

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 383

August 6, 2025

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 Municipal Accounts & Consulting, L.P., 1281 Brittmoore Road, Houston, Texas 77043, outside the boundaries of the District, on the 6<sup>th</sup> day of August, 2025, 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 in person or by telephone were: Zach Jones of Flock Safety; Cindy Grimes of Municipal Accounts & Consulting, L.P. ("MAC"); Kristy Hebert and Jay Llamado of Tax Tech, Inc. ("Tax Tech"); Margaret Dvoracek and Jennifer Mays of Pape-Dawson Engineers ("Pape-Dawson"); Scott Shelnuitt of Municipal Operations & Consulting, Inc. ("MOC"); Layne Yeager of Double Eagle Erosion Solutions, LLC ("Double Eagle"); Russell Wolff of Best Trash, LLC ("Best Trash"); Michelle Kincer of Storm Water Solutions, LLC ("SWS"); Mike Others of McCall Gibson Swedlund Barfoot PLLC ("McCall"); 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. Following review and discussion, Director Peters moved to approve the following items on the consent agenda: (1) the minutes of the July 2, 2025 regular meeting; (2) tax assessment

and collection matters; (3) financial and bookkeeping matters, including the quarterly investment report; (4) operating matters; (5) channel and pond maintenance matters; (6) website and communications matters; and (7) 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.

#### GARBAGE AND RECYCLING MATTERS

Mr. Wolff discussed trash pickup options for the collection of storm debris. Mr. Wolff then discussed an option to use a grapple truck to collect storm debris for a cost of \$2,000.00 per load. Discussion ensued. The Board requested for Touchstone to post information to the District website regarding the collection of storm debris.

Following review and discussion, Director Peters moved to: (1) amend the current contract with Best Trash to include grapple truck collection of storm debris for a cost of \$2,000.00 per load; and (2) appoint Directors Porea and Ryan to authorize the use of grapple trucks, as needed, for the collection of storm debris. Director Casagrande seconded the motion, which passed unanimously.

#### RECEIVE PRESENTATION AND CONSIDER PROPOSAL REGARDING FLOCK LICENSE PLATE READERS

Mr. Jones discussed Flock Safety license plate readers and the potential uses for Flock Safety license plate readers in the District. The Board inquired about the capabilities of Flock Safety license plate readers and associated costs. Discussion ensued regarding the associated agreements needed for the use of Flock Safety license plate readers. The Board discussed potential locations for the Flock Safety license plate readers and having further discussions with Harris County Municipal Utility District No. 367 ("MUD 367") and the Gleannloch Farm Community Association ("GFCA") regarding the potential installation of Flock Safety license plate readers.

Following review and discussion, the Board concurred to discuss the potential use of Flock Safety license plate readers in the District with GFCA and continue the discussion at a future meeting. Director Ryan stated he will follow up with GFCA to see if they are interested in Flock.

#### APPROVE AUDIT FOR FISCAL YEAR END MARCH 31, 2025

Mr. Others reviewed the District's draft audit for the fiscal year ended March 31, 2025. Following review and discussion, Director Peters moved to approve the audit, subject to final director and consultant review, authorize filing of the audit with the Texas Commission on Environmental Quality ("TCEQ"), and direct that the audit be filed appropriately and retained in the District's official records. Director Casagrande seconded the motion, which passed unanimously.

#### UPDATE FROM PUBLIC POWER POOL ON ELECTRICITY PROCUREMENT MATTERS

Ms. Harrington updated the Board on electricity procurement matters, noting that Public Power Pool has negotiated a 3-year contract with Champions Energy Services, LLC, at 6.037 cents per kWh, starting on January 1, 2026.

#### ADDITIONAL TAX MATTERS

There was no discussion on this agenda item.

#### 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, and discussed recent bar screen cleanings performed by SWS. Ms. Kincer then discussed the option of using a mechanical bar screen, in relation to debris entering the current bar screen. The Board inquired about SWS's cleaning protocol for the bar screen and maintenance time spent cleaning the bar screen. Discussion ensued regarding potential causes for debris entering the bar screen. The Board inquired about safety protocols associated with the use of a mechanical bar screen. Discussion ensued, and the Board concurred to take no action at this time.

Following review and discussion, Director Peters moved to approve the detention facility maintenance report. Director Casagrande seconded the motion, which passed unanimously.

#### ADDITIONAL CHANNEL AND POND MAINTENANCE, INCLUDING PROPOSALS FOR WORK

Mr. Yeager reviewed a channel maintenance report prepared by Double Eagle, a copy of which is attached. Mr. Yeager then discussed channel maintenance work Double Eagle performs for MUD 367. The Board inquired about the frequency of mowing performed by GLAMCO in the District. The Board requested for GLAMCO to: (i) mow

the area along Northlake pond; and (ii) include hand mowing of certain District facilities in the District's maintenance schedule.

