

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 383

July 3, 2024

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 383 (the "District") met in regular session, open to the public, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas, outside the boundaries of the District, on the 3<sup>rd</sup> day of July, 2024, and the roll was called of the members of the Board being present:

John Porea	President
John J. Ryan	Vice President
Jeffrey Peters	Secretary
Jean M. Casagrande	Assistant Secretary
Jody Chouinard	Assistant Vice President

and all of the above were present except Directors Porea and Peters, thus constituting a quorum.

Also attending the meeting were: Cindy Grimes of Municipal Accounts & Consulting, L.P. ("MAC"); James Parker and Margaret Dvoracek of Pape-Dawson Engineers ("Pape-Dawson"); Kristy Hebert of Tax Tech, Inc. ("Tax Tech"); Michelle Kincer of Storm Water Solutions, LLC ("SWS"); Scott Shelnett of Municipal Operations & Consulting, Inc. ("MOC"); Brandon West of Touchstone District Services ("Touchstone"); and Adisa Harrington and Whitney Lington of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM THE PUBLIC

Ms. Harrington offered any members of the public attending the meeting the opportunity to make public comment.

There being no members of the public requesting to make public comment, the Board moved to the next agenda item.

CONSENT AGENDA

The consultant reports were provided in advance of the meeting. Following review and discussion, Director Chouinard moved to approve the following items on the consent agenda: (1) the minutes of the May 21, 2024, special meeting and June 5, regular meeting, as presented; (2) District development matters; (3) tax assessment and collection matters; (4) financial and bookkeeping matters; (5) operating matters; (6)

channel and pond maintenance matters; (7) website and communications matters; and (8) direct that, where appropriate, items are filed appropriately and retained in the District's official records. Director Casagrande seconded the motion, which passed unanimously. Copies of all reports approved as part of the consent agenda are attached.

ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the consent agenda.

RECEIVE PRESENTATION FROM THE HARRIS COUNTY PUBLIC HEALTH DEPARTMENT AND TAKE APPROPRIATE ACTION

Ms. Harrington reported that the County representatives are planning to attend the August meeting.

GARBAGE AND RECYCLING MATTERS, INCLUDING ANNUAL CPI ADJUSTMENT

The Board reviewed a letter from Best Trash regarding the annual Consumer Price Index ("CPI") adjustment in the District's monthly rate for garbage and recycling services, a copy of which is attached. Ms. Harrington noted that the CPI price adjustment will increase the District's garbage and recycling rate from \$20.39 to \$21.74 per month per residence, effective as of July 1, 2024.

APPROVE AUDIT FOR FISCAL YEAR END MARCH 31, 2024

The Board deferred this agenda item to the August meeting.

STORM WATER MANAGEMENT PLAN MATTERS, INCLUDING PROPOSALS FOR WORK

Ms. Kincer reviewed the detention facility maintenance report prepared by SWS, a copy of which is attached.

ADDITIONAL CHANNEL AND POND MAINTENANCE, INCLUDING UPDATE ON SIDEWALK REPAIRS AT CRESCENT CLOVER POND

The Board discussed check no. 10085 payable to Gleannloch Landscaping & Maintenance Company ("GLAMCO") in the amount of \$31,950.00 for the sidewalk repairs at Crescent Clover pond. The Board concurred to hold check no. 10085 and designate Director Chouinard to review sidewalk repairs at Crescent Clover pond before releasing payment of check no. 10085.

The Board discussed the cutting of tree roots in the District and requested for GLAMCO to prepare a proposal for the cutting of tree roots in the District.

Following review and discussion, Director Chouinard moved to authorize MAC to hold check no. 10085 pending Director Chouinard's assessment of the sidewalk repairs at Crescent Clover pond. Director Casagrande seconded the motion, which passed unanimously.

## ENGINEERING MATTERS

Mr. Parker reviewed the engineering report, a copy of which is attached.

Mr. Parker updated the Board on the revised path for the proposed waterline loop behind the CVS located on Champion Forest Drive.

Mr. Parker updated the Board on the lift station no. 1 pump and electrical replacement. Mr. Parker recommended approval of the following Pay Estimates for the project: (i) Pay Estimate No. 4 from McDonald Municipal and Industrial ("McDonald") in the amount of \$7,661.26, with the District's share being \$645.84; (ii) Pay Estimate No. 5 from McDonald in the amount of \$1,350.00, with the District's share being \$113.80; and (iii) Pay Estimate No. 6, and Final from McDonald in the amount of \$34,048.15, with the District's share being \$2,870.26.

