

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 419

Minutes of Special Meeting of Board of Directors June 27, 2022

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 419 (the "District") met in special session, open to the public, on June 27, 2022, at 1300 Post Oak Boulevard, Suite 2500, Houston, Harris County, Texas 77056, in accordance with the duly posted notice of meeting, and the roll was called of the duly constituted members of said Board, as follows:

Robert G. Thomas, President
Carissa Fabian, Vice President
Samuel Goodspeed, Secretary
Doug Woodall, Assistant Secretary
Andrea Brazzale-Anderson, Assistant Secretary

and all of said persons were present, thus constituting a quorum.

Also present were Mike Fitzgerald of BGE, Inc. ("BGE"); Jordan Weyand of Municipal Accounts & Consulting, L.P. ("MA&C"); Stephanie Dorrough of Wheeler & Associates, Inc. ("Wheeler"); Barbara Nussa of Republic Services, Inc. ("Republic"); Dan Kolkhorst of Howard Hughes Corporation on behalf of Bridgeland Development, LP (the "Developer"); Richard Lowstetter, resident of the District; and Mitchell G. Page and Shelby Yllana of Schwartz, Page & Harding, L.L.P. ("SPH"). Mackenzie Osborne of Inframark ("Inframark") joined the meeting via teleconference.

The President called the meeting to order and declared it open for such business as might regularly come before it.

PUBLIC COMMENTS

The Board considered public comments, and recognized Mr. Lowstetter. Mr. Lowstetter noted that he had no comments for the Board at this time.

APPROVAL OF MINUTES

The Board reviewed the draft minutes of its meetings held on May 9, 2022 and May 18, 2022. After discussion, Director Brazzale-Anderson moved that the minutes of the May 9, 2022 and May 18, 2022 meetings be approved, as written. Director Fabian seconded said motion, which unanimously carried.

BOOKKEEPER'S REPORT

Mr. Weyand presented to and reviewed with the Board the Bookkeeper's Report dated June 27, 2022, a copy of which is attached hereto as **Exhibit A**, including the disbursements presented for approval and the cash flow forecast for the District's operating account. After discussion, Director Brazzale-Anderson moved that the Bookkeeper's Report be approved, as presented, and

the disbursements listed therein be approved for payment. Director Fabian seconded the motion, which carried unanimously.

Director Brazzale-Anderson conferred with Mr. Weyand regarding the variances in the actual versus budget comparison and budget for the District's fiscal year ending May 31, 2023 for maintenance tax collections and water and sewer revenues. Ms. Osborne discussed the methodology used for measuring water demand and calculation of water and sewer rates. Director Brazzale-Anderson requested that Mr. Weyand and Ms. Osborne review the variances and present their findings and recommended adjustments at a future Board meeting.

TAX ASSESSOR COLLECTOR REPORT

Ms. Dorrough presented to and reviewed with the Board the Tax Assessor Collector Monthly Report for the month of May 2022, a copy of which is attached hereto as **Exhibit B**, including the disbursements presented for approval. After discussion, Director Fabian moved that the Tax Assessor Collector Monthly Report be approved, as presented, and the disbursements listed therein be approved for payment. Director Brazzale-Anderson seconded the motion, which carried unanimously.

DELINQUENT TAX COLLECTIONS REPORT

The Board deferred consideration of a delinquent tax collections report received from Perdue, Brandon, Fielder, Collins & Mott, L.L.P., as it was noted that no report was received nor is due at this time.

OPERATOR'S REPORT

Ms. Osborne presented to and reviewed with the Board an Operations and Maintenance Report for the month of May 2022, a copy of which is attached hereto as **Exhibit C**. She reported on the status of repairs and replacements made to the water and wastewater facilities, facility inspections, and the issuance of new residential and commercial taps. Ms. Osborne reported on the low water accountability for the District. Director Brazzale-Anderson asked for historical data on the water accountability for the District, to which Ms. Osborne replied.

The Board discussed topics discussed at the recent Association of Water Board Directors conference. Director Thomas discussed the biogas initiatives being developed overseas, and inquired if there are any similar actions that can be taken for Bridgeland facilities. A discussion ensued regarding same.

Ms. Osborne next presented proposed educational handouts for distribution to District residents to educate on usage of their home irrigation systems on alternating days of the week during summer months. The Board discussed incentive initiatives to increase resident participation. The Board additionally discussed increasing resident participation in signing up for text message alerts. Mr. Lowstetter advised that the Lakeland Village Community Association ("LVCA") could post the information, and any other updates or notices for the District, on the Bridgeland Life community website. The Board then discussed the cost for a door tag for each

home to increase awareness of the suggested irrigation schedule and Eyeonwater.com smart meter system to help residents track their water usage and make adjustments, as necessary. After discussion, Director Brazzale-Anderson moved that (i) the irrigation information sheet and links to water demand resources as presented by Ms. Osborne be posted to the District and Bridgeland Life websites, (ii) messaging be prepared for posting to the Bridgeland Life website to provide District residents with information regarding the District and direct residents to the District's website, (iii) a door tag be developed to increase resident awareness of the irrigation schedule and smart meter tracking system, and (iv) Ms. Osborne provide a quote for Inframark to prepare and hang the door tags on behalf of the District for review at the next Board meeting. Director Fabian seconded said motion, which unanimously carried.

