

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 321

November 21, 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 21<sup>st</sup> day of November, 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 Director May, thus constituting a quorum.

Also present at the meeting were: Chip Patronella of Champions Hydro-Lawn ("Champions"); Drew Tiffany of BGE, Inc. ("BGE"); Marissa Iguess of Myrtle Cruz, Inc. ("MCI"); Calvin Browne and Charlie Chapline of Municipal District Services ("MDS"); Howard Wilhite of H2O Innovation; Kristen Scott of Bob Leared Interests ("BLI"); and Sandra Staine and Alyssa Peruchini of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

There were no public comments.

APPROVE MINUTES

The Board considered approving the minutes of the October 17, 2023, regular meeting. After review and discussion, Director Beauchamp moved to approve the minutes as presented. Director Stein seconded the motion, which passed by unanimous vote.

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 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 98.850% collected as of October 31, 2023. She inquired if the District would like to purchase an aerial photo of the District as of January 1, 2024, in the total amount of \$1,025.00, of which the District and Harris County Municipal Utility District No. 406 would each pay \$512.50. After review and discussion, Director Beauchamp moved to (1) approve the tax assessor/collector's report and the checks presented for payment; and (2) approve the purchase of the aerial photo. Director Stein seconded the motion, which passed by unanimous vote.

## OPERATOR'S REPORT

Mr. Browne reviewed the operator's report, a copy of which is attached, and discussed operational matters in the District. He stated water accountability for the previous month was 89.11%. Mr. Browne updated the Board on the maintenance of District facilities.

Mr. Browne noted that the pump located at water well no. 2 needs to be repaired and stated that the repair will cost \$351,612.00. He stated that MDS has submitted an insurance claim on behalf of the District for the repair.

Mr. Browne requested authorization to set up a staging area for MDS employees at water plant no. 2.

Mr. Browne requested that the Board approve documents in connection with setting up an electronic payment system for District customers with First Billing.

After review and discussion, Director Beauchamp moved to (1) approve the operator's report; (2) approve the repair to the motor at water well no. 2; (3) authorize MDS to set up a staging area at the water plant no. 2 site; and (4) approve and authorize the documents in connection with setting up electronic payment accounts with First Billing. 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 was no discussion on this agenda item.

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

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

DEVELOPMENT MATTERS

Ms. Staine discussed certain developer reimbursement matters with the Board and noted that Forvis LLP will prepare a reimbursement report for certain road expenditures financed by the developer.

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 water well no. 3 driveway.

Mr. Tiffany updated the Board on the status of water well no. 3 and water well no. 3 water line extension projects.

Mr. Tiffany updates the Board on the District's Capital Improvement Plan.

Mr. Tiffany updated the Board on the status of lead and copper rule revision inventory related work.

Mr. Tiffany updated the Board on the design status of the water plant no. 1 rehabilitation to ground storage tank nos. 1 and 2 and hydropneumatics tank nos. 1 and 2.

After review and discussion, Director Beauchamp moved to approve the engineer's report. 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.

MEETING SCHEDULE AND ITEMS FOR INCLUSION ON THE NEXT AGENDA

The Board concurred to hold its next regular meeting on December 19, 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 blue ink, appearing to be "MJ", is written above a horizontal line.

Secretary, Board of Directors

LIST OF ATTACHMENTS

	Minutes
	<u>Page</u>
Bookkeeper's report.....	1
Tax assessor/collector's report .....	2
Operator's report.....	2
Report on maintenance of detention ponds and District facility sites .....	3
Engineer's report.....	3