

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 355

January 6, 2023

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 6<sup>th</sup> day of January, 2023, 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 except Director Lower, thus constituting a quorum.

Also present for all or part of the meeting were Kurt Albaugh, resident of the District; Kelly Brezger, director of the Lakes of Parkway Homeowners Association ("LOP HOA"); Luis Cebrian of Champions Hydro-Lawn, Inc.; Brian Kruger of FORVIS, LLP; Josh Hargrave of Brown & Brown Lone Star Insurance Services, Inc.; Patty Rodriguez of Bob Leared Interests, Inc.; Rahi Patel of Municipal Accounts & Consulting, L.P.; Andy Mersmann of BGE, Inc. ("BGE"); and Greer Pagan and Justine M. Cherne of ABHR.

PUBLIC COMMENTS

Mr. Albaugh addressed the Board to request assistance with contacting LOP HOA regarding updating a schedule of maintenance items, contacting the City of Houston to address security and maintenance issues for lift station nos. 1 and 2, and determining ownership of the property where the telephone boxes are located.

APPROVE MINUTES

The Board considered approving the minutes of its December 2, 2022, meeting. Following review and discussion, Director Zackary moved to approve the minutes as written. Director Elmendorf seconded the motion, which passed unanimously.

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. Mr. Albaugh discussed procedures for following up with LOP HOA to contact the homeowner to address the issue.

Discussion ensued regarding options for determining whether the District's recently replaced 48-inch flap gate for the storm sewer outfall into Harris County Flood Control Drainage District's drainage channel is operating as designed. Following discussion, Mr. Brezger stated that he will request that the General Manager of LOP HOA direct the maintenance manager to begin monitoring and measuring rainfall and the corresponding level of Palm Lake.

#### APPROVE AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2022

Mr. Krueger reviewed a draft audit for fiscal year ended September 30, 2022. After review and discussion, Director Zackary moved to approve the audit, subject to final comments from the Board and consultants, and direct that the audit be filed appropriately and retained in the District's official records. Director Elmendorf seconded the motion, which passed unanimously.

#### RENEWAL OF INSURANCE POLICIES

Mr. Hargrave reviewed a renewal proposal for the District's insurance policies for coverage under The Texas Municipal League Intergovernmental Risk Pool in the amount of \$3,065.00. Mr. Hargrave responded to Board members' questions regarding the proposed insurance coverages, including the reason for the increased premium for general liability and the insurance company's name change. Following review and discussion, Director Elmendorf moved to approve the renewal proposal for the District's insurance policies as presented. Director Zackary seconded the motion, which passed unanimously.

#### PROPOSAL FOR WEBSITE SERVICES

The Board concurred that there was no need for an additional website for the District. Discussion ensued regarding updates needed to LOP HOA's website.

#### 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. Mr. Patel stated that check no. 5387 for an unused director per diem will be voided. The Board requested revisions to the labels of the budget line item for LOP P&ID and the chart for tax rebates. The Board additionally requested that Acclaim Energy be consulted to determine whether the District is being charged correctly for electricity service due to the recent change in providers. Following review and discussion,

Director Elmendorf moved to approve the bookkeeper's report and payment of the invoices as presented. Director Slagle seconded the motion, which passed unanimously.

### ANNUAL DISCLOSURE STATEMENTS

The Board reviewed the annual disclosure statements of the bookkeeper and Investment Officer pursuant to the Public Funds Investment Act and the District's Investment Policy. Mr. Pagan stated that the statements are filed annually with the Texas Ethics Commission. Following review and discussion, Director Elmendorf moved to accept the annual disclosure statements of the bookkeeper and Investment Officer, and direct that the disclosure statements be filed appropriately and retained in the District's official records. Director Zackary seconded the motion, which passed unanimously.

### ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY

Mr. Pagan reported on the District's compliance activities during the prior calendar year related to bond financings. He stated that no corrective action is required at this time.

### 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 December 31, 2022, 46.2% of the District's 2022 taxes were collected. She reported that the District's rate of tax collections to date is aligned with last year's rate of tax collections. Ms. Rodriguez responded to questions regarding collection of delinquent accounts. She stated that she will request a report on the District's delinquent tax accounts from the delinquent tax attorney for the February 3, 2023, Board meeting. Following review and discussion, Director Zackary moved to approve the tax assessor/collector's report and payment of the invoices as presented. Director Elmendorf seconded the motion, which passed unanimously.

### ENGINEERING MATTERS

Mr. Mersmann reported on the status of preparing specifications and a Request for Quotation for replacement of irrigation pump stations 100 and 200 and responded to Board members' questions. A copy of the engineer's report is attached. Discussion ensued regarding the process for coordinating with LOP HOA on the project and delivering the full design scope by the end of January 31, 2023. Following discussion, the Board requested that additional members of LOP HOA and the community attend the meetings related to the project scheduled by BGE, including Directors Baerenstecher and Elmendorf.

WATER CONSERVATION PROJECT, PHASE III

The Board concurred to table this item.

CONTRACT MATTERS

Director Baerenstecher reported that LOP HOA has met the Board's conditions for approval of LOP HOA's increased homeowner dues. Discussion ensued regarding LOP HOA's budget for its capital reserve account.

MEETING SCHEDULE

The Board concurred to hold its next regular meeting at 12:00 p.m. on Friday, February 3, 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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