

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 200,
OF HARRIS COUNTY, TEXAS**

Minutes of Special Board of Directors Meeting
May 28, 2024

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 200, of Harris County, Texas (the "District") met at a designated meeting place of the Board on May 28, 2024, in accordance with the duly posted Notice of Special Public Meeting and the roll was called of the duly constituted officers and members of said Board, as follows:

James Wright, President
Deanna Brown, Vice-President
Yvonne Smith, Secretary
George Robinson, Assistant Secretary
Tanya Wilson, Assistant Secretary

and all of said persons were present, except Directors Brown and Smith, thus constituting a quorum. Director Smith entered the meeting after it was called to order, as noted herein.

Also present were Justin Abshire of Quiddity Engineering, LLC ("Quiddity"); Jared Martin of Municipal Operations & Consulting, Inc. ("MOC"); Tyler Leggett of Municipal Accounts & Consulting, L.P. ("MA&C"); Isabel Mata of Wheeler & Associates, Inc. ("Wheeler"); Debbie Shelton of Masterson Advisors LLC ("Masterson"); David Selesky of WCA Waste Corporation of Texas, L.P./GFL Environmental, Inc. ("GFL"); Brian Krueger of FORVIS, LLP ("FORVIS"); Sara Valladares of Storm Water Solutions, LLC ("SWS"); Margaret Sokolowksa, Director-elect; Glenn Smith and Mary Wright, residents of the District; and Gordon Cranner of Schwartz, Page & Harding, L.L.P. ("SPH").

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

PUBLIC COMMENTS

The Board acknowledged that there were no comments from the public.

ACCEPTANCE OF QUALIFICATION STATEMENTS, OFFICIAL BONDS, OATHS OF OFFICE, ELECTIONS NOT TO DISCLOSE CERTAIN INFORMATION, AND AFFIDAVITS OF CURRENT DIRECTOR

The Board next considered the acceptance of Qualification Statements of Elected Officers, Affidavits of Current Director, Bonds, Oaths of Office, and Elections Not to Disclose Certain Information for Ms. Sokolowska and Director Wilson. In that regard, Ms. Sokolowksa and Ms. Wilson presented their Qualification Statements of Elected Officer, Bonds, Oaths of Office, Affidavits of Current Director, and Elections Not to Disclose Certain Information. Following discussion, it was moved by Director Robinson, seconded by Director Wilson and unanimously carried that the Board approve said Bonds, accept said Statements, Oaths, Affidavits and Elections

and declare Margaret Sokolowska and Tanya Wilson to be duly elected and qualified Directors of the District.

REORGANIZATION AND ELECTION OF OFFICERS

The Board deferred consideration of the reorganization of the Board of Directors and election of officers.

DISTRICT REGISTRATION FORM

The Board considered approving a District Registration Form (the "Form") required by the Texas Commission on Environmental Quality (the "TCEQ"). Mr. Cranner explained that, in accordance with the Texas Water Code, municipal utility districts are required to file names, mailing addresses, officer positions and terms of office of new directors with the TCEQ within thirty (30) days after an election or appointment or change in information. He advised that, with the Board's approval, SPH will complete the Form to reflect the new term of office and mailing address for Director Sokolowska and new term of office for Director Wilson, and will file said Form with the TCEQ. Following discussion, Director Wright moved that SPH be authorized to file the Form with the TCEQ, as discussed. Director Wilson seconded said motion, which carried unanimously.

LOCAL GOVERNMENT OFFICERS LIST

Mr. Cranner next advised the Board that the District is required to maintain a list of Local Government Officers, which includes the members of the Board and the District's Investment Officers. After discussion on the matter, Director Wright moved that SPH be authorized and directed to update the District's list of Local Government Officers as required by law. Director Wilson seconded said motion, which unanimously carried.

GOVERNMENTAL TRAINING REQUIREMENTS

Mr. Cranner discussed with Director Sokolowska the training requirements for public officials. Mr. Cranner advised that public officials, including directors of a municipal utility district, must complete separate training courses regarding the Texas Open Meetings Act ("OMA") and the Texas Public Information Act ("PIA"). Mr. Cranner presented and reviewed with Director Sokolowska a memorandum prepared by SPH which summarizes the training requirements. He advised that the deadline for public officials to complete their training is the 90th day after they either take their oath of office or otherwise assume their responsibilities as a public official. He noted that the Texas Attorney General has prepared an online course which satisfies the training requirements for both the OMA and PIA. Mr. Cranner further noted that it is the responsibility of each Director to ensure that they complete their training by the deadline.

CONFLICTS DISCLOSURE STATEMENT REPORTING REQUIREMENTS

Mr. Cranner next discussed with the Board the conflicts disclosure statement reporting requirements for officers of certain local governmental entities, including water district directors,

pursuant to Chapter 176 of the Local Government Code. Mr. Cranner advised the Board that Director Sokolowska had been presented with a memorandum and questionnaire prepared by SPH summarizing the conflicts disclosure requirements and that Director Sokolowska has completed the conflict of interest questionnaire.