Ms. Osborne then presented to and reviewed with the Board the proposed Televising and Air Scouring Plan for the District's water and sanitary sewer pipes, a copy of which plan is included with the Operator's Report. The Board considered the cost benefit of completing one section of air scouring first to determine results and if additional scouring is necessary, or complete all sections as proposed in the original Plan. The Board additionally discussed the method used to determine pricing and possible competitive bidding of the sanitary sewer televising program, to which Mr. Fitzgerald and Ms. Osborne replied.

After discussion Director Fabian moved that (i) the Operations and Maintenance Report and the items reflected therein be approved, including the forwarding of delinquent accounts to collections, as presented, (ii) the Air Scouring program commence on the schedule and for the cost, as originally proposed, and (iii) BGE obtain competitive bids for the sanitary sewer televising using the same parameters as presented in the bid by Inframark, for review at the next Board meeting. Director Fabian seconded said motion, which unanimously carried.

Mr. Page then advised that Section 13.1396 of the Texas Water Code, as amended, requires the District to update its information identifying the location and description of facilities that have qualified for critical load status and its information regarding emergency contacts (a) annually to each electric utility that provides transmission and distribution service to the District and each retail electric provider that sells power to the District, and (b) immediately upon any change in the information to the above entities, as well as to the office of emergency management of Harris County, the Public Utility Commission of Texas, and the division of emergency management of the governor. Ms. Osborne advised that she would provide the annual update and, if required, any changes to the information to the appropriate entities.

ENGINEER'S REPORT

Mr. Fitzgerald presented the Engineer's Report dated June 13, 2022, a copy of which is attached hereto as **Exhibit D**, and reviewed with the Board the items listed therein, including the pay estimate No. 4 included for Board approval. After discussion, Director Brazzale-Anderson moved that the Engineer's Report and actions recommended therein be approved, as presented. Director Fabian seconded said motion, which unanimously carried.

GARBAGE AND RECYCLING COLLECTION SERVICES

Ms. Nussa provided the Board with the garbage and recycling collections update for the District. She then addressed the Board regarding the amendment to the Residential Refuse Services Contract with Republic to add the automated side load service. She presented the final amendment and noted that heavy trash collection will now be every other Tuesday, and the garbage carts will be delivered to residents at the end of July. After discussion, Director Brazzale-Anderson moved that the Sixth Amendment to Residential Refuse Services Contract be approved, as presented, and the President be authorized to execute same on behalf of the Board and the District. Director Fabian seconded the motion, which carried unanimously. Ms. Nussa noted that an educational flyer and revised calendar will be prepared for forwarding to the residents by individual mailer by early July to advise of the service change and other pertinent information regarding garbage and recycling collection.

DISCUSSION OF POLICIES AND PROCEDURES FOR RESIDENT COMMUNICATIONS

Mr. Page advised the Board that a landing page for all Bridgeland districts is under development. Mr. Page then noted that information regarding the defined irrigation schedule and emergency communications for hurricane season will be discussed at the next committee meeting.

WEBSITE UPDATES

The Board noted that it had no updates to the District's website at this time.

DEVELOPER'S REPORT

The Board considered the Developer's Report. Mr. Kolkhorst presented an inventory of the home sales for the month of May 2022 for the District, a copy of which is attached hereto as **Exhibit E**.

VOTING SYSTEM ANNUAL FILING FORM

Mr. Page advised the Board that, pursuant to Section 123.061 of the Texas Election Code, the District is required to complete and file a Voting System Annual Filing Form with the Secretary of State to provide information related to District elections. After discussion, Director Brazzale-Anderson moved that SPH be authorized to complete the Voting System Annual Filing Form and to file same with the Secretary of State's office. Director Fabian seconded the motion, which carried unanimously.

RECORDS DESTRUCTION REQUEST

Mr. Page reported that the District's General Records Retention Schedule adopted in connection with its Records Management Program requires that notes taken during meetings and which are used to prepare the official minutes of Board meetings must be retained for ninety (90) days after approval of such minutes by the Board. He presented a request from the Records Management Officer for approval to destroy all such notes from January 11, 2021 to January 10, 2022, as allowed by the Schedule. After discussion, Director Brazzale-Anderson moved that SPH

be authorized to destroy said notes. Director Fabian seconded said motion, which carried unanimously.

ATTORNEY'S REPORT

Mr. Page then presented to the Board a flyer received from the Texas Rural Water Association regarding membership, and a flyer received from the Texas Commission on Environmental Quality for the upcoming Public Drinking Water Conference on August 9 – 10, 2022.

Mr. Page then presented to the Board a memorandum received from Precinct 5 Constable's office notifying of the rate schedule for new patrol contracts as of October 1, 2022, a copy of which memorandum is attached hereto as **Exhibit F**.

MATTERS FOR FUTURE AGENDAS

The Board discussed their availability for its regular July Board meeting, and concurred to reschedule same due to lack of quorum. Mr. Page advised that SPH will coordinate same.

ADJOURNMENT

There being no further business to come before the Board, on motion made by Director Fabian, seconded by Director Brazzale-Anderson, and unanimously carried, the meeting was adjourned.




Secretary

LIST OF ATTACHMENTS TO MINUTES

- Exhibit A – Bookkeeper's Report
- Exhibit B – Tax Assessor-Collector Report
- Exhibit C – Operator's Report
- Exhibit D – Engineer's Report
- Exhibit E – Home Inventory Report
- Exhibit F – Rate Memorandum

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