

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 321

January 17, 2023

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 17<sup>th</sup> day of January, 2023, 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 Beauchamp, thus constituting a quorum.

Also present at the meeting were: Brian Krueger of FORVIS, LLP; Mike Terechenok of Pinto Realty Development, Inc. ("PRDI"); Mike Scott of Champions Hydro-Lawn ("Champions"); Drew Tiffany of BGE, Inc. ("BGE"); Lynn Kurtz of Myrtle Cruz, Inc.; Howard Wilhite of H2O Innovation; Kristen Scott 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 December 20, 2022, regular meeting. After review and discussion, Director May moved to approve the minutes as presented. Director Stein seconded the motion, which passed by unanimous vote.

AUDIT FOR FISCAL YEAR ENDED SEPTEMBER 30, 2022

Mr. Krueger presented and reviewed a draft audit for the District's fiscal year ended September 30, 2022. Following review and discussion, Director May made a motion to approve the audit, subject to final attorney review, and direct that it be filed with the Texas Commission on Environmental Quality and maintained in the District's official records. Director Stein seconded the motion, which carried unanimously.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Kurtz 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 May moved to approve the bookkeeper's report and payment of the bills. Director Stein seconded the motion, which passed by unanimous vote.

## RENEWAL OF DISTRICT'S INSURANCE POLICIES

The Board reviewed a proposal from Brown & Brown Lone Star Insurance Services ("Brown & Brown") for the renewal of District's insurance policies. Following review and discussion, Director May moved to approve the proposal presented by Brown & Brown, for the renewal of the insurance policies and direct that the proposal be filed appropriately and retained in the District's official records. Director Stein seconded the motion, which passed by unanimous vote.

## CONDUCT ANNUAL REVIEW OF INVESTMENT POLICY AND ADOPT RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY

The Board conducted an annual review of the District's Investment Policy and concurred that no updates were necessary at this time. Following review and discussion, Director May moved to adopt a Resolution Regarding Annual Review of Investment Policy reflecting that the current policy will remain in effect and direct that the Resolution be filed appropriately and retained in the District's official records. Director Stein seconded the motion, which passed by unanimous vote.

## ACCEPT ANNUAL DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

Mr. Seale stated that in accordance with the District's Investment Policy, Ms. Iguess, as the District's bookkeeper and Ms. Mary Jarmon, as the District's Investment Officer, are required to execute Disclosure Statements that disclose any relationships with banks and brokers who seek to sell investments to the District. He added that the Disclosure Statements will be filed with the Texas Ethics Commission. After review and discussion, Director May moved to accept the Disclosure Statements pursuant to the District's Investment Policy and the Public Funds Investment Act and direct that the statements be filed appropriately and retained in the District's official records. Director Stein seconded the motion, which carried unanimously.

REVIEW, REVISE, AND ADOPT RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE DISTRICT STEIN ENGAGE IN INVESTMENT TRANSACTIONS

Mr. Seale reviewed a Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. Following review and discussion, Director May moved to adopt the Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions and direct that the Resolution be filed appropriately and retained in the District's official records. Director Stein seconded the motion, which passed by unanimous vote.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Scott reviewed the tax assessor/collector's report, a copy of which is attached. She stated that the District's 2022 taxes were 18.662% collected as of December 31, 2022. After review and discussion, Director May moved to approve the tax assessor/collector's report and the checks presented for payment. Director Stein seconded the motion, which passed by unanimous vote.

OPERATOR'S REPORT

Mr. Wilhite reviewed the operator's report for December, a copy of which is attached, and discussed operational matters in the District. He stated water accountability for the previous month was 98.04%.

Mr. Wilhite reviewed a request from one District customer requesting the District waive late fees. Following discussion, the Board concurred to deny the request.

After review and discussion, Director May moved to approve the operator's report. Director Stein 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.

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. Next, he reviewed an annual maintenance budget for fiscal year end September 30, 2023, for the District's detention ponds and facility sites. After review and discussion, Director May moved to (1) approve the report on the maintenance of detention ponds and District facility sites; and (2) the annual maintenance budget for the detention ponds and facility sites. Director Stein seconded the motion, which passed by unanimous vote.

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. 6, in the amount of \$139,887.00, payable to WadeCon, LLC ("WadeCon").

Mr. Tiffany updated the Board on the construction of lift station no. 1 rehabilitation. He reviewed and recommended approval of Pay Estimate No. 1, in the amount of \$228,895.20, payable to T&G Services ("T&G").

Mr. Tiffany updated the Board on the construction of Greens Crossing Detention Basin Expansion. He reviewed and recommended approval of Pay Estimate No. 2, in the amount of \$261,733.50, 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 2023 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 May moved to (1) approve the engineer's report; (2) approve Pay Estimate No. 6, in the amount of \$139,887.00, payable to WadeCon, for the construction of the drainage and paving to serve Fallbrook Drive Street Dedication, Section 2; (3) approve Pay Estimate No. 1, in the amount of \$228,895.20, payable to T&G, for the construction of lift station no. 1 rehabilitation; and (4) approve Pay Estimate No. 2, in the amount of \$261,733.50, payable to PLD, for the construction of Greens Crossing Detention Basin Expansion. Director Stein 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.

ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY


Mr. Seale 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.

MEETING SCHEDULE AND ITEMS FOR INCLUSION ON THE NEXT AGENDA

The Board concurred to hold its next regular meeting on February 21, 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.



  
Asst. Secretary, Board of Directors

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