

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 355

December 2, 2022

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 355 (the "District") met in regular session, open to the public, on the 2<sup>nd</sup> day of December, 2022, at the offices of Allen Boone Humphries Robinson LLP ("ABHR"), 3200 Southwest Freeway, Suite 2400, Houston, Texas 77027, outside the boundaries of the District, and the roll was called of the members of the Board:

Kurt A. Baerenstecher	President
Claude A. Zackary	Vice President
Jon Elmendorf	Secretary
Gary D. Lower	Assistant Vice President
Letha P. Slagle	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also present for all or part of the meeting were Pam Seghers, resident of the District; Kelly Brezger and John Miers, directors of the Lakes of Parkway Homeowners Association ("LOP HOA"); Michelle Villegas, General Manager of LOP HOA; Patty Rodriguez of Bob Leared Interests, Inc.; Rahi Patel of Municipal Accounts & Consulting, L.P.; Luis Cebrian of Champions Hydro-Lawn, Inc.; Susan R. Knapp of Infinity Services, LLC; and Jessica Holoubek and Justine M. Cherne of ABHR.

PUBLIC COMMENTS

Mr. Albaugh addressed the Board to request assistance with contacting the City of Houston to address residents' non-working water meters and high water bills.

APPROVE MINUTES

The Board considered approving the minutes of its October 7, 2022, meeting. Following review and discussion, Director Slagle moved to approve the minutes as written. Director Lower seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Patel presented the bookkeeper's report and invoices for payment. A copy of the bookkeeper's report, including a list of checks presented for approval, is attached. Following review and discussion, Director Lower moved to approve the bookkeeper's report and payment of the invoices as presented. Director Elmendorf seconded the motion, which passed unanimously.

## ADOPT AMENDED BUDGET FOR FISCAL YEAR END SEPTEMBER 30, 2023

Mr. Patel reviewed a proposed amended budget for the fiscal year end September 30, 2023. Following review and discussion, Director Slagle moved to adopt the amended budget for fiscal year end September 30, 2023, as presented. Director Zackary seconded the motion, which passed unanimously.

## TRAVEL REIMBURSEMENT GUIDELINES

The Board reviewed the District's Travel Reimbursement Guidelines in preparation for the Association of Water Board Directors ("AWBD") Winter Conference.

## TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Rodriguez reviewed the tax assessor/collector's report and invoices for payment. A copy of the tax assessor/collector's report, including a list of checks presented for approval, is attached. Ms. Rodriguez reported that as of November 30, 2022, 16.2% of the District's 2022 taxes were collected. She responded to questions regarding adjustments, Harris County Appraisal District's quarterly assessment, and collection of delinquent accounts. Following review and discussion, Director Lower moved to approve the tax assessor/collector's report and payment of the invoices as presented. Director Elmendorf seconded the motion, which passed unanimously.

## ANNUAL REVIEW OF INVESTMENT POLICY, AUTHORIZED DEPOSITORY INSTITUTIONS, AND QUALIFIED BROKER/DEALERS

The Board conducted an annual review of the District's Investment Policy. Ms. Holoubek stated that there were no recommended changes to the policy.

Ms. Holoubek reported that the District's list of authorized depository institutions and qualified broker/dealers had been updated by the District's bookkeeper.

Following review and discussion, Director Lower moved to (1) adopt a Resolution Regarding Annual Review of Investment Policy confirming that the current Investment Policy shall remain in effect; (2) adopt a Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with whom the District May Engage in Investment Transactions; and (3) direct that the resolutions be retained in the District's official records. Director Zackary seconded the motion, which passed unanimously.

## EMINENT DOMAIN REPORT

Ms. Holoubek reported on the District's filing requirements related to eminent domain authority and stated that the District's Eminent Domain Authority Annual Report will be filed with the Comptroller of the State of Texas as required.

## DETENTION AND DRAINAGE FACILITIES MAINTENANCE

Mr. Cebrian reviewed a Detention and Drainage Facilities Report and reported on maintenance items. A copy of the report is attached.

Discussion ensued regarding an overflow pipe draining from a resident's backyard located on Cloud Cliff Lane into the District's swale located near Jade Cove Court. Following discussion, Ms. Villegas stated she will contact the homeowner to address the issue.

Director Baerenstecher reported that the District's 48-inch flap gate for the storm sewer outfall into Harris County Flood Control Drainage District's drainage channel was recently propped open to assist with draining Palm Lake more quickly. Discussion ensued regarding whether the recently replaced flap gate is operating as designed. Following review and discussion, the Board concurred to table discussion regarding this matter, pending the opportunity for discussion with the District's engineer, Andy Mersmann of BGE, Inc. ("BGE")

## ENGINEERING MATTERS

Director Elmendorf reported on Mr. Mersmann's coordination with LOP HOA related to BGE's preparation of specifications and a Request for Quotation for the replacement of LOP HOA's irrigation pump stations 100 and 200. He stated that BGE continues its analysis and Mr. Mersmann plans to schedule a status meeting in the new year. Director Baerenstecher stated that connection of irrigation pump stations 100 and 200 to potable water has been added to the scope of the project to plan for possible future regulatory requirements.

Director Baerenstecher reported on the AWBD Fall Seminar "Subsidence and Regional Water Solutions Updates" and discussed the anticipated impact on LOP HOA's irrigation pump station 100.

Mr. Albaugh gave a presentation regarding "House Foundation Issues in LOP," including causes for soil settlement in the neighborhood. Discussion ensued regarding the causes and impacts of the settlement and whether LOP HOA will analyze and develop a plan to address the settlement.

PROPOSAL FOR WEBSITE SERVICES

Ms. Knapp reviewed a proposal for website services, a copy of which is attached. Ms. Holoubek responded to inquiries regarding legal requirements related to websites maintained by municipal utility districts. Following review and discussion, the Board concurred to additionally discuss the proposal at its January 2023 meeting.

WATER CONSERVATION PROJECT, PHASE III

Ms. Seghers gave a presentation and responded to questions regarding Waterwise Irrigation, Inc.'s proposals for replacement of the common area irrigation drip lines in the medians located on (1) Lakes of Parkway Boulevard between Summit Park Drive and Bay Front Drive in the amount of \$14,966.00; and (2) Paige Manner Drive in the amount of \$6,976.00. Copies of Ms. Seghers' presentation and the proposals are attached. Discussion ensued regarding the District's water conservation achievements and goals and LOP HOA's ongoing lake level management and plans for repairing bulkheads. Following review and discussion, Director Elmendorf moved to approve Waterwise Irrigation, Inc.'s proposals for replacement of the common area irrigation drip lines in the medians. Director Zackary seconded the motion, which passed unanimously.

CONTRACT MATTERS

Director Baerenstecher reminded the Board of its previous conditions for approval of LOP HOA's increased homeowner dues in the amount of \$350.00 per unit. He reported that LOP HOA's capital reserve account has been funded to \$1.4 million which is anticipated to be reflected on LOP HOA's December 2022 financial reports.

Ms. Villegas reported on actions undertaken to engage a maintenance manager by the end of the year. She stated that it is anticipated that the maintenance manager will be hired by LOP HOA's Hiring Committee by the end of the year.

MEETING SCHEDULE

Following discussion, the Board concurred to hold its next regular meeting at 12:00 p.m. on Friday, January 6, 2023, at ABHR's offices.

There being no further business to come before the Board, the meeting was adjourned.

(SEAL)



  
Secretary, Board of Directors

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