

MINUTES OF MEETING  
OF  
BOARD OF DIRECTORS

June 17, 2025

THE STATE OF TEXAS	§
COUNTY OF HARRIS	§
BRIDGESTONE MUNICIPAL UTILITY DISTRICT	§

The Board of Directors (the "Board") of Bridgestone Municipal Utility District (the "District") met in regular session, open to the public, at the Operations and Water Education Center, 19720 Kuykendahl Road, Spring, Texas, its regular meeting place within the boundaries of the District, on Tuesday, June 17, 2025, at 6:00 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

Johnny Pack	President
Joe Marks	Vice President
Nancy Woollard	Treasurer
Jeff Gebhart	Secretary
Michael Crayton	Assistant Secretary

All Directors were present, except Director Marks, thus constituting a quorum. Also attending the meeting were: Mr. Ron Schkade, General Manager of the District; Ms. Kelley Lamb, Administrative Assistant of the District; Ms. Lisa Bertram, Bridgestone MUD Park Manager; Ms. Monica Garza, attorney, and Ms. Alison Miller, paralegal, of Polley Garza PLLC ("PG"), General Counsel to the District; Messrs. David Rowe and Danny Staab of Water District Management Company, Inc. ("WDM"), operators for the District; Ms. Christina Ferguson of Myrtle Cruz, Inc., bookkeeper for the District; Ms. Leslie Mendez of Equi-Tax, Inc., tax assessor/collector for the District; Mr. Ryan Schilhab, P.E., of Quiddity Engineering LLC ("Quiddity"), engineers for the District; Mr. Travis Benes of Storm Water Solutions ("SWS"), detention pond maintenance provider for the District; Captain Juan Flores and Corporal Cowan of Harris County Precinct 4 Constable; Ms. Barbara Nussa of Republic Services, Inc., garbage and recycling service provider for the District; Mr. Merrill Willgrubs of BD Realty Advisors, real estate consultant for the District; and Mr. Simon VanDyk of Touchstone District Services ("Touchstone"), communications consultant for the District. Members of the public and/or residents of the District were also present at the meeting. A copy of the public sign-in sheet is attached as an exhibit hereto.

WHEREUPON, the meeting was called to order and evidence was presented that public notice of the meeting had been given in compliance with the law. The posted notices of the meeting are attached hereto.

PLEDGES OF ALLEGIANCE

Director Pack led the meeting attendees in the Pledges of Allegiance to the United States of America and State of Texas flags.

## PUBLIC COMMENT

Mr. Schkade reviewed the following questions and answers received through the District's website over the past month:

1. Question: "Can the cost of hiring additional Constables for the Bridgestone MUD area be added to the 2026 budget due to increased crime in the area?"

Answer: First, the MUD Board would need to determine that the additional Constables are necessary. Then if the Board determines that additional Constables are necessary then the cost would be considered in the 2026 budget.

2. Question: "What is the security fee and how does it apply to residents?"

Answer: The security fee is to offset some of the cost of the Constables in the District. The security fee is included in the water bill, along with charges for water, sewer, recycling and trash services.

Mr. Schkade then stated a public comment card was received from Mr. David Berry, resident of the District, regarding repairs to the Bridgestone Lakes detention ponds. Mr. Berry addressed the Board regarding repairs to the Bridgestone Lakes detention pond outfall pipes. Mr. Berry stated he has discussed the matter with Mr. Benes and understands proposals for the repairs will be presented during tonight's meeting.

## HARRIS COUNTY PRECINCT 4 CONSTABLE'S SECURITY REPORT

Captain Flores introduced himself to the Board and stated he is now stationed at the Precinct 4 office within the Operations Center. Corporal Cowan reviewed the security report for the month of May, a copy of which is attached hereto.

Ms. Garza presented the verification form for preparation of the 2025-2026 security contract with Harris County and asked the Board if they would like any changes. Director Pack stated he would like the contact information updated to reflect himself.

Director Woollard made a motion to add an additional deputy for the 2025-2026 contract year. The motion failed due to lack of a second.

Upon motion by Director Crayton, seconded by Director Gebhart, after full discussion and the question being put to the Board, the Board voted three (3) votes in favor and one (1) vote opposed, with Director Woollard voting in opposition, to approve the verification form including Director Pack's contact information.

Director Pack then introduced Ms. Megan Bradley to the meeting attendees and noted she would be starting as the District's Executive Vice President in July.

