

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 321

February 20, 2024

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 20<sup>th</sup> day of February, 2024, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2600, 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 Beauchamp, thus constituting a quorum.

Also present at the meeting were: Marissa Iguess of Myrtle Cruz, Inc.; Chip Patronella of Champions Hydro-Lawn ("Champions"); Drew Tiffany of BGE, Inc. ("BGE"); Charlie Chapline of Municipal District Services ("MDS"); 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 January 30, 2024, 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.

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

Ms. Staine stated that the District's annual report for fiscal year ended September 30, 2023, is required to be filed in accordance with the District's Continuing Disclosure Agreements for its outstanding bond issues and pursuant to SEC Rule 15c2-12 by March 31, 2024. Following discussion, Director May moved to approve and authorize filing of the District's annual report for fiscal year ended September 30, 2023, as required. Director Stein seconded the motion, which was approved by unanimous vote.

ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") WINTER CONFERENCE, APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES, AND AUTHORIZE ATTENDANCE AT SUMMER CONFERENCE

The Board noted that no directors had attended the AWBD winter conference and discussed attendance at the AWBD summer conference. After review and discussion, Director May moved authorize all interested directors to attend the AWBD summer conference. Director Stein seconded the motion, which carried by unanimous vote.

ARBITRAGE REBATE REPORT FOR SERIES 2018A BONDS

The Board reviewed the Arbitrage Rebate Report for the District's Series 2018A Bonds, prepared by Omnicap Group LLC. Ms. Staine stated no arbitrage is owed to the Internal Revenue Service.

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 2023 taxes were 98.5% collected as of January 31, 2024. Following review and discussion, Director May moved to approve the tax collection report and payment of the tax bills. Director Stein seconded the motion, which passed by unanimous vote.

OPERATOR'S REPORT

Mr. Chapline 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 100.87%. Mr. Chapline updated the Board on the maintenance of District facilities.

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

Ms. Staine updated the Board on industrial user permitting matters, noting that a petition has been filed in the Harris County District Court against Buckhead Meat & Seafood of Houston on behalf of the District.

## 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. He reviewed two proposals for the Board's consideration: (1) a proposal for the clearing of debris, removal of underbrush, removal of certain trees, and installation of bollards and cable, in the amount of \$22,664.84; and (2) a proposal for the installation of District signage, in the amount of \$220.00. Following discussion, the Board concurred to defer any action on the proposal for additional work until the next regular meeting and directed Champions to solicit additional pricing for the work. Following review and discussion, Director May moved to (1) approve the report on the maintenance of detention ponds and District facility site; and (2) approval the proposal to install the District signage, in the amount of \$220.00. Director Stein seconded the motion, which carried unanimously.

## DEVELOPMENT MATTERS

There was no update on development matters.

## 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 and water well no. 3 water line extension project.

Mr. Tiffany updated the Board on the construction of water well no. 3 driveway project. He reviewed and recommended approval of Pay Estimate No. 2, in the amount of \$37,660.50, payable to Cooley Construction.

Mr. Tiffany updated 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 May moved to approve the engineer's report; and (2) approve Pay Estimate No. 2, in the amount of \$37,660.50, payable to Cooley Construction, for the construction of water well no. 3 driveway project. 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 March 19, 2024, at 11:00 a.m., at the offices of ABHR.

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



  
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Secretary, Board of Directors

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