

## **BRIDGELAND WATER AGENCY**

### **Minutes of Meeting of Board of Trustees**

January 7, 2025

The Board of Trustees (the "Board") of the Bridgeland Water Agency (the "Agency") met in regular session, open to the public, on January 7, 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<br>No. 418 | Chris Gilbert, Trustee<br>Steven P. Knabe, First Alternate<br>Colby McClary, Second Alternate    | Yes<br>No<br>No |
| Harris County Municipal Utility District<br>No. 419 | Sam Goodspeed, Trustee<br>Carissa Fabian, First Alternate<br>Robert G. Thomas, Second Alternate  | Yes<br>No<br>No |
| Harris County Municipal Utility District<br>No. 489 | Christian Carroll, Trustee<br>Trace Salazar, First Alternate                                     | Yes<br>No       |
| Harris County Municipal Utility District<br>No. 490 | Lee Markiewicz, Trustee<br>Sarah Barrera, First Alternate                                        | No<br>Yes       |
| Harris County Municipal Utility District<br>No. 491 | Reagan Griffith, Trustee<br>Katrinna Wilkins, First Alternate<br>Anthony Baber, Second Alternate | No<br>No<br>No  |
| Harris County Municipal Utility District<br>No. 492 | Ann McCarroll, Trustee<br>Nicholas Baker, First Alternate                                        | Yes<br>No       |
| Harris County Municipal Utility District<br>No. 493 | Tommy J. Vicknair, Trustee<br>Kaci Schlachter, First Alternate                                   | Yes<br>No       |

Also present were Adam Charanza of Municipal Accounts & Consulting, L.P. ("MA&C"); Mackenzie Johnson of Inframark, LLC ("Inframark"); Justin Waggoner of Touchstone District Services, LLC ("Touchstone"); Sergeant Joe Duke of Harris County Constable's Office, Precinct 5 ("Precinct 5"); and Mitchell G. Page and Peyton Ellis 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**

The Trustees noted that it would not be necessary to convene in a roundtable to discuss matters relevant to their districts, as there were no new matters to discuss at this time.

### **APPROVAL OF MINUTES**

The Board considered approval of the draft minutes of its meeting held on December 3, 2024. 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.

### **BOOKKEEPER'S REPORT**

Mr. Charanza presented to and reviewed with the Board the Bookkeeper's Report dated January 7, 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, with the addition of check no. 1077, payable to McCurdy Media for preparation of educational videos, and check no. 1078, payable to Trustee Goodspeed for reimbursement of out-of-pocket expenses. 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, Mr. Waggoner 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**.

Trustee Goodspeed addressed the Board concerning the Agency's social media presence, and suggested the creation of an Instagram account to serve as an additional social media platform for the Agency. Following discussion, it was moved by Trustee Goodspeed, seconded by Trustee Carroll and unanimously carried, that Touchstone be authorized to proceed with the creation and maintenance of an Instagram account for the Agency.

A discussion next ensued regarding the status of creation of a communications liaison position through Touchstone to assist with, among other things, community-wide event coordination and communications, and administration of the Agency website and Go.Gov smart device application. In connection therewith, Trustee Goodspeed reminded the Board that

Touchstone previously proposed to dedicate a Touchstone employee to serve as the Agency's Communications Liaison. Trustee Goodspeed advised that he plans to work to develop a more refined scope of work for the Communications Liaison position to better capture the Agency's desired objective for the position, but that he was not prepared to proceed with the Communications Liaison proposal submitted by Touchstone. Following discussion, the Board concurred that this matter be deferred until further notice.

Trustee Goodspeed then noted that it would be helpful for the Agency to update its contact information for Bridgeland residents on a periodic basis, and requested that each Member of the Agency obtain authorization for the Member's Board of Directors to share customer contact information with the Agency on an ongoing, annual basis.

### **EDUCATIONAL MATERIALS FOR FREEZE EVENTS**

Trustee Goodspeed advised the Board that the Agency has created and distributed educational materials regarding safety measures to be taken during major flood and freeze events, and suggested that the Agency may want to consider creating additional educational content regarding other major weather events, such as severe drought conditions, among other topics. Following discussion, Trustee Goodspeed moved that (i) the prior creation by McCurdy Media of educational content regarding major freeze events be approved and ratified in all respects, and (ii) McCurdy Media be authorized to begin planning for the creation of additional educational video content regarding severe drought conditions and other major weather events, as necessary. Trustee Carroll seconded the motion, which unanimously carried.

### **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 expected to be held in October 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 received, and that the Harris County Commissioners Court is expected to accept the donation of same for use in Bridgeland at the upcoming Commissioners Court meeting to be held January 9, 2025. Sergeant Duke then discussed the benefits of the speed guns and how they will benefit patrols in Bridgeland. Sergeant Duke then discussed security patrol activity in Bridgeland and, in particular, noted the significant increase in participation in the vacation watch program during the holidays. In connection with Sergeant Duke's report, Trustee Carroll presented to and reviewed with the Board the Harris County Constable Precinct 5 Beat Activity Report for the month of December 2024, a copy of which is attached hereto as **Exhibit C**. Following review and discussion of such report, the Board expressed the desire to create a policy for the protection of any personal, or otherwise sensitive, information identified in Beat Activity Reports from public mishandling.

Mr. Page responded that he would prepare a draft policy for the Board's consideration at next month's meeting.

The Trustees then inquired about the Flock Safety ("Flock") license plate readers in Bridgeland. Mr. Page noted that certain Members of the Agency contracted directly with Flock for license plate readers. The Trustees inquired as to the Agency assuming such contracts and expanding Flock's coverage to benefit all of Bridgeland. Mr. Page advised that he would review the Agency's creation document and determine if the Agency has the authority to assume the Flock contracts and manage the Flock system going forward.

### **ORDER ESTABLISHING POLICY FOR COVERED APPLICATIONS AND PROHIBITED TECHNOLOGY**

The Board next considered the adoption of an Order Establishing Policy for Covered Applications and Prohibited Technology ("Technology Policy"), a copy of which is attached hereto as **Exhibit D**. Mr. Page advised that Senate Bill 1893, as passed during the 88<sup>th</sup> Regular Session, requires that all political subdivisions of the state adopt a policy that prohibits the installation of certain social media applications such as TikTok and any other software owned by ByteDance Limited, defined as "covered applications", on electronic devices owned or leased by the Agency. Mr. Page noted that, although Senate Bill 1893 may not apply to the Agency, he recommends the adoption of such a policy. Mr. Page further advised that the proposed Technology Policy mirrors the model policy created for governmental entities created by the Texas Department of Information Resources ("DIR"). After discussion on the matter, Trustee Goodspeed moved that the Technology Policy be adopted, and that the President and Secretary be authorized to execute the same. Trustee Carroll seconded said motion, which unanimously carried.

### **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**

January 7, 2025

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|--------------------|------------------------------------------------------------------------------|
| <b>Exhibit A –</b> | Bookkeeper's Report                                                          |
| <b>Exhibit B –</b> | Communications Meeting Report                                                |
| <b>Exhibit C –</b> | Harris County Constable Precinct 5 Beat Activity Report                      |
| <b>Exhibit D –</b> | Order Establishing Policy for Covered Applications and Prohibited Technology |