

BRIDGELAND WATER AGENCY

Minutes of Meeting of Board of Trustees

February 4, 2025

The Board of Trustees (the "Board") of the Bridgeland Water Agency (the "Agency") met in regular session, open to the public, on February 4, 2025, at 1300 Post Oak Boulevard, Suite 2500, Houston, Harris County, Texas 77056, in accordance with the duly posted notice of said meeting, and roll was called of the Trustees and alternate Trustees duly appointed to said Board by the members of the Agency, as follows:

<u>Member</u>	<u>Trustee/Alternate</u>	<u>Present</u>
Harris County Municipal Utility District No. 418	Chris Gilbert, Trustee Steven P. Knabe, First Alternate Colby McClary, Second Alternate	Yes No No
Harris County Municipal Utility District No. 419	Sam Goodspeed, Trustee Carissa Fabian, First Alternate Robert G. Thomas, Second Alternate	Yes No No
Harris County Municipal Utility District No. 489	Christian Carroll, Trustee Trace Salazar, First Alternate	Yes No
Harris County Municipal Utility District No. 490	Lee Markiewicz, Trustee Sarah Barrera, First Alternate	Yes No
Harris County Municipal Utility District No. 491	Reagan Griffith, Trustee Katrinna Wilkins, First Alternate Anthony Baber, Second Alternate	Yes No No
Harris County Municipal Utility District No. 492	Ann McCarroll, Trustee Nicholas Baker, First Alternate	Yes No
Harris County Municipal Utility District No. 493	Tommy J. Vicknair, Trustee Kaci Schlachter, First Alternate	Yes No

Trustee Vicknair entered the meeting after it was called to order, as noted herein.

Also present were Adam Charanza of Municipal Accounts & Consulting, L.P. ("MA&C"); Mackenzie Johnson of Inframark, LLC ("Inframark"); Justin Waggoner, Jenna Craig and Simon Van Dyke of Touchstone District Services, LLC ("Touchstone"); and Mitchell G. Page and Peyton McKelvey of Schwartz, Page & Harding, L.L.P. ("SPH").

With a quorum of the Board in attendance, the President called the meeting to order.

PUBLIC COMMENTS

The Board considered public comments. There being no members of the public in attendance, the Board continued to the next item of business.

ROUNDTABLE DISCUSSION

Trustee Goodspeed provided a brief update regarding criminal activity within the Bridgeland community. Following discussion, the Board noted that no action was required at this time.

APPROVAL OF MINUTES

The Board considered approval of the draft minutes of its meeting held on January 7, 2025. Following review and discussion of the minutes presented, Trustee Goodspeed moved that said minutes be approved, as written. Trustee Carroll seconded said motion, which unanimously carried.

Trustee Vicknair entered the meeting at this time.

BOOKKEEPER'S REPORT

Mr. Charanza presented to and reviewed with the Board the Bookkeeper's Report dated February 4, 2025, a copy of which is attached hereto as **Exhibit A**. Following discussion, Trustee Goodspeed moved that the Bookkeeper's Report be approved, as presented, and the disbursements listed therein be approved for payment. Trustee Carroll seconded said motion, which unanimously carried.

WEBSITE AND SMART DEVICE APPLICATION MANAGEMENT

The Board then discussed the status of the Agency website and Go.Gov smart device application. In connection therewith, Ms. Craig introduced herself to the Board and discussed that she would be assisting with Agency matters in place of Mr. Waggoner while Mr. Waggoner is occupied with election matters for other Touchstone clients.

Mr. Waggoner next presented to and reviewed with the Board the monthly Communications Meeting Report, as prepared by Touchstone, a copy of which is attached hereto as **Exhibit B**.

A discussion ensued regarding the adoption of a mascot for the Agency. The Board requested that an item be added to next month's agenda to discuss same.

Ms. Johnson next presented to and reviewed with the Board the BWA Connect Summary, a copy of which is attached hereto as **Exhibit C**. It was noted that no action was required of the Board at this time in connection with the BWA Connect Summary.

