

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 383

January 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 3rd day of January, 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, thus constituting a quorum.

Also attending the meeting were: Cindy Grimes of Municipal Accounts & Consulting, L.P. ("MAC"); James Parker and Margaret Dvoracek of Costello, Inc. ("Costello"); Kathy Cruthirds of Tax Tech, Inc. ("Tax Tech"); Scott Shelnuitt of Municipal Operations & Consulting, Inc. ("MOC"); Brandon West of Touchstone District Services ("Touchstone"); Adam Swonke of Gleannloch Landscaping & Maintenance Company ("GLAMCO"); and Adisa Harrington and Whitney Lington of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM THE PUBLIC

Director Porea 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. After review and discussion, Director Casagrande moved to approve the following items on the consent agenda: (1) the minutes of the December 6, 2023, regular meeting and the December 11, 2023, special meeting, as presented; (2) District development matters; (3) tax assessment and collection matters; (4) the annual report regarding Post-Issuance Compliance Policy; (5) financial and bookkeeping matters; (6) operating matters; (7) channel and pond maintenance matters; (8) website and communications matters; and (9) direct that, where appropriate, items are filed appropriately and retained in the

District's official records. Director Peters 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.

2024 DIRECTORS ELECTION

ADOPT RESOLUTION DESIGNATING AN AGENT OF THE SECRETARY OF THE BOARD OF DIRECTORS DURING THE 2024 BOARD OF DIRECTORS ELECTION PERIOD

Ms. Harrington discussed procedures related to the 2024 Directors Election. She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2024 Directors Election Period.

AUTHORIZE NOTICE OF DEADLINE TO FILE APPLICATIONS FOR PLACE ON THE BALLOT

Ms. Harrington then reported on requirements to file a Notice of Deadline to File Applications for Place on the Ballot for the 2024 Directors Election.

APPROVE CONTRACT FOR ELECTION SERVICES WITH HARRIS COUNTY

Ms. Harrington discussed contracting with Harris County to conduct the District's Directors Election, if necessary.

Following review and discussion, Director Casagrande moved to: (1) adopt a Resolution Designating an Agent of the Secretary of the Board During the 2024 Directors Election Period appointing Whitney Lington as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election; (2) authorize ABHR to post the appropriate notices regarding the Agent of the Secretary of the Board of Directors During the 2024 Directors Election period and the Notice of Deadline to File Application for Place on the Ballot for the 2024 Directors Election; and (3) approve a contract with Harris County to conduct the District's Directors Election, if necessary. Director Peters seconded the motion, which was approved by unanimous vote.

STORM WATER MANAGEMENT PLAN MATTERS, INCLUDING PROPOSALS FOR WORK

The Board reviewed a report prepared by Storm Water Solutions, LLC ("SWS"), a copy of which is attached, prior to the meeting.

The Board discussed storm water management services for the District.

ENGINEERING MATTERS

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

Mr. Parker updated the Board on the proposed waterline loop across the Grand Parkway at Champion Forest Drive and stated Costello will be meeting with the City of Houston (the "City") to discuss the project further. Discussion ensued regarding City permits and requirements.

Mr. Parker updated the Board on water well no. 2 and stated the contract with C&C Water Services LLC ("C&C") is ready for Board signature. Mr. Parker stated parts have been ordered for the repair work with an expected delivery date of 8-10 weeks.

Mr. Parker updated the Board on the design and permitting of the third water well and stated the contract with W.W. Payton Corporation is ready for Board signature.

Mr. Parker updated the Board on the lift station no. 1 pump and electrical replacement project (the "Lift Station No. 1 Rehabilitation Project") and requested approval of Pay Estimate No. 1 from McDonald Municipal & Industrial ("McDonald") in the amount of \$6,300.00, with the District's share being \$531.09.

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

Mr. Parker discussed updating the Capital Improvement Plan ("CIP") and sharing the cost of the updates with Harris County Municipal Utility District No. 367 ("MUD 367"). Mr. Parker requested Board approval for a time-and-materials budget in the amount of \$30,000.00 to be split 50/50 with MUD 367. Discussion ensued.

Mr. Parker updated the Board on the preparation of bond application no. 12, as reflected in the engineer's report. Mr. Parker then reviewed an updated draft cost summary for the bond application.

Mr. Parker updated the Board on Harris County's plans to realign Boudreaux Boulevard. Mr. Parker stated Costello is working with Harris County regarding possible conflicts between the realignment and adjacent District water and sewer lines.

Following review and discussion, and based on the District engineer's recommendation, Director Casagrande moved to: (1) approve the engineer's report; (2) approve Pay Estimate No. 1 from McDonald in the amount of \$6,300.00, with the

District's share being \$531.09, for the Lift Station No. 1 Rehabilitation Project; and (3) approve a time-and-materials budget in the amount of \$30,000.00 to be split 50/50 with MUD 367 for updating the CIP. Director Peters seconded the motion, which passed by unanimous vote.

