

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 285

March 20, 2023

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 285 (the "District") met in regular session, open to the public, on the 20th day of March, 2023, 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:

Walter A. Knowles, Jr.	President/Investment Officer
Jerry L. Allen	Vice President
Rosario Garza	Secretary
Trina Francis	Assistant Vice President
Vacant	Assistant Secretary

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

Also present at the meeting were: John Jones, a District resident; Darce' Ahlschlager of Wheeler & Associates, Inc.; Derek Michael of Sales Revenue, Inc.; Chris Linn of Myrtle Cruz, Inc.; Mark Swanson of LJA Engineering, Inc. ("LJA"); Arthur K. Marshall of the North Channel Water Authority ("NCWA"); Mike Scott of Champions Hydro-Lawn, Inc. ("Champions"); Calvin Browne of Municipal District Services L.L.C. ("MDS"); and Rob Seale, Aaron Carpenter, and Cheryl Panozzo of Allen Boone Humphries Robinson LLP ("ABHR").

STATEMENTS AND QUESTIONS FROM THE PUBLIC

There were no statements or questions received from the public.

MINUTES

The Board considered approving the minutes of the February 20, 2023 regular meeting. After review and discussion, Director Knowles moved to approve the minutes of the February 20, 2023 regular meeting, as submitted. Director Francis seconded the motion, which passed unanimously.

APPOINTMENT OF NEW DIRECTOR

APPOINT NEW DIRECTOR

The Board considered appointing John Jones to fill the vacancy on the Board.

SWORN STATEMENT, OFFICIAL BOND, AND OATH OF OFFICE OF NEW DIRECTOR

The Board considered approving the Sworn Statement, Oath of Office, and Official Bond of Mr. Jones for his appointment to the Board.

REORGANIZATION OF THE BOARD AND EXECUTION OF DISTRICT REGISTRATION FORM

The Board discussed appointing Mr. Jones as Assistant Secretary and making no changes to the remaining Board positions.

The Board then considered authorizing the filing of an updated District Registration Form with the Texas Commission on Environmental Quality ("TCEQ") reflecting the appointment and reorganization of the Board.

OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT TRAINING

Mr. Seale reviewed a Memorandum from ABHR regarding the Open Meetings Act and Public Information Act Training Requirements, a copy of which is attached. He stated that the Texas Legislature requires each elected or appointed public official to complete a course of training regarding the responsibilities of the governmental body and its members under the Texas Open Meetings Act, Chapter 551, Government Code.

CONFLICT OF INTEREST DISCLOSURE REQUIRED UNDER CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE, INCLUDING REVIEW OF DISCLOSURE FORMS ADOPTED BY THE TEXAS ETHICS COMMISSION AND LIST OF LOCAL GOVERNMENT OFFICERS

Mr. Seale reviewed a Memorandum from ABHR regarding conflict of interest disclosure required under Chapter 176 of the Texas Local Government Code and disclosure forms adopted by the Texas Ethics Commission, a copy of which is attached. He also reviewed the List of Local Government Officers required under Chapter 176 of the Texas Local Government Code.

After review and discussion, Director Knowles moved to (1) appoint John Jones to fill the vacancy on the Board with a term ending May 4, 2024; (2) accept the Sworn Statement, Oath of Office, and Official Bond of Director Jones and direct that these documents be filed appropriately and retained in the District's official records; (3) appoint Director Jones as Assistant Secretary; (4) authorize filing of the updated District Registration Form with the TCEQ; and (5) approve and authorize execution of the list of Local Government Officers and direct that the list be filed

appropriately and retained in the District's official records. Director Garza seconded the motion, which passed unanimously.

#### AUTHORIZE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END MARCH 31, 2023

Mr. Seale stated that the District has engaged McCall Gibson Swedlund Barfoot PLLC ("MGSB") to conduct the annual audit of the District's financial statements. The Board reviewed a letter from MGSB, a copy of which is attached, requesting authorization to conduct the audit for the fiscal year ending March 31, 2023, with an estimated fee between \$22,500 and \$24,500. Following review and discussion, Director Jones moved to authorize MGSB to conduct the audit for the fiscal year ending March 31, 2023. Director Knowles seconded the motion, which passed unanimously.