GO.GOV CUSTOMER SPOTLIGHT ARTICLE

Mr. Page presented to and reviewed with the Board a proof copy of a Go.Gov Customer Spotlight article focusing on the Bridgeland Water Agency (the "Article"), a copy of which is attached hereto as **Exhibit D**. Following discussion, Trustee Goodspeed moved to authorize the distribution of the Article. Trustee Carroll seconded said motion, which unanimously carried.

PROCEDURES FOR CLOSING TICKETS SUBMITTED THROUGH AGENCY SMART DEVICE APPLICATION

A discussion ensued regarding the procedures for closing tickets submitted through the Agency smart device application. Following discussion, the Board concurred that no action was required at this time.

EXECUTIVE SESSION

The President announced at 12:42 P.M. that the Board would convene in closed session, as authorized by Texas Government Code Section 551.071. All persons exited the meeting at this time, with the exceptions of the Board, Mr. Page and Ms. McKelvey.

RECONVENE IN OPEN SESSION

The Board reconvened in open session at 1:00 P.M. Mr. Waggoner, Ms. Craig, Ms. Johnson, Mr. Charanza and Mr. Van Dyke reentered the meeting at this time. It was noted that no action resulted from the closed session.

EDUCATIONAL MATERIALS

A discussion ensued regarding the need for the Agency to create additional educational content relating to (i) Agency transition to the use of chloramines within the Bridgeland community, (ii) drought awareness and (iii) hurricane safety. Following discussion, the Board concurred that no action was required at this time.

UPCOMING COMMUNITY EVENTS

Trustee Goodspeed provided the Board with a brief update regarding the status of upcoming community events and the scheduling of same, including, but not limited to (i) a pool safety event for children of the Bridgeland community in spring 2025, (ii) the annual document shred event, which will be held on May 17, 2025, and (iii) the annual hazardous waste collection and electronics recycling event, which is tentatively scheduled to be held on October 25, 2025. No action was required by the Board in connection with this matter.

LAW ENFORCEMENT MATTERS

The Board next discussed general security matters within the Bridgeland community. Trustee Goodspeed reported that the Laser Tech speed guns purchased by the Agency had been approved for use by the Harris County Commissioners Court and were now in use by patrol deputies within the Bridgeland community.

A discussion next ensued regarding the Agency's assumption of the Flock Safety ("Flock") license plate reader contract. Mr. Page reported to the Board that the Agency has authority pursuant to its creation document to take over the current contracts pursuant to the interlocal agreements with Harris County Municipal Utility District No. 418 ("MUD 418"), Harris County Municipal Utility District No. 419 ("MUD 419"), Harris County Municipal Utility District No. 489 ("MUD 489"), Harris County Municipal Utility District No. 490 ("MUD 490") and Harris County Municipal Utility District No. 493 ("MUD 493")(collectively, the "MUDs"). The Board requested that (i) SPH add items to the upcoming agendas for the MUDs to authorize the Agency to assume the Flock contracts, and (ii) SPH request proposals from Flock relating to same.

POLICY REGARDING SENSITIVE SECURITY INFORMATION

Mr. Page next presented to and reviewed with the Board an Order Establishing Policy Regarding Sensitive Security Information, a copy of which is attached hereto as **Exhibit E**. Mr. Page explained that the policy provides for the protection of any personal, or otherwise sensitive, information identified in Beat Activity Reports from public mishandling. Following discussion, Trustee Goodspeed moved that the Order and attached policy be adopted by the Agency. Trustee McCarroll seconded said motion, which carried unanimously.

ATTORNEY REPORT

The Board considered the attorney's report. In connection therewith, Mr. Page noted that he had nothing further of a legal nature to discuss with the Board at this time.

ADJOURNMENT

There being no further business to come before the Board, on motion made by Trustee Goodspeed, seconded by Trustee Carroll and unanimously carried, the meeting was adjourned.




Secretary

BRIDGELAND WATER AGENCY
LIST OF ATTACHMENTS TO MINUTES

February 4, 2025

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| Exhibit A – | Bookkeeper's Report |
| Exhibit B – | Communications Meeting Report |
| Exhibit C – | Monthly Requests Summary and BWA Connect Summary |
| Exhibit D – | Go.Gov Customer Spotlight: Bridgeland Water Agency, TX Article |
| Exhibit E – | Order Establishing Policy Regarding Sensitive Security Information |