Mr. Swonke presented a proposal from GLAMCO to increase the tractor mowing cost to \$43.00 an acre. Discussion ensued.

Mr. Swonke presented a proposal from GLAMCO in the amount of \$40,342.00 for maintenance of District slopes and detention facilities. Mr. Swonke then reviewed photos of the maintenance work associated with the proposal. Discussion ensued regarding the existing 3-rail fence at the Dove Manor and Crescent Cove walking trail. The Board requested for GLAMCO to provide replacement fencing options for walking trail.

The Board discussed recent activity at District facilities related to catch and release guidelines. Discussion ensued regarding potentially installing signs at District facilities stating "Catch and Release Only". Ms. Harrington discussed the District's Parks General Use Guidelines and Rules (the "Park Rules"). The Board requested for GLAMCO to install "Catch and Release Only" signs at the entrances of the following facilities: (i) Dove Manor pond; (ii) Northlake pond; and (iii) The Grove pond. The Board concurred to consider amending the District's Park Rules to restrict fishing in District detention ponds.

Mr. Swonke updated the Board on the park bench located at Crescent Cove.

Following review and discussion, Director Peters moved to: (1) approve the following proposals from GLAMCO: (i) increase the tractor mowing cost to \$43.00 an acre; and (ii) maintenance of District slopes and detention facilities in the amount of \$40,342.00; and (2) authorize GLAMCO to install "Catch and Release Only" signs at the entrances of the following facilities: (i) Dove Manor pond; (ii) Northlake pond; and (iii) The Grove pond. Director Casagrande seconded the motion, which passed unanimously.

#### UPDATE ON WATERLINE LOOP EASEMENT ACQUISITION MATTERS AND TAKE APPROPRIATE ACTION

Ms. Harrington updated the Board on the easements needed for the proposed waterline loop behind the CVS located on Champion Forest Drive. Discussion ensued regarding maintenance associated with one of the needed easements for the project.

#### ENGINEERING MATTERS

Ms. Dvoracek reviewed the engineering report, a copy of which is attached.

Ms. Dvoracek updated the Board on the water plant nos. 1 and 2 improvements and stated Pape-Dawson anticipates requesting authorization to bid the project next month.

Ms. Dvoracek updated the Board on the lift station nos. 1 and 2 improvements and stated Pape-Dawson anticipates requesting authorization to bid the project next month.

Ms. Dvoracek updated the Board on construction of the third water well, as reflected in the engineer's report.

Ms. Dvoracek updated the Board on construction of water and sanitary facilities to serve the NewQuest retail tract. Ms. Harrington discussed the updated Sanitary Sewer Easement associated with the project. Ms. Harrington then discussed the Harris County (the "County") permits needed for the project and County approval of the project, in relation to the issuance of the Notice to Proceed for the project.

The Board inquired about the application for the renewal of the Texas Pollutant Discharge Elimination System Permit. The Board requested for Pape-Dawson to remove the renewal of the Texas Pollutant Discharge Elimination System Permit from their report until November 2027.

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

Ms. Dvoracek updated the Board on the NewQuest detention pond.

Ms. Dvoracek updated the Board on nutria activity in the District.

Ms. Dvoracek presented a proposal from Lake Pro, Inc. ("Lake Pro") in the amount of \$3,986.78 for the replacement of the motor for fountain no. 2 at the Northlake pond, a copy of which is attached. She noted that Director Casagrande authorized the work after the last board meeting and requested that the Board ratify approval of the Lake Pro proposal.

Ms. May introduced herself to the Board. Discussion ensued regarding projects included in the District's Capital Improvement Plan.

Following review and discussion, and based on the District engineer's recommendation, Director Peters moved to: (1) approve the engineer's report; (2) approve the abandonment of the 0.1167-acre Sanitary Sewer Easement between the District and Ness Property, LLC ("Ness"), associated with the development of the NewQuest retail tract; (3) approve the 0.1965-acre Sanitary Sewer Easement between the District and Ness, associated with the development of the NewQuest retail tract; (4) approve the Notice to Proceed for the construction of water and sanitary facilities to serve the NewQuest retail tract; and (5) ratify approval of the proposal from Lake Pro in the amount of \$3,986.78 for replacement of the motor for fountain no. 2 at the Northlake pond. Director Casagrande seconded the motion, which passed unanimously.

## ADDITIONAL BOOKKEEPING MATTERS

Ms. Grimes updated the Board on registration for the winter Association of Water Board Directors ("AWBD") conference. The Board discussed hotel reimbursements associated with attendance to the winter AWBD conference. Discussion ensued, and the Board concurred to reimburse eligible hotel expenses for the 2026 winter AWBD conference.

