

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 321

May 21, 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 21<sup>st</sup> day of May, 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 Olsen	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 Beauchamp and May, thus constituting a quorum.

Also present at the meeting were: Todd Edmonds of Edmonds & Company; Mindy Selby of Myrtle Cruz, Inc.; Chip Patronella of Champions Hydro-Lawn ("Champions"); Drew Tiffany and D'Andre Gonzales 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

Mr. Edmonds addressed the Board regarding the possibility of annexation an approximately 17-acre tract into the District.

APPROVE MINUTES

The Board considered approving the minutes of the April 16, 2024, regular meeting. After review and discussion, Director Vassar moved to approve the minutes as presented. Director Stein seconded the motion, which passed by unanimous vote.

TRAVEL REIMBURSEMENT GUIDELINES AND ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

As there were no directors attending the AWBD summer conference, the Board took no action and moved on to the next agenda item.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Selby 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 Vassar 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 99.655% collected as of April 30, 2024. Following review and discussion, Director Vassar 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 99.76%. Mr. Browne updated the Board on the maintenance of District facilities and customer account matters.

Mr. Browne updated the Board on the status of the insurance claim for the well pump replacement, noting that the District has received \$326,621.00 reimbursed through the District's insurance policy.

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

## CONSUMER CONFIDENCE REPORT

Mr. Browne reviewed the Consumer Confidence Report ("CCR"), a copy of which is attached, regarding the quality of the District's water and stated that it will be filed with the Texas Commission on Environmental Quality ("TCEQ") and distributed to District customers by July 1, 2024. After review and discussion, Director Vassar made a motion to approve the CCR and authorize it to be distributed to the District's customers as discussed. 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 Vassar 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 (THE "CITY") 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 Vassar 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.

Mr. Tiffany updated the Board on the construction of water well no. 3 and water well no. 3 water line extension project. He requested authorization for BGE to bid the water well no. 3 water line extension project, including landscaping replacement items.

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 design status of the water plant no. 1 rehabilitation to ground storage tank nos. 1 and 2 and hydropneumatics tank nos. 1 and 2.

Mr. Tiffany noted that Fallbrook Utility District has been receiving water through the District's interconnect waterline, and discussed certain interconnect waterline matters with the Board.

Mr. Tiffany updated the Board on the proposed construction of a City water line extension project partially located within the boundaries of the District.

After review and discussion, Director Vassar moved to approve the engineer's report; and (2) authorize BGE to advertise for bids the water well no. 3 water line extension project, as discussed. Director Stein seconded the motion, which carried unanimously.

## 2024 DIRECTORS ELECTION

### CERTIFICATE OF ELECTION

The Board considered approving a Certificate of Election, reflecting the election of Kimberly Olsen, Matthew May, and John Vassar to the Board of Directors of the District, each for a four-year term. After review and discussion, Director Vassar moved to approve the Certificate of Election and the distribution of same to Directors Olsen, May, and Vassar, and direct that the Certificate of Election be filed appropriately and retained in the District's official records. Director Stein seconded the motion, which passed unanimously.

### DIRECTORS' SWORN STATEMENTS, OFFICIAL BONDS AND OATHS OF OFFICE

Ms. Staine reviewed the Sworn Statements and Oaths of Office for Directors Olsen, May, and Vassar. After review and discussion, Director Vassar moved to approve the Sworn Statements and Oaths of Office and direct that the documents be filed appropriately and retained in the District's official records, and that the Oaths of Office be filed with the Secretary of State, as required by law. Director Stein seconded the motion, which passed unanimously.

## REORGANIZE BOARD AND ELECT OFFICERS

The Board did not reorganize and no further action was taken.

## DISTRICT REGISTRATION FORM

The Board considered authorizing filing of an updated District Registration Form with the TCEQ, reflecting the updated directors' positions and terms of the newly elected directors. Following review and discussion, Director Vassar moved to authorize filing of the updated District Registration Form with the TCEQ and direct that the

District Registration Form be filed appropriately and retained in the District's official records. Director Stein seconded the motion, which passed unanimously.

MEETING SCHEDULE AND ITEMS FOR INCLUSION ON THE NEXT AGENDA

The Board concurred to hold its next regular meeting on June 18, 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.



A handwritten signature in black ink, appearing to be "AS", is written above a horizontal line.

Secretary, Board of Directors

LIST OF ATTACHMENTS

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