APPROVE DEVELOPER FINANCING AGREEMENT WITH ADKISSON GROUP, INC. ("ADKISSON")

Ms. Harrington reviewed a Development Financing Agreement with Adkisson. She noted that the Agreement provides that the District will reimburse Adkisson from future bond sales for funds advanced for the construction of District water, sewer, and drainage facilities to serve the Adkisson tract, subject to approval of the Texas Commission on Environmental Quality and other conditions. Following review and discussion, Director Casagrande moved to authorize execution of the Development Financing Agreement, subject to finalization. Director Peters seconded the motion, which passed unanimously.

ADDITIONAL TAX MATTERS

Ms. Cruthirds updated the Board on tax collections in the District.

ADDITIONAL BOOKKEEPING MATTERS

The Board discussed the pending refund to Ivy Kids Day Care for the remaining funds from its utility commitment deposit.

The Board discussed CIP projects and the financing of the projects with MUD 367. Discussion ensued regarding the timeline for projects listed in the CIP.

The Board inquired about the sales tax revenue collections from the City for August 2023. Ms. Grimes noted she will ask the District's sales tax consultant to investigate the matter.

ADDITIONAL OPERATING MATTERS, INCLUDING HEARING ON TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS

Mr. Shelnett 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.

The Board reviewed the District's water and sewer rates and concurred not to amend the Rate Order at this time.

Mr. Shelnutt requested Board authorization to write off three delinquent utility accounts totaling \$1,216.00 and send them to a collection agency. Discussion ensued.

Following review and discussion, Director Casagrande 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 write off three delinquent utility accounts totaling \$1,216.00 and send the accounts to a collection agency. Director Peters seconded the motion, which passed unanimously.

REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS ON DISTRICT MATTERS

Director Peters informed the Board about an upcoming Texas American Water Works Association seminar on February 15, 2024.

ATTORNEY'S REPORT, INCLUDING ADOPT RESOLUTION EXPRESSING INTENT TO REIMBURSE

The Board considered adopting Resolutions Expressing Intent to Reimburse for the costs associated with the emergency repair work for water well no. 2, construction of the waterline loop across the Grand Parkway at Champion Forest Drive, and construction of a third water well. Following review and discussion, Director Casagrande moved to adopt the Resolutions Expressing Intent to Reimburse and direct that the Resolutions be filed appropriately and retained in the District's official records. Director Peters seconded the motion, which passed unanimously.

The Board discussed and updated 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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Tax report.....	1
Bookkeeping report	1
Operator's report.....	1
Channel and pond maintenance report.....	1
Website and communications report	1
Storm Water Solutions report.....	2
Engineering report.....	3

ACTION LIST

Action Item/Date Assigned	Status/Comments
Tax Tech	
MAC/MFS	
Coordinate with the District's sales tax consultant regarding low revenue for August 2023 (1/13/24)	
MOC	
Coordinate with Costello to conduct diagnostic testing of water well no. 1 (12/6/23)	1/3/24 - On hold until water well no. 2 repairs are complete
Bill property owner for one delinquent account before sending the account to the collection agency (12/6/23)	
Sanitary Sewer Video Inspection	Review of video ongoing 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
Costello	
Coordinate with MOC to conduct diagnostic testing of water well no. 1 (12/6/23)	1/3/24 - On hold until water well no. 2 repairs are complete
Obtain documentation and 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)
Review and, where applicable, reclassify engineering fees relating to Jiffy Lube, Digestive Center and First Hartford (10/4/23)	
Prepare bond application no. 12 (9/6/23)	Consultant review is pending
Oversee repair work identified in Storm Water Solutions Biannual Audit (9/6/23)	12/6/23 - contract awarded to Double Eagle
GLAMCO	
Remove dead bushes at Dove Manor pond (11/1/23)	1/3/24 - Bushes to be removed by 1/5/24
Lake Pro	
Directors	
Director Ryan will follow up on light placement at water plant no. 3 (12/6/23)	
KGA/DeForest	
Touchstone	

Action Item/Date Assigned	Status/Comments
ABHR	
Prepare Development Financing Agreement for Adkisson (1/3/24)	
Prepare UCLs for Boudreaux Business Partners and P. Terry's (12/6/23)	
Prepare update to UCL for the Shops (11/1/23)	
Review and, where applicable, reclassify legal fees relating to Jiffy Lube, Digestive Center and First Hartford (10/4/23)	
Draft letter agreement with HOA to pay for half of the lighting and electrical project at the Grove (5/3/23)	1/30/24 - 1295 received and bookkeeper notified to release payment 9/6/23 - Waiting on 1295 to accompany signed agreement 8/2/23 - Signed agreement sent to Kris Bradshaw for signature
Public Power Pool (P3)	
McCall Gibson	