APPROVAL OF MINUTES

As the next order of business, the Board considered approving the draft minutes of the Board meetings held on March 19, 2024, and April 16, 2024. After discussion, Director Robinson moved to approve the draft minutes for said meetings, as written. Director Wright seconded said motion, which carried unanimously.

HARRIS COUNTY CONSTABLE'S OFFICE ("HCCO") SECURITY REPORT

Mr. Cranner presented to and reviewed with the Board the HCCO Security Report for the month of April, 2024, a copy of which is attached hereto as **Exhibit A**.

ENGAGEMENT OF AUDITOR

The Board next considered the engagement of an auditor to prepare the District's audit report for the District's fiscal year ending May 31, 2024. In connection therewith, Mr. Krueger advised that FORVIS' fees for the preparation of said audit are \$22,600 for the general audit and \$4,200 for the wastewater treatment plant audit, plus an administrative fee to cover items such as report production, copies, postage and other delivery and technology related costs. A copy of FORVIS' engagement letter is attached hereto as **Exhibit B**. After discussion on the matter, Director Robinson moved that (i) FORVIS be engaged to prepare the District's audit report for the District's fiscal year ending May 31, 2024, in accordance with the terms of the attached engagement letter, and (ii) Texas Ethics Commission ("TEC") Form 1295 from FORVIS be accepted and SPH be authorized to acknowledge receipt of same with the TEC. Director Wright seconded said motion, which unanimously carried.

BOOKKEEPER'S REPORT

Mr. Leggett presented to and reviewed with the Board the Bookkeeper's Report dated May 28, 2024, a copy of which is attached hereto as **Exhibit C**, including the disbursements presented for payment therein. Mr. Leggett also presented to and reviewed with the Board proposed budgets relative to the District's General Operating Fund and Joint Sewage Treatment Plant Fund for the District's fiscal year ending May 31, 2025, copies of which are attached hereto as **Exhibit D**. Mr. Leggett noted that these budgets incorporate the comments received from the District's consultants. After discussion, Director Robinson moved that (i) the Bookkeeper's Report be approved and the disbursements identified therein be approved for payment, and (ii) the proposed budgets relative to the District's General Operating Fund and Joint Sewage Treatment Plant Fund for the District's fiscal year ending May 31, 2025, be approved, as presented. Director Wright seconded said motion, which unanimously carried.

UNCLAIMED PROPERTY REPORT

The Board considered approval of an Unclaimed Property Report as of March 1, 2024, and the filing of same with the Texas Comptroller of Public Accounts (the "Comptroller") prior to July 1, 2024. In connection therewith, Mr. Leggett presented and reviewed with the Board an Unclaimed Property Report, attached hereto as **Exhibit E**, prepared by MA&C, which provides that the District has unclaimed funds in the total amount of \$2,841.73. Ms. Mata then reported that the District has no unclaimed tax funds for the applicable reporting period, and noted that Wheeler will submit a letter to the District reflecting same for its records. After discussion, Director Wilson moved that MA&C be authorized to file said Report with the Comptroller prior to July 1, 2024. Director Robinson seconded said motion, which unanimously carried.

TAX ASSESSOR-COLLECTOR REPORT

Ms. Mata presented and reviewed with the Board the Tax Assessor-Collector Report for the month ending April 30, 2024 (the "TAC Report"), including the disbursements presented therein for payment, and the Delinquent Collections Listings as of April 30, 2024, copies of which are attached hereto as **Exhibit F**. After discussion, Director Robinson moved that the TAC Report be approved as presented, and the disbursements listed therein be approved for payment. Director Wilson seconded the motion, which carried unanimously.

DELINQUENT TAX COLLECTIONS REPORT

Mr. Cranner then presented to and reviewed with the Board a Delinquent Tax Collections Report, dated May 23, 2024, prepared by Ted A. Cox, P.C. ("Cox"), the District's delinquent tax collections attorney, a copy of which report is attached hereto as **Exhibit G**. He noted that no action was required by the Board at this time.

Ms. Smith and Mr. Smith enter the meeting at this time.

OPERATIONS AND MAINTENANCE REPORT

Mr. Martin presented to and reviewed with the Board the Operations and Maintenance Report for the month of April 2024, a copy of which is attached hereto as **Exhibit H**.

Mr. Martin next presented to and reviewed with the Board a Customer Write-Off Report, a copy of which is attached to the Operations and Maintenance Report. In connection therewith, he recommended that the Board consider authorizing MOC to move the three (3) delinquent accounts reflected on the attached report to the uncollectible roll, since all collection efforts to date have been unsuccessful. Mr. Martin advised that the total amount owed on said delinquent accounts is \$672.12.

