

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 321

December 20, 2022

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 321 (the "District") met in regular session, open to the public, on the 20th day of December, 2022, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Kimberly Butler	President
Jeff Stein	Vice President
John Vassar	Assistant Vice President
Brad Beauchamp	Secretary
Matthew May	Assistant Secretary

and all of the above were present, except Directors Vassar and Stein, thus constituting a quorum.

Also present at the meeting were: Mike Terechenok of Pinto Realty Development, Inc. ("PRDI"); Mike Scott of Champions Hydro-Lawn ("Champions"); Drew Tiffany of BGE, Inc. ("BGE"); Marissa Iguess of Myrtle Cruz, Inc.; Rich Rankin and Howard Wilhite of H2O Innovation; Brenda McLaughlin of Bob Leared Interests ("Bob Leared"); and Robert A. Seale, Sandra Staine, and Alyssa Ollwerther of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

There were no public comments.

APPROVE MINUTES

The Board considered approving the minutes of the November 15, 2022, regular meeting. After review and discussion, Director Beauchamp moved to approve the minutes as presented. Director May seconded the motion, which passed by unanimous vote.

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR ASSOCIATION OF WATER BOARD DIRECTORS WINTER CONFERENCE

The Board discussed the upcoming Association of Water Board Directors winter conference.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Iguess reviewed the bookkeeper's report, including the investment report and list of checks presented for payment, a copy of which is attached. Following review and discussion, Director Beauchamp moved to approve the bookkeeper's report and payment of the bills. Director May seconded the motion, which passed by unanimous vote.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. McLaughlin reviewed the tax assessor/collector's report, a copy of which is attached. She stated that the District's 2022 taxes were 12.6% collected as of November 30, 2022. Ms. McLaughlin inquired as to whether the Board would like an aerial photo of the District, in the amount of \$1,100.00, noting that the total cost will be shared with Harris County Municipal Utility District No. 406. After review and discussion, Director Beauchamp moved to (1) approve the tax assessor/collector's report and the checks presented for payment; and (2) authorize Bob Leared to obtain an aerial photo of the District at a cost of \$1,100.00. Director May seconded the motion, which passed by unanimous vote.

OPERATOR'S REPORT

Mr. Rankin reviewed the operator's report for November, a copy of which is attached, and discussed operational matters in the District. He stated water accountability for the previous month was 93.72%.

After review and discussion, Director Beauchamp moved to approve the operator's report. Director May seconded the motion, which passed by unanimous vote.

HEARING ON TERMINATION OF SERVICE

There were no accounts to consider for termination of utility service.

THE CITY OF HOUSTON INDUSTRIAL USER PERMITTING MATTERS

There were no updates on industrial user permitting matters this month.

PUBLIC UTILITY COMMISSION RULES REGARDING EXTREME WEATHER EMERGENCIES, INCLUDING ISSUANCE OF ONE-TIME NOTICE TO CUSTOMERS AND ADOPT AMENDED RATE ORDER

Mr. Seale discussed rules adopted by the Public Utility Commission of Texas ("PUC") to implement legislation prohibiting certain retail water or sewer providers from imposing late fees or terminating service for nonpayment of water bills that are due during a period when the previous day's highest temperature and the predicted temperature for the next 24 hours is not higher than 28 degrees Fahrenheit. Mr. Seale reviewed and discussed the one-time notice of the requirements that must be sent to utility customers by January 31, 2023. He then presented a proposed Amended Rate Order incorporating the provisions of the PUC rules, including terms for customers to request and receive a payment schedule for payment of bills due during such an extreme weather emergency. After review and discussion, Director Beauchamp moved to authorize the operator to send the one-time notice to District customers and to adopt the Amended Rate Order and direct that it be filed appropriately and retained in the District's official records. Director May seconded the motion, which passed unanimously.

MAINTENANCE OF DETENTION PONDS AND DISTRICT FACILITY SITES, INCLUDING PROPOSALS FOR ADDITIONAL WORK

Mr. Scott reviewed the report on the maintenance of detention ponds and District facility sites, a copy of which is attached.

DEVELOPMENT MATTERS

Mr. Terechenok reported on development matters in the District.

ENGINEER'S REPORT

Mr. Tiffany reviewed the engineer's report, a copy of which is attached.

Mr. Tiffany updated the Board on the construction of and status of power to the Traffic Signal at Greens Crossing Boulevard and Fallbrook Drive.

Mr. Tiffany updated the Board on the construction of the drainage and paving for Fallbrook Drive Street Dedication, Section 2. He reviewed and recommended approval of Pay Estimate No. 5, in the amount of \$234,194.50, payable to WadeCon, LLC ("WadeCon").

Mr. Tiffany updated the Board on the construction of lift station no. 1 rehabilitation.

Mr. Tiffany updated the Board on the construction of Greens Crossing Detention Basin Expansion. He reviewed and recommended approval of Pay Estimate No. 1, in the amount of \$102,431.25, payable to PLD Construction (“PLD”).

Mr. Tiffany updated the Board on the construction of water well no. 3.

Mr. Tiffany updated the Board on the construction of water well no. 3 water line extension.

Mr. Tiffany updated the Board on the status of 2022 Capital Improvement Plan facility improvements and coordination with H2O on same.

Mr. Tiffany updated the Board on bond application no. 11.

After review and discussion, Director Beauchamp moved to (1) approve the engineer’s report; (2) approve Pay Estimate No. 5, in the amount of \$234,194.50, payable to WadeCon, for the construction of the drainage and paving to serve Fallbrook Drive Street Dedication, Section 2; and (3) approve Pay Estimate No. 1, in the amount of \$102,431.25, payable to PLD, for the construction of Greens Crossing Detention Basin Expansion. Director May seconded the motion, which carried unanimously.

CAPITAL BUDGETS, LETTER FINANCING AGREEMENTS, SITE DEVELOPMENT AGREEMENTS, AND INFRASTRUCTURE WORK LETTER AGREEMENTS

The Board did not take any action on this agenda item.

MEETING SCHEDULE AND ITEMS FOR INCLUSION ON THE NEXT AGENDA

The Board concurred to hold its next regular meeting on January 17, 2023, at 11:00 a.m., at the offices of ABHR.

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



A handwritten signature in black ink, consisting of several fluid, connected strokes.

Secretary, Board of Directors

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