Mr. Parker updated the Board on the construction of the third water well, as reflected in the engineer's report. Mr. Parker discussed a letter from the Texas Commission on Environmental Quality ("TCEQ") regarding sampling of water from the third water well.

The Board discussed the recoating and painting of the District's ground storage tanks and hydropneumatic tanks.

Mr. Parker updated the Board on the water well no. 1 emergency repairs, as reflected in the engineer's report. Mr. Parker recommended approval of Pay Estimate No. 1 and Final from C&C Water Services, LLC ("C&C") in the amount of \$313,910.00, with the District's share being \$171,112.34, for water well no. 1 emergency repairs.

Mr. Parker updated the Board on requests for utility commitments, as reflected in the engineer's report.

Mr. Parker updated the Board on the joint Capital Improvement Plan ("CIP"). Discussion ensued regarding the potential rehabilitation of the wastewater treatment plant and options for maintaining the plant's capacity during major repairs.

Mr. Parker updated the Board on the preparation of bond application no. 12 and stated the bond application was submitted on June 27.

Mr. Parker discussed the detention pond located at Boudreaux Road and the Grand Parkway.

Mr. Paker updated the Board on invoices from A All Animal Control ("AAAC").

Mr. Parker updated the Board on repairs for the fountain located at Crescent Clover pond.

Following review and discussion, and based on the District engineer's recommendation, Director Chouinard moved to: (1) approve the engineer's report; (2) approve Pay Estimate No. 4 from McDonald in the amount of \$7,661.26, with the District's share being \$645.84, for the lift station no. 1 pump and electrical replacement; (3) approve Pay Estimate No. 5 from McDonald in the amount of \$1,350.00, with the District's share being \$113.80, for the lift station no. 1 pump and electrical replacement; (4) approve Pay Estimate No. 6, and Final from McDonald in the amount of \$34,048.15, with the District's share being \$2,870.26, for the lift station no. 1 pump and electrical replacement; and (5) approve Pay Estimate No. 1 and Final from C&C in the amount of \$313,910.00, with the District's share being \$171,112.34, for water well no. 1 emergency repairs. Director Casagrande seconded the motion, which passed unanimously.

#### ADDITIONAL TAX MATTERS

Ms. Harrington discussed the "truth-in-taxation" property tax calculations and tax levy process for water districts and stated that Chapter 49 of the Texas Water Code establishes three main categories for water districts, based on a district's development status and/or tax rate. She reviewed the definitions for each of the three categories and said the Board must annually determine the District's category for that tax year and follow the associated notice and levy provisions in the Texas Water Code.

Discussion ensued regarding the District's development status. After fully considering relevant data, information, and statutory definitions, the Board determined that the District is a Developed District for the 2024 tax year.

Following review and discussion, Director Chouinard moved to adopt a Resolution Regarding Development Status for 2024 Tax Year establishing the District as a Developed District for the 2024 tax year, pursuant to Section 49.23602, Texas Water Code, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Casagrande seconded the motion, which passed unanimously.

## ADDITIONAL BOOKKEEPING MATTERS

Ms. Grimes requested Board approval of additional check no. 10091 payable to the Shops at Gleannloch, in the amount of \$1,686.25, which was not included in the bookkeeper's report.

The Board discussed the Association of Water Board Directors ("AWBD") summer conference, expenses for the AWBD summer conference, and attendance at the upcoming AWBD winter conference.

Following review and discussion, Director Chouinard moved to: (1) approve additional check no. 10091, as discussed; and (2) approve reimbursement of eligible expenses for the AWBD summer conference, which the bookkeeper confirmed were submitted in accordance with the District's Travel Reimbursement Guidelines, and authorize interested directors to attend the AWBD winter conference. Director Casagrande seconded the motion, which passed unanimously.

## ADDITIONAL OPERATING MATTERS

Mr. Shelnutt presented a list of delinquent customers to the Board and reported the customers on the termination list were delinquent in payment of their water and sewer bills and were given written notification, in accordance with the District's Rate Order, prior to the meeting of the opportunity to appear before the Board of Directors to explain, contest, or correct their bills and to show why utility services should not be terminated for reason of non-payment.

Mr. Shelnutt requested Board authorization to send three delinquent utility accounts to collections, totaling \$495.55.