Mr. Martin next presented to and discussed with the Board a draft of the District's 2023 Consumer Confidence Report ("CCR"), a copy of which is included in **Exhibit H**. In connection therewith, Mr. Cranner reminded the Board that the District is required to provide a report containing various information regarding the District's water supply to all customers of the District by July 1, 2024.

Following discussion, Director Robinson moved that MOC be authorized to: (i) terminate delinquent accounts in accordance with the District's Rate Order, (ii) move three (3) delinquent accounts totaling \$672.12, to the uncollectible roll, as recommended by MOC, and (iii) the 2023 CCR be approved, subject to SPH final review, and MOC be authorized to distribute same to the District's customers in electronic format prior to July 1, 2024. Director Wilson seconded said motion, which unanimously carried.

ENGINEERING REPORT

Mr. Abshire presented to and reviewed with the Board a written Engineering Report dated May 24, 2024, a copy of which report is attached hereto as **Exhibit I**, relative to the status of various engineering and construction projects within the District.

Following discussion, Director Robinson moved to authorize Quiddity to (i) submit the TPDES permit renewal application to the TCEQ, and (ii) proceed with the annual water plant inspections. Director Wilson seconded said motion, which unanimously carried.

FIFTH ADDENDUM AND AMENDMENT TO WASTE DISPOSAL CONTRACT

The Board next considered a proposed Fifth Addendum and Amendment to Waste Disposal Contract between the District and Harris County Municipal Utility District No. 215 ("No. 215"). In connection therewith, Mr. Cranner presented to and reviewed with the Board a draft Fifth Addendum, a copy of which is attached hereto as **Exhibit J**. Following discussion, the Board deferred discussion regarding said Fifth Addendum until its next meeting.

STORM WATER SOLUTIONS

Ms. Valladares presented to and reviewed with the Board a Storm Water Quality Inspection Report, a copy of which report is attached hereto as **Exhibit K**.

AMENDED AND RESTATED MASTER SERVICE AGREEMENT WITH SWS

The Board deferred consideration of a Master Service Agreement with SWS until its next meeting.

ISSUANCE OF UTILITY COMMITMENTS

The Board noted that no utility commitment requests were received.

STATUS OF ACTIVITIES OF THE CENTRAL HARRIS COUNTY REGIONAL WATER AUTHORITY ("AUTHORITY")

The Board noted that matters related to the Authority were previously discussed.

COMMUNICATIONS REPORT

The Board deferred consideration of website and text-related communication matters.

RESIGNATION OF DIRECTOR; APPOINTMENT OF NEW DIRECTOR TO FILL VACANCY OF THE BOARD

Mr. Cranner presented to and reviewed with the Board a resignation letter from Director Brown effective May 28, 2024. After discussion, Director Robinson moved to accept the resignation of Director Brown, as discussed. Director Wilson seconded the motion, which unanimously carried. The Board deferred discussion regarding appointment of a new director to fill the vacancy of the Board until a future meeting.

ATTORNEY'S REPORT

The Board next considered the attorney's report. In connection therewith, Mr. Cranner presented a Customer Service Report from Green For Life Environmental ("GFL") for the month of April 2024, a copy of which is attached hereto as **Exhibit L**. Mr. Selesky then discussed garbage collection services with the Board.

Mr. Cranner next presented to and discussed with the Board a Memorandum prepared by SPH, a copy of which is attached hereto as **Exhibit M**, regarding the use of social media by public officials. In connection therewith, Mr. Cranner advised the Board that directors should exercise caution when posting about District-related matters on their personal social media pages in light of a recent U.S. Supreme Court case, as further discussed in the Memorandum.

EXECUTIVE SESSION

Mr. Cranner advised that it would not be necessary for the Board to convene in executive session at this time.

FUTURE AGENDAS

The Board did not request any items be placed on future agendas other than those already discussed and regular and on-going items.

ADJOURNMENT

There being no further business to come before the Board, upon motion made by Director Robinson, and seconded by Director Wilson, the Board unanimously voted to adjourn the meeting.

(SEAL)

Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

- Exhibit A – HCCO Report
- Exhibit B – FORVIS Engagement Letter
- Exhibit C – Bookkeeper's Report
- Exhibit D – Adopted Budgets for Fiscal Year Ending May 31, 2025
- Exhibit E – Unclaimed Property Report
- Exhibit F – Tax Assessor/Collector's Report as of April 30, 2024;
Delinquent Collections Listings as of April 30, 2024
- Exhibit G – Delinquent Tax Collections Report
- Exhibit H – Operations and Maintenance Report
- Exhibit I – Engineering Report
- Exhibit J – Draft Fifth Addendum and Amendment to Waste Disposal Contract
- Exhibit K – SWS Report; Proposal
- Exhibit L – Customer Service Report from Green For Life Environmental
- Exhibit M – Memorandum regarding the use of social media by public officials