

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 383

June 5, 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 5th day of June, 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 Director Peters, thus constituting a quorum.

Also attending the meeting were: Cindy Grimes of Municipal Accounts & Consulting, L.P. ("MAC"); James Parker of Pape-Dawson Engineers ("Pape-Dawson"); Christine Crotwell of Masterson Advisors LLC ("Masterson"); Kristy Hebert of Tax Tech, Inc. ("Tax Tech"); Scott Shelnett of Municipal Operations & Consulting, Inc. ("MOC"); Adam Swonke of Gleannloch Landscaping & Maintenance Company ("GLAMCO"); Brandon West of Touchstone District Services ("Touchstone"); 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 Ryan moved to approve the following items on the consent agenda: (1) the minutes of the May 1, 2024, regular meeting, as presented; (2) District development matters; (3) tax assessment and collection matters, including authorize the delinquent tax attorney to proceed with collection of delinquent taxes; (4) financial and bookkeeping matters, including the quarterly investment report; (5) the

Interim Rebate Report for the Series 2019 Bonds; (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 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.

2024 DIRECTORS ELECTION

CERTIFICATES OF ELECTION

The Board considered approving a Certificate of Election reflecting the re-election of Jody Chouinard and Jean Casagrande to the Board of Directors of the District for four-year terms.

DIRECTORS' SWORN STATEMENTS AND OATHS OF OFFICE

The Board considered accepting the Sworn Statements and Oaths of Office for Directors Chouinard and Casagrande.

REORGANIZE THE BOARD

The Board considered reorganization of the Board and concurred to maintain their current positions.

DISTRICT REGISTRATION FORM

The Board considered authorizing filing an updated District Registration Form with the Texas Commission on Environmental Quality ("TCEQ") reflecting the terms of the newly elected Directors.

Following review and discussion, Director Ryan moved to (1) approve the Certificates of Election; (2) approve the Sworn Statements and Oaths of Office and authorize filing of the Oaths of Office with the Secretary of State, as required by law; and (3) authorize filing of the updated District Registration Form with the TCEQ. Director Casagrande seconded the motion, which passed unanimously.

STORM WATER MANAGEMENT PLAN MATTERS, INCLUDING PROPOSALS FOR WORK

The Board reviewed the detention facility maintenance report prepared by Storm Water Solutions, LLC, a copy of which is attached.

The Board discussed a crack in the concrete curb next to a District manhole in The Grove at Gleannloch Farms and possible repair options. Following review and discussion, Director Ryan move to authorize GLAMCO to repair the crack in the concrete curb, in an amount not to exceed \$500.00. Director Casagrande seconded the motion, which passed unanimously.

The Board discussed the condition of backslope interceptors in the District and requested for Pape-Dawson to inspect the interceptors and prepare an inventory identifying the repairs needed and their respective priority.

The Board discussed pending and completed District repairs undertaken by GLAMCO and Double Eagle Erosion Solutions, LLC.

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

Mr. Swonke updated the Board on the sidewalk repairs at Crescent Clover pond.

The Board discussed needed repairs for the bridge located at Crescent Clover pond. Discussion ensued regarding maintenance and maintenance responsibilities of the bridge, in relation to the District and the Gleannloch Farms Community Association.

The Board discussed the District GIS utility map and the tracking of work orders for District drainage and detention facilities.

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 Pay Estimate No. 3 from McDonald Municipal and Industrial ("McDonald") in the amount of \$162,031.50, with the District's share being \$13,659.26.

Mr. Parker updated the Board on the construction of the third water well, as reflected in the engineer's report. Mr. Parker recommended approval of Pay Estimate No. 2 from W. W. Payton Corporation ("W.W. Payton") in the amount of \$297,900.00, with the District's share being \$162,385.29.

Mr. Parker updated the Board on the water well no. 1 emergency repairs, as reflected in the engineer's report.

Mr. Parker updated the Board on requests for utility commitments, as reflected in the engineer's report. Mr. Parker discussed the Boudreaux Business Park's ("Boudreaux") utility commitment and stated Boudreaux has requested a consent to encroachment ("CTE") from the District for existing paving above District water and/or sewer lines.

The Board discussed the detention pond located at Boudreaux Road and the Grand Parkway.

Mr. Parker updated the Board on the joint Capital Improvement Plan ("CIP").

Mr. Parker updated the Board on the preparation of bond application no. 12, as reflected in the engineer's report.