Following review and discussion, Director Chouinard moved to: (1) authorize termination of delinquent accounts, in accordance with the District's Rate Order, and direct that the delinquent customer list be filed appropriately and retained in the District's official records; and (2) authorize MOC to send three delinquent utility accounts to collections, totaling \$495.55. Director Casagrande seconded the motion, which passed unanimously.

The Board inquired about PFAS water sampling and discussion ensued.

The minutes from the most recent Operations Subcommittee meeting were provided to the Directors prior to the meeting and are attached.

APPROVE INTERLOCAL AGREEMENT WITH HARRIS-GALVESTON SUBSIDENCE DISTRICT FOR THE WATER CONSERVATION SCHOOL PROGRAM

Director Casagrande reported that Frank Elementary School has declined to participate in the Water Conservation School Program (formerly "Water Wise"). No Board action was taken.

AUTHORIZE RENEWAL OF DISTRICT'S INSURANCE POLICIES, INCLUDING REVIEW OF ENGINEER'S LIST OF DISTRICT FACILITIES TO BE INSURED

Director Casagrande noted the District's insurance policies with Arthur J. Gallagher & Co. ("Gallagher") will expire on August 1, 2024. She then reviewed a renewal proposal from Gallagher. Following review and discussion, Director Chouinard moved to approve the renewal proposal from Gallagher. Director Casagrande seconded the motion, which passed unanimously.

REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS ON DISTRICT MATTERS

The Board concurred to defer discussing Public Power Pool updates until the August Board meeting.

The Board inquired about Best Trash's annual CPI adjustment for the District's monthly rate for garbage and recycling services and the effect of the adjustment on the District's budget and District's Rate Order.

Director Casagrande discussed legislation connected to the Wastewater Infrastructure Pollution Prevention and Environmental Safety Act.

ATTORNEY'S REPORT

Ms. Harrington reviewed the action list.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.

(SEAL)



  
Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

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ACTION LIST

Action Item/Date Assigned	Status/Comments
<b>Tax Tech</b>	
<b>MAC/MFS</b>	
<b>MOC</b>	
Prepare PFAS report for Board (7/3/24)	
Sanitary Sewer Video Inspection	6/5/24 - Smoke testing to be completed 4/3/24 - Phase 4 being conducted 1/3/24 - Still waiting on video data, MOC will inform contractor that the video data must be provided by no later than 3/1/24
<b>Pape-Dawson</b>	
Inspect the District's interceptors and prepare an inventory identifying the repairs needed and their respective priority (6/5/24)	
Coordinate with Harris County regarding Boudreaux Road realignment project and possible Interlocal Agreement (3/6/24)	
Update CIP to include project costs and split project costs (3/6/24)	Ongoing. Latest draft presented at the May 21, 2024 joint special board meeting.
Schedule facilities tour (3/6/24)	
Coordinate with GLAMCO to prepare an inventory of pending and completed repairs, similar to the inventory that MUD 367 maintains for its detention facilities (2/7/24)	
Obtain documentation/information needed to evaluate NewQuest's request for reimbursement of detention pond construction costs (11/1/23)	Site visit conducted with GLAMCO (12/6/23) Pape-Dawson is reviewing the documentation
Review and, where applicable, reclassify engineering fees relating to Jiffy Lube, Digestive Center and First Hartford (10/4/23)	
<b>GLAMCO</b>	
Finalize sidewalk repairs at Crescent Clover pond (7/3/24)	
Present proposal for removal of additional tree roots around Crescent Clover pond (7/3/24)	
Repair crack in concrete curb next to District manhole in The Grove (6/5/24)	



Action Item/Date Assigned	Status/Comments
Coordinate with Costello to prepare inventory of pending and completed repairs, similar to the inventory that MUD 367 maintains for its detention facilities (2/7/24)	
<b>Lake Pro</b>	
<b>Directors</b>	
Director Chouinard follow up with GLAMCO and review sidewalk repairs at Crescent Clover pond (7/3/24)	
<b>KGA/DeForest</b>	
<b>Touchstone</b>	
<b>ABHR</b>	
Finalize CTE for Boudreaux Business Park (6/5/24)	
Review amounts owed by Enclave of GFPB and Jiffy Lube and coordinate with the bookkeeper regarding collection options (4/3/24)	
If appropriate, prepare interlocal agreement with District and Harris County - Boudreaux Boulevard realignment project (3/6/24)	
Prepare wastewater service agreement with Adkisson for Boudreaux Business Park (3/6/24)	Pending
<b>Public Power Pool (P3)</b>	
<b>McCall Gibson</b>	