

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 401**  
**Minutes of Meeting of Board of Directors**  
**December 16, 2024**

The Board of Directors of Harris County Municipal Utility District No. 401 met at Staybridge Suites, 10011 Farm to Market Road 2920, Harris County, Texas 77385, on December 16, 2024, in accordance with the duly posted notice of meeting, and the roll was called of the duly constituted officers and members of said Board of Directors, as follows:

Blair Fesler, President  
Mark Atchison, Vice-President  
Santee Wright, Secretary  
Roland Massey, Assistant Vice President/Secretary  
Jordan Thomas, Assistant Vice President/Secretary

and all of said persons were present, thus constituting a quorum.

Also present were Andres Aranzales of Vogler and Spencer Engineering, Inc. (“V&S”); Scott Shelnett of Municipal Operations & Consulting, Inc. (“MOC”); Les Griffith of Champions Hydro-Lawn, Inc. (“Champions”); Stephanie Viator of District Data Services; Shammarie Leon of Bob Leared Interests, Inc.; Hunter Farrell of McCall Gibson Swedlund Barfoot PLLC (“McCall”); Deputy Martinez and Corporal Love of Harris County Constable’s Office (“HCCO”); Godfrey Eta, resident; and Kara Richardson of Marks Richardson PC (“MRPC”).

The President called the meeting to order.

SECURITY PATROL

As the first order of business, the Board considered the report from the HCCO regarding security services in the District. Sergeant Martinez reviewed the Patrol Statistics, a copy of which is attached hereto as Exhibit A. She stated that there was a robbery on Shieldhall Lane. Sergeant Martinez then introduced Corporal Love and stated that she has been assigned to the evening shift. Director Atchison stated that he has seen a lot of suspicious people driving around the District recently. He stated that last night some kids were followed home from a convenience store. Corporal Love stated that she has been working that call and is going to follow up on the matter.

Deputy Martinez and Corporal Love exited the meeting at this time.

PUBLIC COMMENT

The Board next considered comments from the public. Mr. Eta addressed the Board and stated that there is a big sinkhole near 9022 Lacombe Lane. Mr. Aranzales agreed to inspect the subject sinkhole. Mr. Eta also noted that there is a foot of curb broken on Lacombe Lane with exposed rebar. Mr. Aranzales stated that he will report same to Precinct 3. Mr. Eta then stated that the subsidence district is giving out grants to municipal utility districts to improve irrigation. He noted that Terra Nova West MUD recently received a grant and would like to share their ideas with other municipal utility districts.

## APPROVE MINUTES

The Board considered approval of the minutes of the Board meeting held on November 18, 2024. After discussion, Director Atchison made a motion to approve the minutes of the meeting of November 18, 2024, as presented. Director Thomas seconded the motion, which unanimously carried.

## BOOKKEEPING REPORT

The Board reviewed the bookkeeper's report received from District Data Services dated December 16, 2024, a copy of which is attached hereto as Exhibit B. After discussion, Director Atchison made a motion to approve the bookkeeper's report and to authorize payment for the invoices listed therein. Director Massey seconded said motion, which carried unanimously.

## TAX ASSESSOR-COLLECTOR'S REPORT

Ms. Leon presented and reviewed the tax assessor-collector's report dated November 18, 2024, a copy of which is attached hereto as Exhibit C. After discussion on the report presented, Director Thomas made a motion to approve the tax assessor-collector's report, and to authorize payment of the checks listed therein. Director Atchison seconded the motion, which carried unanimously.

## REVIEW AND APPROVE CONTINUING DISCLOSURE REPORT

The Board next considered the review of a continuing disclosure report prepared by McCall Parkhurst & Horton ("MPH"), attached hereto as Exhibit D, and authorizing MPH to file the report with the appropriate repositories. After discussion, Director Atchison made a motion to authorize MPH to file the necessary documentation with the appropriate repositories. Director Thomas seconded said motion, which unanimously carried.

## FACILITY SITE MAINTENANCE

Mr. Griffith presented and reviewed a detention and drainage facilities report from Champions, a copy of which is attached hereto as Exhibit E.

Mr. Griffith stated that the District was last serviced on November 27, 2024.

Mr. Griffith next stated that the drainage channel is flowing nicely after it was cleaned out by Harris County.

## ENGINEER'S REPORT

Mr. Aranzales presented and reviewed the Engineer's Report, attached hereto as Exhibit F.

Mr. Aranzales reported on Water Plant No. 1, Well No. 2. He stated that V&S received the one-year sampling approval from the Texas Commission on Environmental Quality.

