

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 162  
2010 ANNUAL CALENDAR OF EVENTS

*By January, 2010*

*File conflicts disclosure statement*

**January 12, 2010**

**Board of Directors meeting to:**

- (1) Adopt Order Authorizing Exemptions from Taxation
- (2) Adopt Order Calling Directors Election

Board members whose terms will expire:

Emmanuel DePau and Steve Rickelman

- (3) Adopt Order Authorizing Additional Penalty on Taxes, Penalty and Interest remaining delinquent on April 1<sup>st</sup> (personal property) and July 1<sup>st</sup> (other property)

*January 29-30, 2010*

*AWBD Midwinter Conference in Dallas*

*By January 31, 2010*

*File audit with State Information Depository*

**February 9, 2010**

**Board of Directors meeting to:**

- (1) Adopt Emergency Preparedness Plan and file same with TCEQ (Senate Bill 361)
- (2) Adopt Resolution Adopting Prevailing Wage Rate Scale for Construction Projects

*\*By February 25, 2010*

- \* Submit changes in election procedures to U.S. Department of Justice (Voting Rights Act Letter) - 60 days prior to commencement of early voting

(Notice of Appointment of election officials delivered to presiding judge and alternate presiding judge not later than 20 days after appointment/day election called)

*March 1, 2010*

*Semiannual payment of interest and principal of District's outstanding bonds*

**March 9, 2010**

**Board of Directors meeting**

*\* By March 8, 2010*

*Candidates must return application for their name to appear on the ballot, designation of treasurer, and declaration of intent to District Office (62 days before election day)*

*\* By March 9, 2010*

*Deliver Notice of Election to County Clerk 60 days prior to election*

*Order list of registered voters from voter register (recommended 60 days before election)*

*\*By March 12, 2010*

*Write-in candidates must have filed a declaration of write-in candidacy with the Secretary or Agent within 5 days of application*

**\* denotes actions in connection with Directors Election on May 8, 2010**

*forms being due (if applicable, after this date, the Secretary may prepare a Certificate of No Opposed Candidate pursuant to Section 2.052 Election Code)*

*\* By March 19, 2010 Post Notice of Board's Secretary's Agent (50 days before election) – the agent is required to keep office hours from the 50<sup>th</sup> (March 19) day preceding election to the 40<sup>th</sup> day (June 17) after election*

*\* By March 23, 2010 \* Post Notice of drawing for 72 continuous hours prior to drawing (drawing to be held March 16, 2010)*

*\* On March 26, 2010 \* Agent draws names for a place on the ballot. Candidates are entitled to appear at the drawing.*

*\* By March 26, 2010 Notice of Appointment of election officials delivered to presiding judge and alternate presiding judge not later than 15<sup>th</sup> day before election day or 7<sup>th</sup> day after date the election is ordered (whichever is later)*

*\* April 8, 2010 Last day to register to vote (30 days prior to election.*

**April 13, 2010**

**Board of Directors meeting to:**

(1) Engage Delinquent Tax Attorney to enforce the collection of delinquent taxes

(2) Adopt Order Declaring Unopposed Candidates Elected to Office (if election is cancelled post Order at polling place on May 8, 2010 – Adopt Order AFTER March 12, 2009)

*\* By April 15, 2010 Post Notice of Election at a regular district posting place*

*\* By April 21, 2010 Attorneys deliver early voting materials to early voting clerk*

*\* April 26, 2010 Early voting by personal appearance commences (12 days before election day)*

*May 2 – June 1, 2010 Tax Assessor/Collector to deliver notice of delinquency and of the penalty*

*\* May 4, 2010 Early voting by personal appearance ends (4 days before election day)*

*\* May 8, 2010 Election Day*

**May 11, 2010**

**Board of Directors meeting to:**

(1) Approve Consumer Confidence Report (due to customers before July 1, 2010)

(2) Adopt Order Canvassing Directors Election

(4) Qualify Directors

**\* denotes actions in connection with Directors Election on May 8, 2010**

(5) Election of Officers

\* *Between May 11<sup>th</sup> and 19<sup>th</sup>, 2010*

\**Adopt Order Canvassing Directors Election*

\* *Qualify Directors and elect officers*

\* *By June 7, 2010*

\* *Submit election returns in electronic format to Secretary of State*

**June 8, 2010**

**Board of Directors meeting to:**

(1) Approve budget for fiscal year ending July 31, 2011

(2) Engage auditor for fiscal year ending July 31, 2010

(3) Review Ethics policy

*June 17-19, 2010*

*AWBD Annual Summer Conference in San Antonio, Texas*

*By July 1, 2010*

*Deliver Consumer Confidence Reports to customers*

**July 13, 2010**

**Board of Directors meeting**

**August 10, 2010**

**Board of Directors meeting to:**

(1) Review Investment Policy and accept related party disclosures from bookkeeper/investment officer

*September 1, 2010*

*Semiannual payment of interest on District's outstanding bonds*

**September 14, 2010**

**Board of Directors meeting to :**

(1) Renew District Insurance (expires 11-01-2010)

(2) Indemnification of Directors

**October 12, 2010**

**Board of Directors meeting to:**

(1) Adopt Order Setting Tax Rate and Levying Tax for 2010

(2) Approve Amended District Information Form

*(if tax rate differs from prior year's tax rate)*

*Within seven days after change, attorney to file Amended District Information Form with the Texas Commission on Environmental Quality and in the Harris County Real Property Records.)*

*Renew Harris-Galveston Coastal Subsidence District Permit)*

**November 9, 2010**

**Board of Directors meeting to:**

(1) Approve audit for fiscal year ended July 31, 2010

*Within 135 days after close of fiscal year attorney will file audit with the TCEQ*

**December 14, 2010**

**Board of Directors meeting**

**Arbitrage Rebate Calculation for Series 1998 Bonds (March 2010)**

\* denotes actions in connection with Directors Election on May 8, 2010

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