#### FINANCIAL AND BOOKKEEPING MATTERS

Ms. Linn reviewed the bookkeeper's report, budget comparison, schedule of investments, and the District's bills for payment. A copy of the bookkeeper's report is attached. She requested that the Board approve additional check no. 1393 to Director Francis in the amount of \$480.00 for eligible submitted American Water Works Association conference expenses. After review and discussion, Director Knowles moved to approve the bookkeeper's report, the investment report, and payment of the bills, including check 1393 to Director Francis in the amount of \$480.00. Director Francis seconded the motion, which passed unanimously.

#### BUDGET FOR FISCAL YEAR END MARCH 31, 2024

Ms. Linn presented the proposed budget for fiscal year end March 31, 2024, a copy of which is attached. The Board requested the bookkeeper revise the District's proposed budget to increase the Share of Expenses (HC#51) line item to \$1,200,000. After review and discussion, Director Knowles moved to adopt the proposed budget for fiscal year ending March 31, 2024, as revised. Director Francis seconded the motion, which passed unanimously.

#### TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Ahlschlager reviewed the tax report for the month of February, a copy of which is attached. She stated that the District's 2022 taxes are 96.60% collected as of February 28, 2023. The Board then reviewed the delinquent tax report prepared by Perdue, Brandon, Fielder, Collins & Mott, LLP, a copy of which is attached. After review and discussion, Director Francis moved to (1) approve the tax report and payment of the tax bills; and (2) approve the delinquent tax report. Director Jones seconded the motion, which passed unanimously.

Mr. Michael presented a report on the District's sales tax revenue accounts, a copy of which is attached, and reviewed the new and revised sales and use tax permits issued since the last report for businesses located within the District's Strategic Partnership Agreement (the "SPA") boundaries. Mr. Michael discussed certain tracts of land available to be annexed for limited purposes into the District pursuant to the SPA between the District and the City of Houston.

#### WEBSITE MATTERS, INCLUDING EMERGENCY ALERT/MESSAGING SERVICES

There was no discussion on this matter.

#### SECURITY SERVICES REPORT

The Board reviewed the security report from the Harris County Sheriff's Office, a copy of which is attached.

#### DEVELOPMENT IN THE DISTRICT

There was no discussion on development in the District.

#### NCWA REPORT

Mr. Marshall reviewed a report on NCWA matters, a copy of which is attached. Discussion ensued regarding related regulatory matters, including surface water conversion mandates.

#### DETENTION FACILITIES REPORT

Mr. Scott reviewed the Detention and Drainage Facilities Report from Champions, a copy of which is attached. He reported that he will present a proposal from Champions to desilt the Liberty Lakes channel next month.

#### GARBAGE COLLECTION AND RECYCLING SERVICES MATTERS

Director Garza reviewed a report on garbage collection and recycling services from Best Trash, a copy of which is attached.

The Board reviewed guidelines (the "Guidelines") regarding District garbage and recycling collection prepared by Best Trash, a copy of which is attached. Following review and discussion, Director Knowles made a motion to (1) authorize MDS to insert the Guidelines in the next water bill; and (2) authorize posting the Guidelines on the District's website. Director Jones seconded the motion, which passed unanimously.

## ENGINEER'S REPORT

Mr. Swanson reviewed the engineer's report, a copy of which is attached, including the projects specifically addressed as follows:

### WATER PLANT NO. 1 DRAINAGE IMPROVEMENTS

Mr. Swanson gave an update on design of the Water Plant No. 1 drainage improvements. He stated that the plat was recorded on October 13, 2022, and LJA will update design plans for the project for resubmittal to Harris County.

### DETENTION POND AND STORM WATER PUMP STATION TO SERVE BELTWAY 8/US 90 COMMERCIAL SUBDIVISION TRACT 5

Mr. Swanson gave an update on construction of the detention pond and storm water pump station to serve Beltway 8/US 90 Commercial Subdivision Tract 5. He reported on the one remaining outstanding punch list item to rework a portion of the access road.

