.

## ENGINEERING MATTERS

Mr. Piercy reviewed the engineer's report, a copy of which is attached.

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

Mr. Piercy updated the Board on the status of design of the UPRR/Highway 290 project, including the project schedule.

Ms. Carner updated the Board on the status of the utility relocations.

APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE WASTEWATER TREATMENT PLANT NO. 1 EXPANSION, PHASE 4 AND ACCESS ROAD IMPROVEMENTS

Mr. Piercy updated the Board on the status of design of the wastewater treatment plant no. 1 expansion, phase 4 and access road improvements project.

REVIEW BIDS AND AWARD CONTRACT FOR THE WASTEWATER TREATMENT PLANT NO. 1 EMERGENCY GENERATOR

The Board deferred the award of contract for the wastewater treatment plant no. 1 emergency generator project, pending receipt of bids.

REVIEW BIDS AND AWARD CONTRACT FOR THE LAKE EROSION REHABILITATION PROJECT

Mr. Piercy stated that the District received three bids for construction of the lake erosion rehabilitation project. He recommended that the Board award the contract to the low bidder, Double Oak Erosion, Inc. ("Double Oak"), in the amount of \$558,118.50. The Board concurred that, in its judgment, Double Oak was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

After review and discussion, Director Collins moved to award the contract for construction of the lake erosion rehabilitation project to Double Oak in the amount of \$558,118.50, based on the engineer's recommendation and subject to receipt of payment and performance bonds and the certificate of insurance and endorsements, if any, provided by the contractor. Director Steinberg seconded the motion, which passed unanimously.

APPROVE PAY ESTIMATES AND CHANGE ORDERS FOR CONSTRUCTION OF THE GREENHOUSE ROAD LEFT TURN LANE

Mr. Piercy updated the Board on the status of construction of the Greenhouse Road left turn lane project. He reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$84,061.35, submitted by Consta Build, LLC ("Consta").

After review and discussion, Director Collins moved to approve Pay Estimate No. 1 in the amount of \$84,061.35 to Consta, as recommended. Director Steinberg seconded the motion, which passed unanimously.

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

Mr. Piercy updated the Board on the status of construction of wastewater

treatment plant no. 2. He reviewed and recommended approval of Pay Estimate No. 14 in the amount of \$52,049.26, submitted by C4 Partners.

After review and discussion, Director Collins moved to approve Pay Estimate No. 14 in the amount of \$52,049.26 to C4 Partners, as recommended. Director Steinberg seconded the motion, which passed unanimously.

Mr. Piercy updated the Board on the status of energizing wastewater treatment plant no. 2. He stated that CenterPoint Energy identified additional punchlist items for the contractor to repair. The Board discussed the additional expense being incurred by the District for the continued pumping and hauling necessary until the facility is online. After discussion, the Board concurred to authorize ABHR to send correspondence to C4 Partners regarding the imposition of economic disincentives for the additional pumping and hauling costs due to delays by the contractor.

APPROVE PAY ESTIMATES AND CHANGE ORDERS FOR THE WATER PLANT NO. 1 GROUND STORAGE TANK NO. 2 RECOATING PROJECT

Mr. Piercy updated the Board on the status of construction of the water plant no. 1 ground storage tank no. 2 recoating project. He had no action items from CFG Industries, LLC.

APPROVE PAY ESTIMATES AND CHANGE ORDERS FOR THE MOUND ROAD EAST UTILITY EXTENSION PROJECT

Mr. Piercy updated the Board on the status of construction of the Mound Road East Utility Extension project. He reviewed and recommended approval of Pay Estimate No. 2 and Final in the amount of \$57,626.15, submitted by Texasite, LLC. Mr. Piercy also recommended the Board accept the project.

After review and discussion, and based on the engineer's recommendation, Director Collins moved to (1) approve Pay Estimate No. 2 and Final in the amount of \$57,626.15 to CFG; and (2) accept the project. Director Steinberg seconded the motion, which passed unanimously.

APPROVE PAY ESTIMATES AND CHANGE ORDERS FOR THE WATER PLANT NO. 1 GROUND STORAGE TANK NO. 2 EMERGENCY ROOF REPLACEMENT

Mr. Piercy updated the Board on the status of construction of the water plant no. 1 ground storage tank no. 2 emergency roof replacement project. He had no action items from Tank Builders, Inc.

APPROVE CAPACITY RESERVATIONS AND UTILITY COMMITMENT LETTERS

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 ROAD BOND ISSUE NO. 6 AND PARK BOND  
APPLICATION NO. 2

There was no discussion on this agenda item.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

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

There was no discussion on this agenda item.

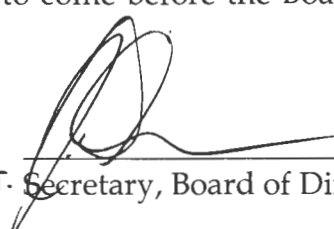
REVIEW AND REVISE ACTION LIST

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)



  
Asst. Secretary, Board of Directors

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