Mr. Aranzales reported on the construction contract with Allteam Solutions, LLC for the sanitary sewer cleaning and televising for Inverness Estates, Sections 1, 2 and 4. He stated that the bonds and insurance were approved and the contracts are being executed. Mr. Aranzales stated that the contractor is set to begin work on December 18, 2024, unless the Board decides otherwise. The Board concurred to hold off on beginning work until January 6, 2024, due to traffic from the holidays and kids being home from school.

Director Atchison stated that he has been putting the trash schedule on the District's page on Facebook but would also like to send a text to residents. Director Wright stated that she will coordinate to have a text alert sent to residents.

Mr. Aranzales reported on the construction contract with Water Utility Services, Inc. for the blended phosphate water treatment project. He stated that V&S received approval from the Texas Commission on Environmental Quality and the construction is underway.

Mr. Aranzales reported on park and facility maintenance. He stated that the locks on the gate on Champion Forest are still not working so he is working to get those repaired which are under warranty. The Board then discussed building a differently designed gate as it is not easy to use as configured. Mr. Aranzales agreed to look into a solution and will ensure the gate lock is repaired in the meantime.

Mr. Aranzales next reported that V&S received one (1) bid for the park pad and bench addition. He presented a bid from ICS in the amount of \$13,600 and reviewed a layout of the three (3) proposed bench locations. After discussion, Director Massey made a motion to approve the bid from ICS, in the amount of \$13,600, for the park pad and bench addition. Director Atchison seconded the motion, which unanimously carried.

Mr. Aranzales reported on the installation of bat houses. He stated that he has not received an update from Eagle Scout Troop 41 on the project.

Mr. Aranzales then reported on the Inverness sidewalk repairs. He stated that V&S submitted a second request to Harris County Precinct 3 regarding the sidewalk depressions with the dye test results. Mr. Aranzales stated that the sanitary sewer inspection will be included with the Allteam Solutions, LLC contract.

Mr. Aranzales reported on future recreational projects in Albury Trails Estates and Reserve at Inverness. Ms. Richardson reported that MRPC has sent certified mail to the Hooks family regarding the Board's interest in the Hooks property and has not received a response.

The Board next considered a discussion regarding the potential acquisition of property from the Inverness Estates Property Owners Association ("IPOA") for the development of park and recreational facilities. Ms. Richardson stated that MRPC sent correspondence to the IPOA on November 12, 2024, regarding the request for the conveyance of certain tracts owned by the POA. She stated that she has not received a response from the IPOA.

## OPERATIONS REPORT

Mr. Shelnutt presented and reviewed the operations report for November 2024, a copy of which is attached hereto as Exhibit G. He reported that the District accounted for 93% of the water pumped during the month of November and that the District's facilities operated in compliance with its respective permits during the month.

Mr. Shelnutt provided a list of the total number of new smart meters purchased and the total cost for inclusion in the request for use of surplus funds.

Mr. Shelnutt reported on the status of the meter replacement. He stated that sixty (60) meters are pending replacement per Accurate Meter.

Mr. Shelnutt stated that the non-potable pump no. 1 at the WWTP was rebuilt on November 19, 2024.

Mr. Shelnutt stated that preventative maintenance was conducted at the Water Plant and the oil was changed on all mechanical equipment.

Mr. Shelnutt stated that the ATS control board at lift station no. 2 needs to be replaced and reprogrammed. He stated that it is estimated to cost \$6,650. Director Fesler asked if the replacement would be covered by insurance. Mr. Shelnutt stated that it is unlikely that it will be covered by insurance.

Director Thomas stated that the water accountability was slightly lower than normal this past month. Mr. Shelnutt stated that there may have been flushing over the past month that is not accurately reflected in the totals on the report.

## UPDATE FROM TOUCHSTONE DISTRICT SERVICES

The Board next considered an update from Touchstone District Services. Ms. Richardson presented the Monthly Communications Report dated December 16, 2024, and reviewed same with the Board, a copy of which is attached hereto as Exhibit H. No one present had anything new to report.

## ITEMS FOR FUTURE AGENDAS

The Board next considered items for future agendas.

## ADJOURN

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

  
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Secretary, Board of Directors

ATTACHMENTS TO MINUTES OF BOARD OF DIRECTORS  
December 16, 2024

- A. Patrol Report
- B. Bookkeeper's Report
- C. Tax Assessor Collector's Report
- D. Continuing Disclosure Report
- E. Detention and Drainage Facilities Report
- F. Engineer's Report
- G. Operations Report and related handouts
- H. Touchstone Communications Report