

MINUTES
HARRIS-WALLER COUNTIES MUNICIPAL UTILITY DISTRICT NO. 5

November 21, 2024

The Board of Directors (the "Board") of Harris-Waller Counties Municipal Utility District No. 5 (the "District") met in regular session, open to the public, on the 21st day of November, 2024, 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 being present:

Richard Jenks	President
Chelsea Taylor	Vice President
Olga M. Strong	Secretary
Wes Simon	Assistant Vice President
Cindy Morrow	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also attending the meeting were Richard Martin of First Environment Erosion Controls ("First Environment"); Stephen Eustis of Robert W. Baird & Co. Incorporated; Patty Rodriguez of Bob Leared Interests; Shawn Sturhan of Quiddity Engineering, LLC ("Quiddity"); Dana Hollingsworth of Municipal District Services, LLC ("MDS"); Tracey Scott of Myrtle Cruz, Inc. ("Myrtle Cruz"); and Jessica Holoubek and Merry Heyne of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Mr. Martin presented and reviewed a report on detention and drainage facilities in Sunterra.

APPROVE MINUTES

The Board considered approving the minutes of the October 17, 2024, regular meeting. After review and discussion, Director Morrow moved to approve the meeting minutes, as presented. Director Simon seconded the motion, which passed unanimously.

SECURITY SERVICES

Ms. Holoubek reviewed a copy of the security patrol report, a copy of which is attached.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Scott presented and reviewed the bookkeeper's report and the District's bills, budget comparison, and investment report.

After review and discussion, Director Morrow moved to approve the bookkeeper's report and the checks presented for payment. Director Simon seconded the motion, which passed unanimously. A copy of the bookkeeper's report is attached.

TAX ASSESSOR/COLLECTOR MATTERS

Ms. Rodriguez presented and reviewed the tax assessor/collector's report, a copy of which is attached.

Ms. Rodriguez presented a letter to the Board from a District resident requesting a waiver of \$388.90 for penalty and interest on 2023 delinquent taxes for a home located at 4926 Sky Bluff Drive due to two separate tax accounts being created, including one account in her name and one account in the builder's name. Ms. Rodriguez added that the tax bills were being sent to the builder, and the District resident was not aware that she owed this amount. Ms. Rodriguez stated that the District is allowed to waive penalty and interest if there were errors or omissions made by the District, which occurred in this situation.

After review and discussion, Director Morrow moved to (1) approve the tax assessor/collector's report and payment of the tax bills; and (2) approve the District resident's request that the penalty and interest be waived on her account for the 2023 delinquent taxes. Director Simon seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES; HEARING ON TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS AND AUTHORIZE TERMINATION OF SERVICE

Ms. Hollingsworth presented and reviewed the operator's report, a copy of which is attached.

Ms. Hollingsworth then presented a list of delinquent customers to the Directors and reported the residents on the termination list were delinquent in payment of their water and sewer bills and were given written notification, in accordance with the District's Rate Order, prior to the meeting of the opportunity to appear before the Board of Directors to explain, contest, or correct their bills and to show why utility services should not be terminated for reason of non-payment. The Board discussed the timing for the terminations due to the upcoming holiday.

Ms. Hollingsworth requested authorization to write off 5 uncollectable accounts totaling \$782.68 and send them to a collection agency.

After review and discussion, Director Morrow moved to (1) approve the operator's report; (2) defer terminations due to the upcoming holiday; and (3) authorize MDS to write off 5 uncollectable accounts totaling \$782.68 and send them to a collection agency. Director Simon seconded the motion, which passed unanimously.

AMEND RATE ORDER

There was no action taken on this agenda item.

ENGINEERING MATTERS; DEEDS, EASEMENTS, ENCROACHMENT AGREEMENTS, WAIVERS OF SPECIAL APPRAISAL, AND PLAT MATTERS

Mr. Sturhan presented and reviewed the engineer's report, a copy of which is attached. He discussed an overview of engineering matters in the District.

Mr. Sturhan presented and reviewed a proposal from Quadvest in the amount of \$5,000.00 for preparation of a Surplus Funds Application.

Following review and discussion, Director Simon moved to (1) approve the engineer's report; and (2) approve the proposal from Quiddity in the amount of \$5,000.00 for preparation of a Surplus Funds Application. Director Taylor seconded the motion, which passed unanimously.

PARK AND RECREATIONAL FACILITIES MATTERS

Ms. Holoubek reviewed KGA/DeForest Design, LLC's ("KGA") landscaping report on behalf of KGA, a copy of which is attached.

Ms. Holoubek, on behalf of KGA, updated the Board on Sunterra Sol Club West Amenity Improvements. She reviewed Pay Estimate No. 13 in the amount of \$3,352.95, submitted by DL Meacham, that was recommended for approval by KGA. Ms. Holoubek, also on behalf of KGA, reviewed Change Order No. 11 to the contract with DL Meacham to decrease the contract in the amount of -\$5,532.00. The Board determined that Change Order No. 11 is beneficial to the District.

Following review and discussion, Director Jenks moved to (1) approve KGA's report; (2) approve the Pay Estimate, as presented; and (3) approve the Change Order, as presented, based upon the Board's finding that the Change Order is beneficial to the District and KGA's recommendation. Director Strong seconded the motion, which passed unanimously.

DEVELOPER'S REPORT

There was no discussion on this agenda item.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.


Secretary, Board of Directors

(SEAL)



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