

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 355

April 11, 2025

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 355 (the "District") met in regular session, open to the public, on the 11th day of April, 2025, at the offices of Allen Boone Humphries Robinson LLP ("ABHR"), 3200 Southwest Freeway, Suite 2400, Houston, Texas 77027, outside the boundaries of the District, and the roll was called of the members of the Board:

Claude A. Zackary	President
Letha P. Slagle	Vice President
Jon Elmendorf	Secretary
Kurt A. Baerenstecher	Assistant Secretary
Christopher J. Mudd	Assistant Vice President

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

Also present for all or part of the meeting were Jim Loughead, Kurt Albaugh, James Redmond, Calvin Steele, and Maury Dumba of the Lakes of Parkway Homeowners Association ("LOP HOA"); Andy Mersmann of BGE, Inc. ("BGE"); Andrew Warren, Dennis McGinty, and Chris Horn of Pumps, Motors & Controls, Inc. ("PMC"); Yaneth Cooper of Municipal Accounts & Consulting, L.P.; Patty Rodriguez of Bob Leared Interests, Inc.; Robert Garcia and Jeremy Canton of Champions Hydro-Lawn, Inc. ("CHL"); and Greer Pagan and Justine M. Cherne of ABHR.

PUBLIC COMMENTS

There were no comments from the public.

APPROVE MINUTES

The Board considered approving the minutes of its March 14, 2025, regular meeting. Following review and discussion, Director Elmendorf moved to approve the minutes as written. Director Baerenstecher seconded the motion, which passed unanimously.

ENGINEERING MATTERS

Mr. Mersmann reviewed the engineer's report, a copy of which is attached. Mr. Mersmann reported that construction of the District's Irrigation Pump Station No. 200 Project ("PS 200 Project") was complete and operational. He reported that the final As-built drawings for the project are not yet complete.

Mr. Mersmann reviewed a proposal from PMC for construction of the District's Irrigation Pump Station No. 100 Project ("PS 100 Project") in the amount of \$383,150.00 and recommended awarding a contract for the project to PMC. He reviewed a list of items included in the PS 100 Project that were not included in the PS 200 Project. Discussion ensued regarding the scope of the project and whether or not to remove the enclosure and skid from the scope of work in the approximate amount of \$92,000.00. Additional discussion ensued regarding determining whether stainless steel valves could be used in place of carbon steel valves. Following review and discussion, the Board requested that PMC revise the proposal to remove the enclosure and skid from the scope of work in the approximate amount of \$92,000.00.

Mr. Mersmann additionally recommended approving a proposal from Alameda Water Well Service for adding a time delay in the control panel to cause a minimum 10-minute cycle time and replacing the lake level probe transducers in Palm Lake in the amount of \$3,485.00. Following discussion, the Board determined that LOP HOA was responsible for the proposed scope of work.

Following review and discussion, Director Elmendorf moved to award the contract for construction of the District's PS 100 Project to PMC in the amount of \$292,000.00, based upon BGE's recommendation and subject to removal of the enclosure and skid from the scope of work and receipt of the payment and performance bonds and the certificate(s) of insurance and endorsements, if any, and other required documentation provided by the contractor. Director Slagle seconded the motion, which passed unanimously.

Mr. Mersmann reviewed a proposal from BGE for construction phase services for the District's PS 100 Project in an amount not to exceed \$36,000.00. Following review and discussion, Director Elmendorf moved to approve the proposal from BGE as submitted. Director Slagle seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Rodriguez reviewed the tax assessor/collector's report and invoices for payment. A copy of the tax assessor/collector's report, including a list of checks presented for approval, is attached. Ms. Rodriguez reported that as of March 31, 2025, 96.1% of the District's 2024 taxes were collected. Discussion ensued regarding taxpayer exemption procedures and LOP HOA's efforts to transfer LOP HOA's property out of Sueba USA Corporation's ownership. Following review and discussion, Director Elmendorf moved to approve the tax assessor/collector's report and payment of the invoices as presented. Director Mudd seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Cooper presented the bookkeeper's report and invoices for payment. A copy of the bookkeeper's report, including a list of checks presented for approval, is attached. Discussion ensued regarding the District's budget, including expenditures currently over budget, and anticipated future expenses. Following discussion, the Board directed that the debt reserve line item included in the District's General Operating Fund be increased to \$550,000.00. Following additional review and discussion, Director Mudd moved to approve the bookkeeper's report as presented. Director Slagle seconded the motion, which passed unanimously.

DETENTION AND DRAINAGE FACILITIES MAINTENANCE AND PROPOSALS

Mr. Garcia introduced Mr. Canton to the Board.

Mr. Garcia reviewed a Detention and Drainage Facilities Report and reported on maintenance items. A copy of the report is attached. Discussion ensued regarding unapproved contractor access to the District's swales. Additional discussion ensued regarding debris dumped on one of the District's swales and determining the party responsible for the dumping. Following discussion, the Board requested that CHL notify LOP HOA of any unapproved contractor access to the District's swales.

WATER CONSERVATION PROJECT, PHASE III

Director Slagle reviewed a report on the status of the District's Water Conservation Project, Phase III. A copy of the report is attached. Director Slagle reported that the project is nearly complete except for a few minor items. She anticipated closing out the project at the regular May meeting of the Board.

Discussion ensued regarding operating procedures and training for the irrigation system facilities for the common areas in the District. Mr. Steele reported that he is scheduled for licensed irrigator training. Mr. Dumba stated that Waterwise Irrigation, Inc. would continue to manage operations of the irrigation system facilities. Director Slagle recommended that LOP HOA perform routine inspections of the landscaping and identify plant wilting problems so that they can be addressed.

PROPOSED DRAINAGE IMPROVEMENT PROJECTS

Discussion ensued regarding ensuring there are no visible obstructions to the storm water drains located within the District prior to big storm events.

LOP HOA MATTERS

Mr. Dumba gave a presentation that included a list of completed and proposed projects and the status of LOP HOA's Sidewalk Maintenance Program. He reported

that LOP HOA's Sidewalk Maintenance Program would be completed by May 5, 2025. Mr. Dumba additionally reviewed and discussed revisions to a proposed list of additional projects.

Mr. Redmond and Mr. Dumba gave a presentation regarding a proposed project to install additional lighting within the District for safety, including estimated costs. Discussion ensued. Director Slagle requested that any newly installed lights be directed downwards. Following review and discussion, the Board concurred to coordinate with LOP HOA and CHL to determine whether the proposed project has any impact on the maintenance and operations of the District's drainage facilities.

Mr. Albaugh discussed repairing and maintaining the lake level sensors to increase water conservation. He presented drawings that depict lake levels and their functionality and requested that the Board authorize BGE to review the drawings. Discussion ensued. Director Baerenstecher discussed the importance of proper maintenance and operation of Irrigation Pump Station No. 100 to prevent damage to the pump.

MEETING SCHEDULE

The Board concurred to hold its next regular meeting on May 2, 2025.

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

(SEAL)




Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Engineer's report.....	1
Tax Assessor/Collector's Report	2
Bookkeeper's Report.....	3
Detention and Drainage Facilities Report	3
Report on the status of the District's Water Conservation Project, Phase III	3