The Board inquired about required Director training as mandated by the Texas legislature.

The Board inquired about training associated with the Northeast Water Purification Plant.

## NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY ("NHCRWA") MATTERS

Ms. Harrington updated the Board on the purchase of the Gleannloch Pines golf course and the associated documents: (i) Assignment and Assumption of Effluent and Emergency Water Agreement between the District, Gleannloch Pines, Ltd. ("Gleannloch Pines") and Golf GPines LLC ("Golf GPines"); and (ii) Assignment of Alternative Water Use Incentive Agreement between the District, Gleannloch Pines, Golf GPines and NHCRWA. She reported that both documents are now fully executed.

Director Casagrande updated the Board on the August NHCRWA meeting.

## ADDITIONAL OPERATING MATTERS

Mr. Shelnutt updated the Board on the sanitary sewer manhole survey. Mr. Shelnutt stated Phase I of the sanitary sewer manhole survey is scheduled to begin August 7, 2025.

Mr. Shelnutt updated the Board on Phase 5 smoke and video testing of the District's sanitary sewer lines and associated repairs.

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 updated the Board on cloth filter replacements for the effluent treatment system at the wastewater treatment plant. Mr. Shelnutt stated the cloth filter replacements are expected to arrive on August 14, 2025.

Mr. Shelnutt discussed the annual Consumer Price Index ("CPI") adjustment to the operator's contract, reflecting a 1.8% increase. A copy of the letter from MOC regarding the CPI adjustment is attached. Discussion ensued regarding potentially amending the District's Rate Order in relation to the Best Trash and MOC CPI increases. The Board requested for MOC to provide recommended updates to the District's Rate Order based on the CPI increases, for Board consideration at the next meeting.

The Board inquired about replacement of the fence at water plant no. 3 and a timeline for the project. Discussion ensued, and the Board requested for MOC to replace the water plant no. 3 prior to completion of water well no. 3.

The Board discussed a grant being offered by Precinct 3 to municipal utility districts for sidewalk projects. Discussion ensued about sidewalks in the District. The Board concurred to take no action.

The Board discussed publishing information regarding the construction of water well no. 3 in the Stable magazine. Director Casagrande stated she will follow up with the Stable magazine.

Following review and discussion, Director Peters moved to 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. Director Chouinard seconded the motion, which passed unanimously.

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.

#### REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS ON DISTRICT MATTERS

There was no discussion on this agenda item.

## ATTORNEY'S REPORT

The Board discussed the letter agreement for the District's annual contribution to the HOA and payment timeline for the contribution. The Board concurred to defer action on this agenda item.

The Board reviewed the District's 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>	
Provide recommended changes to the District's Rate Order based on the garbage and operator CPI increases (8/6/25)	
Update Rate Order to reflect CPI increases from Best Trash and MOC (8/6/25)	
Complete Phase 1 of the sanitary sewer manhole survey at an estimated cost of \$3,000 (7/7/25)	
Complete Phase 5 smoke testing repairs at an estimated cost of \$8,000 (7/7/25)	8/6/25 – work to commence 8/7
Hold payment on cloth filter replacement project until deficiencies are resolved (6/4/25)	8/6/25 – expected arrival date for cloth filters is August 14
Prepare proposal for the replacement of the water plant fence (4/2/25)	8/6/25 –begin fence replacement prior to completion of water well no. 3
<b>Pape-Dawson</b>	
Follow up with NewQuest regarding construction of water and sanitary sewer facilities to serve the NewQuest retail tract (6/4/25)	7/2/25 – follow up with contractor
Obtain documentation/information needed to evaluate NewQuest's request for reimbursement of detention pond construction costs (11/1/23)	8/6/25 – Pape-Dawson to obtain appraisal proposal for the detention pond
<b>GLAMCO</b>	
Provide replacement fencing options for the walking trail at Dove Manor and Crescent Cove (8/6/25)	
Mow area along Northlake pond and hand mow certain additional areas (8/6/25)	
Install "Catch & Release" signs at the entrances of Northlake pond, The Grove pond and Dove Manor pond (8/6/25)	
<b>Best Trash</b>	
<b>Lake Pro</b>	

Action Item/Date Assigned	Status/Comments
<b>Storm Water Solutions</b>	
<b>Double Eagle</b>	
Review rotting posts located at Dove Manor pond (3/6/25)	
<b>Directors</b>	
Director Ryan will follow up with GFCA regarding license plate readers (8/6/25)	
Director Peters will serve as the Board representative with regard to negotiating the waterline loop easements (7/7/25)	
<b>KGA/DeForest</b>	
<b>Touchstone</b>	
Post information to District website regarding storm debris pick up (8/6/25)	
<b>ABHR</b>	
<b>Public Power Pool (P3)</b>	
<b>McCall Gibson</b>	