

**MINUTES OF REGULAR MEETING  
FOUNTAINHEAD MUNICIPAL UTILITY DISTRICT  
MAY 15, 2024**

The Board of Directors of Fountainhead Municipal Utility District of Harris County, Texas, met in regular session, open to the public on May 15, 2024, and the roll was called of the duly constituted officers of the Board, to-wit:

Sidney A. Hubbard	President
Paul Cemer	Vice President
Bob Grace	Secretary
Norm Warwick	Treasurer
Lee Joseph Saunders	Assistant Secretary/Treasurer

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

Persons also present included Julio Molina of 4703 Havenwoods Drive; DeWayne High and Christine High WET Services Inc; Sarah Redden of Claudia Redden & Associates; Ashlie Whittemore of Wheeler & Associates; Andrea Garza of IDS Engineering; and Michael Cole and Cindy Nichols of Michael A Cole, P.C.

**DISTRICT CUSTOMER COMMENTS, QUESTIONS AND REQUESTS**

Julio Molina of 4703 Havenwoods Drive provided a \$1,000 check to Christine High for payment toward the amount of \$4,703.60 owing by him to the District for damages to a 4-inch service connection and sanitary sewer manhole cover at his property. He requested a 6 month payment plan for the remaining balance of \$3,703.60. **Board members accepted the proposed payment plan**, and Christine High was directed to add the monthly payment to Mr. Molina's monthly water bill until paid in full. Board members requested Mr. Molina to stay in contact with the operator if anything changes or if he cannot make one of his monthly payments. Mr. Molina thanked the Board and excused himself from the meeting.

**ACCEPTANCE OF OATHS OF OFFICE OF RE-ELECTED DIRECTORS**

It was reported that the Statements of Officer of Directors Hubbard, Saunders and Cemer have been filed with the Texas Secretary of State's office, and that each had completed an Oath of Office. **Director Cemer moved acceptance of the Oaths of Office of Directors, Hubbard, Saunders and Cemer, which motion was seconded by Director Grace and carried by unanimous vote.** The attorney's office was directed to file the Oaths of Office with the Texas Secretary's of State's office.

**SECURITY REPORT**

There was none.

## **BOOKKEEPER AND INVESTMENT OFFICER REPORT**

Sarah Redden presented the bookkeeper and investment officer reports, copies of which are filed in the District's electronic records. She reported that there are no bond payments due until August. Directors agreed that there are no budget amendments needed at this time and Director Grace asked that Directors continue to keep an eye on things coming up later in the year. **Director Cemer moved approval of the bookkeeper and investment officer reports and bills and that no budget amendments be made at this time, which motion was seconded by Director Grace and carried by unanimous vote.**

## **MINUTES**

**Minutes of the Board's May 1, 2024 meeting were approved on the motion of Director Grace, the second of Director Cemer and the unanimous vote of the Board.**

## **ENGINEERING REPORT**

Andrea Garza presented the engineer's report to the Board, a copy of which is filed in the District's electronic records. She reported the Notice to Proceed is on hold for the Section 2 drainage improvements on Sarti pending Wells Fargo's receipt of approval from Fannie Mae of the Shaw's storm sewer easement; the emergency generator replacement at Water Plant #2 is completed and Pay Application Nos. 3 and 4 (Final) are presented for the Board's approval; and the Elevated Storage Tank has been drained and the contractor's welding crew is on site working. Ms. Garza next reported that the re-rating study for the District 109 regional wastewater treatment plant was received yesterday with a 280 gpd/ESFC determined which will require the TPDES permit to be amended. Director Cemer pointed out a note to the re-rating study that there were 6 months of flow data discarded due to anomalies and not included in the calculations.

Ms. Garza reported that TxDOT has provided comments on the District's utility permit application to relocate the fire hydrant and valve away from the proposed sidewalk project, and the engineer has resubmitted the permit; and the draft bond application will be sent out to Directors and the attorney for review after Eric Johnson has finished his review.

Director Warwick then suggested that the contractor for the Elevated Storage Tank be put on overtime to have the project completed quicker in anticipation of hotter weather. Some discussion was had and **Director Warwick moved that the contractor for the Elevated Storage Tank be requested to work 6 days per week until finished, which motion was seconded by Director Cemer and carried by unanimous vote.**

At the conclusion of the engineer's report, **Director Cemer moved approval of the engineer's report and Pay Application Nos. 3 and 4 (Final) to McDonald Municipal & Industrial in the amounts of \$267,154.20 and \$35,133.80, respectively. The motion was seconded by Director Grace and carried by unanimous vote.**

## TAX ASSESSOR-COLLECTOR REPORT

Ashlie Whittemore presented the tax assessor-collector's report to the Board, a copy of which is filed in the District's electronic records. Ms Whittemore reported 2023 tax collections are 96.27% complete. **Director Cemer moved approval of the tax assessor-collector's report and tax bills, which motion was seconded by Director Warwick and carried by unanimous vote.**

## UTILITY OPERATOR REPORT

DeWayne High presented the utility operator's report to the Board, a copy of which is filed in the District's electronic records. He reported 1,869 ESFC's reported to District 109; average residential usage of 5,860 gallons for the month; water accountability of 93%; and 130 accounts proposed for service termination for non-payment. Christine High requested an item for the Board's next agenda for approval of a list of accounts to be written off. DeWayne High reported that the Consumer Confidence Report has been prepared and is the same as last year. He will have it uploaded to the District's website and will add a link to it on customer billings.

At the conclusion of the utility operator's report, **Director Cemer moved approval of the utility operator's report, the Consumer Confidence Report, and the proposed service terminations noting that there were no persons present to show cause why water service should not be terminated. The motion was seconded by Director Grace and carried by unanimous vote.**

## ATTORNEY REPORT

Michael Cole presented his attorney's report, a copy of which is filed in the District's electronic records. Mr. Cole reported that the wastewater treatment capacity agreement with Bammel UD has been prepared. A review and discussion was had and Michael Cole said he would reach out to Mark Brooks about the need to include the Pub. **Director Cemer then moved approval of the attorney's report and authorization of the wastewater treatment capacity agreement with a revision to include the Pub, which motion was seconded by Director Grace and carried by unanimous vote.**

## ELECTION OF OFFICERS

**Director Saunders moved that the slate of officers remain unchanged, which motion was seconded by Director Warwick and carried by unanimous vote.**

## NHCRWA REPORT

Director Saunders reported on the most recent Authority meeting. Among other matters he reported that the Authority is not going to change its water rates as previously discussed.

There being no other business to come before it the meeting was adjourned.

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Secretary, Board of Directors

**CUMULATIVE COMMITMENTS FOR ACTION**  
**FOUNTAINHEAD MUNICIPAL UTILITY DISTRICT**  
**MEETING OF MAY 15, 2024**

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**UTILITY OPERATOR** to *continue to work toward completion of the comprehensive valve survey which had been agreed to in a prior meeting*; prepare a 6 month payment plan for Julio Molina of 4703 Havenwoods Drive for the remaining balance owing of \$3,703.60, and add the monthly payment to Mr. Molina's monthly water bill until paid in full.

**ENGINEER** to *prepare a bond application for the remainder of the authorization and to better prepare an accounting of all the projects to be undertaken by the District, both for the remaining authorization and beyond.*

**ATTORNEY** to file Oaths of Office of re-elected Directors Hubbard, Saunders and Cemer with Texas Secretary of State's office; add item on next agenda under utility operator's report for approval of a list of accounts to be written off; and reach out to Mark Brooks for revision to the wastewater treatment capacity agreement with Bammel UD to include the Pub.

*[commitments that are unchanged are shown in italics.]*