The Board discussed invoices from A All Animal Control ("AAAC"). The Board requested for Pape-Dawson to ask AAAC to include a summary of services performed on their invoices.

Following review and discussion, and based on the District engineer's recommendation, Director Ryan moved to: (1) approve the engineer's report; (2) approve Pay Estimate No. 3 from McDonald in the amount of \$162,031.50, with the District's share being \$13,659.26, for the lift station no. 1 pump and electrical replacement; (3) approve Pay Estimate No. 2 from W. W. Payton in the amount of \$297,900.00, with the District's share being \$162,385.29, for the construction of the third water well; and (4) approve a CTE for Boudreaux, subject to finalization. Director Casagrande seconded the motion, which passed unanimously

ADDITIONAL TAX MATTERS

Ms. Crotwell reported on preliminary property values from the Harris County Central Appraisal District.

ADDITIONAL BOOKKEEPING MATTERS

The Board inquired about check no. 10054 payable to the Texas State Comptroller in the amount of \$3,628.05.

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 discussed documents related to electronic signature submissions to the TCEQ.

The Board inquired about costs associated with notification to delinquent customers.

The Board inquired about the bidding process used by MOC for District repair work.

The Board discussed EyeOnWater accounts in the District.

Following review and discussion, Director Ryan 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 Casagrande 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.

REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS ON DISTRICT MATTERS

There were no additional reports.

ATTORNEY'S REPORT

Ms. Harrington discussed the Texas Public Information Act ("TPIA") and noted that the Texas Legislature has made it explicit that officers and employees of governmental entities are temporary custodians of public information. Ms. Harrington distributed a memorandum regarding Texas Open Meetings Act ("TOMA") and TPIA training requirements, noted that all Directors have previously completed TOMA training, and encouraged the Board of Directors to receive TPIA training as soon as possible and forward their certificate of completion to ABHR to be retained in the District's official records.

Ms. Harrington discussed a request from the Harris County Public Health Department to speak with the Board regarding a wastewater surveillance program. The Board concurred to receive a presentation regarding the matter at the July meeting.

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

(SEAL)



J. McCasagrande
Asst Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	<u>Page</u>
Tax report.....	1
Bookkeeping report.....	1
Operator's report.....	2
GLAMCO channel and pond maintenance report.....	2
Website and communications report.....	2
SWS detention facility maintenance report.....	2
Engineering report.....	3
Operations Subcommittee meeting minutes.....	5

ACTION LIST

Action Item/Date Assigned	Status/Comments
Tax Tech	
MAC/MFS	
MOC	
Coordinate with Pape-Dawson to conduct diagnostic testing of water well no. 1 (12/6/23)	Diagnostic testing complete; emergency repairs authorized at 4/3/24 meeting; project is underway and expected to be complete by the end of June
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
Pape-Dawson	
Inspect the District's interceptors and prepare an inventory identifying the repairs needed and their respective priority (6/5/24)	
Coordinate with AAAC to request that their invoices include a summary of services performed (6/5/24)	
Prepare exhibit for Boudreaux Business Park CTE (6/5/24)	
Coordinate with Harris County regarding Boudreaux Boulevard 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)	
Coordinate with MOC to conduct diagnostic testing of water well no. 1 (12/6/23)	Diagnostic testing complete; emergency repairs authorized at 4/3/24 meeting; project is underway and expected to be complete by the end of June
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)	

Action Item/Date Assigned	Status/Comments
Prepare bond application no. 12 (9/6/23)	Updating with final comments (6/5/24) Update exhibits and certificate (5/1/24) Remove waterline loop and water well no. 1 repairs from bond application (3/6/24) Engineer is finalizing report based on consultant comments
GLAMCO	
Repair crack in concrete curb next to District manhole in The Grove (6/5/24)	
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)	
Lake Pro	
Directors	
Director Porea and Ryan will monitor water well no. 1 and water plant no. 3 repairs and provide recommendations to the Board, as appropriate (2/7/24)	
Director Ryan will follow up on HOA contribution (3/6/24)	
KGA/DeForest	
Touchstone	
ABHR	
Review cost sharing agreement regarding maintenance of bridge located at Crescent Clover pond (6/5/24)	
Prepare CTE for Boudreaux Business Park, subject to receipt of the exhibit for the CTE (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)	

Action Item/Date Assigned	Status/Comments
Prepare wastewater service agreement with Adkisson for Boudreaux Business Park (3/6/24)	Pending
Public Power Pool (P3)	
McCall Gibson	