## CONSENT AGENDA

Director Pack reviewed the structure of the consent agenda with the Board and explained that this portion of the agenda deals with routine matters of the Board, and that no separate

discussion of such items will occur unless a Board member requests an item be moved to the regular portion of the agenda. Upon motion by Director Woollard, seconded by Director Gebhart, after full discussion and the question being put to the Board, the Board voted unanimously to approve the following Consent Agenda items: 1) the minutes of prior meetings, including May 20, 2025, as presented; 2) pay estimates and change orders as follows: a) Water Plant No. 4 Pay Estimate No. 21 in the amount of \$42,074.50 and Change Order No. 1 in the amount of \$0.00 and extending the contract term by 30 calendar days; b) Trinity Grove Detention Pond Pay Estimate No. 3 in the amount of \$179,671.50; c) Trinity Grove WS&D Pay Estimate No. 1 in the amount of \$313,024.27; 3) the written Detention Facilities Maintenance Report; 4) the written Tax Assessor/Collector's Report, including payment of tax-related checks stated therein; 5) the written Delinquent Tax Attorney's Report; 6) the written Bookkeeper's Report, including payment of bills, issuance of checks, and review of investments; 7) the written Garbage and Recycling Collection Service Report; 8) the written Communications Report; 9) the written Operations Report; 10) the written Engineering Report; and 11) conveyance of a Natural Gas Easement to the District from Gosling MF II Prop. Co. Each of the documents referenced above are attached as exhibits hereto.

### REGULAR AGENDA

#### STRATEGIC PARTNERSHIP AGREEMENT ("SPA") AUDIT, INCLUDING UPDATE SPA BUSINESS LIST

No SPA Report was given.

#### REAL ESTATE CONSULTANT REPORT

Mr. Willgrubs reported that he continues to coordinate with property owners regarding the remaining Water Line Easements and Sanitary Sewer Easements needed for the All Seasons Plaza Retail Development Utility Extension project.

#### DETENTION FACILITIES MAINTENANCE REPORT

Mr. Benes presented a proposal for replacement of the Bridgestone Lakes Section 1 detention pond inflow pipe, in the amount of \$64,845.56. Mr. Benes also presented a proposal for replacement of the Bridgestone Lakes Section 1 detention pond outfall pipe, in the amount of \$64,452.90. Director Pack asked Mr. Schkade to obtain two (2) additional bids to confirm the pricing. Director Crayton recommended approving a not to exceed amount so that the work can be completed before the next Board meeting if possible. Upon motion by Director Crayton, seconded by Director Woollard, after full discussion and the question being put to the Board, the Board voted unanimously to approve a not to exceed amount of \$129,298.46 for the inflow pipe and outfall pipe repairs at the Bridgestone Lakes Section 1 detention pond.

Mr. Benes next presented an updated maintenance schedule for Board approval. Upon motion by Director Crayton, seconded by Director Woollard, after full discussion and the question being put to the Board, the Board voted unanimously to approve the updated maintenance schedule.

## TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Mendez reviewed the Tax Assessor/Collector's Report with the Board.

## DELINQUENT TAX ATTORNEY'S REPORT

Ms. Garza reported account no. 1 under the "Suit Filed" section of the Delinquent Tax Report has requested a payment plan of \$5,000.00 per month for their delinquent 2023 taxes. Ms. Garza noted the account is also delinquent on their 2024 taxes, so it will likely be included on the next report. Upon motion by Director Gebhart, seconded by Director Woollard, after full discussion and the question being put to the Board, the Board voted unanimously to approve the payment plan.

## LETTER TO DELINQUENT TAX ATTORNEY REGARDING RECOMMENDATIONS RELATED TO TAXPAYERS' DELINQUENT 2024 TAXES

Upon motion by Director Gebhart, seconded by Director Crayton, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the letter to the delinquent tax attorney regarding recommendations related to taxpayers' delinquent 2024 taxes.

## BOOKKEEPER'S REPORT

Ms. Ferguson reported there are no deposit refund checks this month because she did not receive the report in time. Director Pack reminded the District's consultants that invoices are due to MCI by the 10<sup>th</sup> of each month. Discussion ensued regarding the District's invoices.

## GARBAGE AND RECYCLING COLLECTION SERVICE REPORT

Ms. Nussa reported a waste collection truck recently caught fire due to improperly discarded aerosol and oil cans. Ms. Nussa requested approval to post something on the District's website regarding garbage and recycling guidelines and restrictions. Director Pack asked Mr. VanDyk to work with Ms. Nussa on the post.

## COMMUNICATIONS REPORT

Mr. Vandyk provided an update on the District's website, news posts and statistics.

## OPERATIONS REPORT

Mr. Staab reviewed various repair and maintenance items throughout the District and presented the list of delinquent accounts and uncollectable accounts to the Board.

Upon motion by Director Gebhart, seconded by Director Crayton, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) authorize the write-off of uncollectable accounts listed on the Operator's Report; and 2) authorize termination of delinquent accounts in accordance with the District's Rate Order.

## GENERAL MANAGER'S REPORT

Mr. Schkade presented the General Manager's Report to the Board, a copy of which is attached hereto. Mr. Schkade reported on the status of various District projects.

Mr. Schkade then reported the metal gates at the Elevated Storage Tank ("EST") and Lift Station No. 5 were installed with solid panels instead of the slats that were included in the original plans. Mr. Schkade stated the solid panels are actually an upgrade to the slats and Aber has stated the solid panels were mistakenly installed at Aber's cost. The Board concurred to leave the gates as is with the solid panels.

