

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 321

April 16, 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 16<sup>th</sup> day of April, 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 May, 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"); Calvin Browne 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 March 19, 2024, 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 2023 taxes were 99.1% collected as of March 31, 2024. Following review and discussion, Director Beauchamp 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. 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 105.05%. Mr. Browne updated the Board on the maintenance of District facilities.

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

## WATER CONSERVATION PLAN MATTERS

Mr. Browne reviewed the implementation of the District's Water Conservation Plan and requested authorization to submit the appropriate forms to the Texas Commission on Environmental Quality ("TCEQ"). In connection with same, Ms. Staine reviewed an Order Adopting Amended and Restated Water Conservation Plan.

After review and discussion Director Beauchamp moved to (1) authorize MDS to make the appropriate filings in connection with the five-year review of the implementation of the District's Water Conservation Plan with the TCEQ and (2) adopt the Order Adopting Amended and Restated Water Conservation Plan. Director Stein seconded the motion, which passed by unanimous vote.

## CONDUCT ANNUAL REVIEW AND RECEIVE REPORT FROM OPERATOR ON IDENTITY THEFT PREVENTION PROGRAM AND ADOPT IDENTITY THEFT PREVENTION PROGRAM AMENDMENT

Mr. Browne presented and reviewed the annual report on the District's Identity Theft Prevention Program, a copy of which is included in the operator's report. He stated that the annual report indicates no significant incidents of identity theft detection and recommended no changes to the program at this time. After review and discussion, Director Beauchamp made the motion to accept the annual report on the Identity Theft Prevention Program, continue the program as currently operating, and direct that the report be filed appropriately and retained in the District's official records. Director Stein seconded the motion, which carried unanimously.

## HEARING ON TERMINATION OF SERVICE

The Board conducted a hearing on the termination of utility service. Mr. Browne reported that the residents on the termination list provided to the Board were mailed written notice prior to the meeting in accordance with the District's Rate Order, notifying them of the opportunity to appear before the Board to explain, contest, or correct the utility service bill, and to show reason why utility service should not be terminated for reason of nonpayment. Following review and discussion, Director Beauchamp moved that since the residents on the termination list were neither present at the meeting nor had presented any statement on the matter, utility service should be terminated in accordance with the procedures set forth in the District's Rate Order, as appropriate. Director Stein seconded the motion, which passed unanimously.

## 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. Following review and discussion, Director Beauchamp moved to approve the report on the maintenance of detention ponds and District facility site. 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 driveway project. He reviewed and recommended approval of Pay Estimate No. 4, in the amount of \$3,780.00, payable to Cooley Construction.

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 District's Capital Improvement Plan, including the addition of Harris County Municipal Utility District No. 406's lift station no. 2.

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; and (2) approve Pay Estimate No. 4, in the amount of \$3,780.00, payable to Cooley Construction, for the construction of water well no. 3 driveway project. Director Stein seconded the motion, which carried unanimously.

MEETING SCHEDULE AND ITEMS FOR INCLUSION ON THE NEXT AGENDA

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



  
Vice President, Board of Directors

LIST OF ATTACHMENTS

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