

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 321

December 16, 2025

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 December, 2025, 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:

Kimberly Olsen	President
Jeff Stein	Vice President
John Vassar	Assistant Vice President
Brad Beauchamp	Secretary
Dane Turner	Assistant Secretary

and all of the above were present, except Directors Beauchamp and Turner, thus constituting a quorum.

Also present at the meeting were Marissa Iguess of Myrtle Cruz, Inc. ("MCI"); Justin Colfer of Champions Hydro-Lawn ("Champions"); Drew Tiffany of BGE, Inc. ("BGE"); Charlie Chapline of Municipal District Services ("MDS"); Kristen Scott of Bob Leared Interests ("BLI"); and Robert A. Seale, Elizabeth Cone, and Shammara Polk of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

There were no public comments.

APPROVE MINUTES

The Board considered approving the minutes of the November 18, 2025, regular meeting. After review and discussion, Director Stein moved to approve the minutes as presented. Director Vassar seconded the motion, which passed unanimously.

ARBITRAGE REBATE REPORT FOR SERIES 2020 BONDS

The Board reviewed the Arbitrage Rebate Report for the District's Series 2020 Bonds, prepared by Omnicap Group LLC. Mr. Seale stated no payment is owed to the Internal Revenue Service.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Igness 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 Stein moved to approve the bookkeeper's report and payment of the bills. Director Vassar seconded the motion, which passed unanimously.

## 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 2025 taxes were 3.747% collected as of November 30, 2025.

Ms. Scott reviewed one additional check with the Board: check no. 1200, payable to Sutter Ranch Holdings LLC in the amount of \$48,553.63, noting such check is for a refund adjustment. Ms. Scott stated such check is a replacement for check no. 1192, which was lost in the mail. She confirmed a stop payment was placed on check no. 1192.

After review and discussion, Director Stein moved to approve the tax assessor/collector's report and the checks presented for payment, including the additional check, as presented. Director Vassar seconded the motion, which passed unanimously.

## OPERATOR'S REPORT

Mr. Chapline 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 97.88%. Mr. Chapline updated the Board on the maintenance of District facilities and customer account matters. After review and discussion, Director Stein moved to approve the operator's report. Director Vassar seconded the motion, which passed unanimously.

## HEARING ON TERMINATION OF SERVICE

The Board conducted a hearing on the termination of utility service. Mr. Chapline reported that the customers 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 Stein moved that since the customers 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 Vassar seconded the motion, which passed unanimously.

#### THE CITY OF HOUSTON (THE "CITY") INDUSTRIAL USER PERMITTING MATTERS

There was no update on this agenda item.

#### MAINTENANCE OF DETENTION PONDS AND DISTRICT FACILITY SITES, INCLUDING PROPOSALS FOR ADDITIONAL WORK

Mr. Colfer reviewed the report on the maintenance of detention ponds and District facility sites, a copy of which is attached.

#### ENGINEER'S REPORT

Mr. Tiffany reviewed the engineer's report, a copy of which is attached.

Mr. Tiffany updated the Board on the canopy installation for the chemical tanks located at water plant no. 1.

Mr. Tiffany updated the Board on the construction of water well no. 3.

There was no update on the Capital Improvements Plan.

The Board considered approving the abandonment of a sanitary sewer easement.

After review and discussion, Director Stein moved to (1) approve the engineer's report; and (2) approve the abandonment of the referenced sanitary sewer easement and direct that the associated Abandonment of Sanitary Sewer Easement be filed appropriately and retained in the District's official records. Director Vassar seconded the motion, which passed unanimously.

#### DEVELOPMENT MATTERS

There was no update on development matters.

#### MEETING SCHEDULE AND ITEMS FOR INCLUSION ON THE NEXT AGENDA

The Board concurred to hold its next regular meeting on January 20, 2026, at 11:30 a.m., at the offices of ABHR.

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



A stylized, handwritten signature in dark ink, appearing to read "D. M. Linn".

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
Report on maintenance of detention ponds and District facility sites .....	3
Engineer's report.....	3