

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 383

January 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 Brittmoores Road, Houston, Texas 77043, outside the boundaries of the District, on the 6th day of January, 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 teleconference were: Cindy Grimes and Tyler Leggett of Municipal Accounts & Consulting, L.P. ("MAC"); James Parker of Pape-Dawson Engineers ("Pape-Dawson"); Scott Shelnett of Municipal Operations & Consulting, Inc. ("MOC"); Michelle Kincer of Storm Water Solutions, LLC ("SWS"); 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

Mr. 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 Casagrande moved to approve the following items on the consent agenda: (1) the minutes of the December 4, 2025 regular meeting, as presented; (2) tax assessment and collection matters; (3) the annual report regarding Post-Issuance Compliance Policy; (4) financial and bookkeeping matters; (5) the disclosure statements submitted by the District's bookkeeper and Investment Officer;

(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.

ADDITIONAL TAX MATTERS

There was no discussion on this agenda item.

STORM WATER MANAGEMENT PLAN MATTERS, INCLUDING PROPOSALS FOR WORK

Mr. Parker updated the Board on repairs identified during the biannual audit report of District facilities prepared by SWS.

ADDITIONAL CHANNEL AND POND MAINTENANCE, INCLUDING PROPOSALS FOR WORK

Mr. Swonke updated the Board on work and repairs conducted at Crescent Clover pond.

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 stated plans have been resubmitted to the City of Houston and to the Texas Department of Transportation ("TxDOT").

Mr. Parker updated the Board on development of the NewQuest retail tract and stated eight bids were received for construction of District water and sanitary sewer facilities to serve the tract. Mr. Parker stated Pape-Dawson is reviewing bidder qualifications and will present a recommendation of award at the next Board meeting.

Mr. Parker updated the Board on the construction of the third water well and the gas detected during the drilling of the pilot hole. Mr. Parker discussed options for the monitoring of gas detected during the drilling of the pilot hole in connection to the

timeline for the completion of the third water well. Mr. Parker then discussed the proposal from Pape-Dawson for a time and materials budget in the amount of \$50,000.00 for engineering services related to gas treatment of the facility.

Mr. Parker updated the Board on the motor control replacement project at water plant no. 1. Mr. Parker recommended approval of Pay Estimate No. 1 from W.W. Payton Corporation ("W.W. Payton") in the amount of \$244,800.00, with the District's share being \$133,440.48.

The Board inquired about nutria removal in the District. Mr. Parker reviewed a report prepared by A-All Animal Control.

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

Following review and discussion, and based on the District engineer's recommendation, Director Casagrande moved to: (1) approve the engineer's report; (2) authorize Pape-Dawson to proceed with a time and materials budget in an amount not to exceed \$50,000.00 for engineering services related to gas treatment for the construction of water well no. 3; and (3) approve Pay Estimate No. 1 from W.W. Payton in the amount of \$244,800.00, with the District's share being \$133,440.48, for the motor control replacement project at water plant no. 1. Director Peters seconded the motion, which passed unanimously.

ADDITIONAL BOOKKEEPING MATTERS

Mr. Leggett reviewed the bookkeepers report, a copy of which is attached.

Mr. Leggett discussed the updated mileage reimbursement guidelines for 2025.

NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY ("NHCRWA") MATTERS, INCLUDING CONSIDER AUTHORIZING SUBMISSION OF LETTER TO THE NHCRWA

Director Casagrande stated the January NHCRWA meeting is scheduled for January 6.

ADDITIONAL OPERATING MATTERS

Mr. Shelnutt requested Board authorization to write off one delinquent utility account totaling \$119.77 and send the account to a collection agency.

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.

The Board discussed the cut-off list and requested for MOC to follow up on certain accounts listed on the cut-off list.

Following review and discussion, Director Casagrande moved to: (1) authorize MOC to write off one delinquent utility account totaling \$119.77 and send the account to a collection agency; and (2) 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 Peters 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.

GARBAGE AND RECYCLING MATTERS

Ms. Harrington updated the Board on the holiday trash pick-up schedule for the District and Harris County Municipal District No. 367 ("MUD 367").

The Board discussed the District's contract with Best Tash for garbage and recycling.

Director Casagrande updated the Board on the January e-recycle/shred event. Discussion ensued.

STORM WATER MANAGEMENT PLAN MATTERS, INCLUDING PROPOSALS FOR WORK (CONT.)

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

REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS ON DISTRICT MATTERS

Director Chouinard updated the Board on the District website sign-up options for receiving District information. Discussion ensued regarding verification notices related to signing up for District alerts.

ATTORNEY'S REPORT

Ms. Harrington discussed legislation enacted by the Texas Legislature that requires all governmental entities to adopt a policy prohibiting the use of certain social media applications and services on government-owned or -leased devices. She stated that a model policy was developed by the Texas Departments of Public Safety and Information Resources for use by governmental entities. Ms. Harrington reviewed the proposed Covered Applications Policy with the Board. Following review and discussion, Director Peters moved to adopt a Resolution Adopting Covered Applications Policy and direct that the Resolution be filed appropriately and retained in the District's official records. Director Casagrande seconded the motion, which passed unanimously.

The Board reviewed the action list. The Board inquired about the monitoring of District repairs.

The Board discussed the removal of tree roots along Crescent Clover pond. The Board concurred to increase the approved amount for the tree root removal from \$5,000.00 to \$7,000.00. Following review and discussion, Director Casagrande moved to authorize GLAMCO to remove tree roots along Crescent Clover pond in an amount not to exceed \$7,000.00. Director Peters seconded the motion, which passed unanimously.

The Board discussed the development of a District GIS utility map.

Mr. Shelnutt updated the Board on accounts listed on the cut off 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
Tax Tech	
MAC/MFS	
Request additional deposit from Boudreaux Business Park for District engineering fees associated with construction of detention pond (10/2/24)	12/4/24 - Invoiced for an additional \$20,000
MOC	
Add District repairs to GIS (1/6/25)	GIS will be updated retroactively as well as quarterly going forward
Pape-Dawson	
Add District repairs to GIS (1/6/25)	GIS will be updated retroactively as well as quarterly going forward
Monitor gas levels at water well no. 3 (10/2/24)	12/4/24 - Pape-Dawson to design gas treatment equipment, subject to final approval of scope of work by the Operations Subcommittee
Schedule facilities tour (3/6/24)	12/4/24 - Next tour → April 2025
Obtain documentation/information needed to evaluate NewQuest's request for reimbursement of detention pond construction costs (11/1/23)	12/4/24 - Pape-Dawson to order appraisal of detention pond
GLAMCO	
Prepare proposals for District facility repairs found during the December site inspection with Pape-Dawson (12/4/24)	
Remove tree roots along Crescent Clover pond (10/2/24)	10/2/24 - Board authorized GLAMCO to remove tree roots at a cost not to exceed \$5,000 1/6/25 - not to exceed amount increased to \$7,000
Lake Pro	
Storm Water Solutions	
Double Eagle	
Present proposal for asset management plan for drainage/detention facilities (11/5/24)	Proposal to be presented at January meeting
Directors	
KG/DeForest	
Touchstone	
ABHR	
Finalize water line and sanitary sewer easements for NewQuest retail tract (10/2/24)	12/4/24 - awaiting receipt of executed grantor signature pages

Action Item/Date Assigned	Status/Comments
Follow up with TxDOT regarding sound wall located along SH 99 next to North Lake subdivision (8/7/24)	12/4/24 -Pape-Dawson to provide updated exhibit to ABHR 1/6/25 - ABHR to submit exhibit to TxDOT
Public Power Pool (P3)	
McCall Gibson	