### WASTEWATER TREATMENT PLANT DISCHARGE PERMIT RENEWALS

Mr. Swanson gave an update on the applications for renewal of the Wastewater Discharge Permits for Wastewater Treatment Plant Nos. 1 and 2.

### UPDATE ON BOND APPLICATION NO. 14

Mr. Swanson gave an update on Bond Application No. 14 and stated he anticipates that the TCEQ will complete its review of the application during the middle to later part of April, 2023.

### HARRIS COUNTY FRESH WATER SUPPLY DISTRICT NO. 51 WATER PLANT REHABILITATION AND UPGRADE PROJECT

There was no discussion on this matter.

## OPERATIONS REPORT

Mr. Browne reviewed the monthly operations report, a copy of which is attached, and reviewed the maintenance and repair items included in the report.

Mr. Browne reported on a permit excursion at Wastewater Treatment Plant No. 2 for the month of February 2023.

After review and discussion, Director Francis moved to approve the operations report; and (2) authorize MDS to turn over one account in the amount of \$56.50, deemed

to be uncollectible, to a collection agency. Director Jones seconded the motion, which passed unanimously.

#### HEARING REGARDING TERMINATION OF SERVICE

Mr. Browne presented a list of delinquent customers and reported the customers 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. Following review and discussion, Director Francis moved to authorize termination of delinquent accounts in accordance with the District's Rate Order and direct that the delinquent customer list be filed appropriately and retained in the District's official records. The motion was seconded by Director Jones and passed by unanimous vote.

#### REVIEW CRITICAL LOAD SPREADSHEET FOR DISTRICT'S FACILITIES AND AUTHORIZE ANNUAL FILING

The Board reviewed an updated Critical Load Spreadsheet ("CLS") for the District's facilities. Mr. Seale stated that the District is required to report its critical load facilities annually to the Harris County Emergency Management Coordinator, the Public Utility Commission of Texas, the Division of Emergency Management of the Governor's office, the District's retail electric provider, and the District's transmission and distribution utility company. Mr. Seale noted that the CLS has been reviewed by the District's operator, engineer, and bookkeeper prior to the meeting. Following review and discussion, Director Jones moved to (1) approve the CLS; and (2) authorize ABHR to file the CLS with the Harris County Emergency Management Coordinator, the Public Utility Commission of Texas, the Division of Emergency Management of the Governor's office, the District's retail electric provider, and the District's transmission and distribution utility company. Director Garza seconded the motion, which passed by unanimous vote.

#### CONDUCT ANNUAL REVIEW OF DROUGHT CONTINGENCY PLAN

The Board conducted an annual review of the District's Drought Contingency Plan and concurred that no changes were necessary.

#### APPROVE AND AUTHORIZE OPERATOR TO FILE ANNUAL WATER LOSS AUDIT

The Board concurred to defer this item to next month.

Mr. Browne reviewed a water loss audit computing the District's most recent annual system water loss. He stated MDS will file the water loss audit with the Texas Water Development Board ("TWDB"). Following review and discussion, Director

Knowles moved to approve the water loss audit, authorize MDS to file the audit with the TWDB, and direct that the audit be filed appropriately and retained in the District's official records. Director Francis seconded the motion, which passed unanimously.

ANNUAL REPORT ON IMPLEMENTATION OF WATER CONSERVATION PLAN

Mr. Browne discussed the District's annual report on implementation of the Water Conservation Plan. After review and discussion, Director Knowles moved to approve the District's annual report on implementation of the Water Conservation Plan and direct that the annual report be filed appropriately and retained in the District's official records. Director Francis seconded the motion, which passed unanimously.

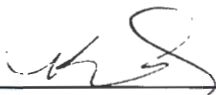
DISTRICT MEETING SCHEDULE

Following discussion, the Board concurred to hold its next regular meeting on Monday, April 17, 2023, at 6:30 p.m. at ABHR's offices.

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

(SEAL)



  
Secretary, Board of Directors

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