Mr. Schkade next presented a proposal for installation of blinds in Ms. Lamb's office, in the amount of \$1,780.00. Discussion ensued regarding the blinds and the Board requested additional options.

## EMPLOYEE HANDBOOK AND RELATED POLICIES

Director Pack stated a vacation policy for the District's employees needs to be put in place since the District does not currently have an employee handbook. Director Pack reviewed his proposal for vacation time, paid time off and personal time. Discussion ensued regarding the policies. The Board concurred to adopt the following policy:

- Vacation time: five (5) days of vacation for one (1) year of employment; 10 days of vacation for two (2) years of employment; and 15 days of vacation for five (5) years of employment, with no rollovers of any vacation time;
- Personal time: two (2) days per year, with no maximum accruals and rollovers allowed;
- Sick time: three (3) days per year, with no maximum accrual and rollovers allowed;
- Insurance: begins on the first day of the month after 30 days of employment;
  - Holidays: Christmas Day and New Year's Day, plus two (2) additional floating holidays of the employee's choice.

Upon motion by Director Crayton, seconded by Director Gebhart, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the policy as outlined above.

## PARK MANAGER'S REPORT

Ms. Bertram reviewed the Park Manager's Report with the Board and reported on various park related items. Ms. Bertram reported a severe weather procedure has been implemented using the Weather Channel radar and lighting tracker. Director Crayton stated he wants to ensure residents are aware of what method is being used when considering weather-related park closures. Director Pack asked that the policy be provided to Touchstone for posting to the District's website.

Ms. Bertram then reported phase 1 of the post and chain project has been beneficial and phase 2 will begin next week. Ms. Bertram noted the park will be closed on June 23<sup>rd</sup> and June 24<sup>th</sup>.

Ms. Bertram also reported the turf is being replaced under a warranty claim.

Discussion ensued regarding dead trees in the park and potential replacement of same.

Ms. Bertram then reported the flower bed on the west side of the small pavilion is collecting standing water. Ms. Bertram presented a proposal from Woodcreek Landscape Company, Inc. ("Woodcreek") in the amount of \$4,601.00 to create drainage from the flower bed to the other side of the sidewalk. Upon motion by Director Crayton, seconded by Director Woollard, after full discussion and the question being put to the Board, the Board voted unanimously to approve the proposal from Woodcreek in the amount of \$4,601.00.

Director Crayton asked about the status of the park volunteer program. Ms. Bertram stated the volunteer program will take time to prepare and implement, and there will need to be training for the volunteers that wish to be involved. Director Crayton suggested that Ms. Bertram contact Mr. Bud Gessel regarding the Timber Lane Utility District park volunteer program.

### ENGINEERING REPORT

Director Pack stated Mr. Schilhab and Mr. Staab presented on the District's Asset Management System at the recent Association of Water Board Directors Annual Conference and they did a great job.

Mr. Schilhab then presented the Engineer's Report, a copy of which is attached hereto. Mr. Schilhab requested authorization to advertise the Sanitary Sewer Rehabilitation Phase 3 project for bids.

Mr. Schilhab then requested authorization to advertise the Public Lift Station No. 9 and Utility Extension to Serve ONM Living Development project for bids.

Mr. Schilhab also requested authorization to begin design of the Sanitary Sewer Cleaning and Televising Phase 17-20 project.

Upon motion by Director Woollard, seconded by Director Gebhart, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) authorizing advertisement of the Sanitary Sewer Rehabilitation Phase 3 project for bids; 2) authorize advertisement of the Public Lift Station No. 9 and Utility Extension to Serve ONM Living Development project for bids; and 3) authorize design of the Sanitary Sewer Cleaning and Televising Phase 17-20 project.

### ATTORNEY'S REPORT

Ms. Garza presented a lease renewal acknowledgement from Harris County for the lease between the District and Harris County Precinct 4. Ms. Garza noted that the lease agreement requires notice to be received 60 days prior to the end of the lease term, but this notice was received late. Upon motion by Director Gebhart, seconded by Director Crayton, after full discussion and the question being put to the Board, the Board voted unanimously to approve the lease renewal.

Ms. Garza stated she had no update on the removal of a Director pursuant to Texas Water Code Section 49.052(g).

Ms. Garza reviewed a memorandum regarding various proposed legislation from the current legislative session.

#### DIRECTOR'S REPORT

Director Pack reviewed his Director's Inspection Report for the month of June with the Board and noted the District's facilities are in good condition.

Director Pack then requested to schedule a special Board meeting to discuss and review consultant contracts. The Board concurred to schedule the special Board meeting for Monday, June 23<sup>rd</sup> at 6:00 p.m.

#### PUBLIC COMMENT

Mr. Schkade then read a public comment card regarding reports for the trash trooper located in the Senterra Lakes detention pond.

There being no further business to come before the Board, the meeting was adjourned.

PASSED, APPROVED AND ADOPTED this 15<sup>th</sup> day of July 2025.



  
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Secretary, Board of Directors