

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 285

May 20, 2024

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 May, 2024, 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
John Jones	Assistant Secretary

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

Also present at the meeting were: Devon Knowles, a member of the public; Cathy Wheeler of Wheeler & Associates, Inc. ("Wheeler"); Magen Fischer of Sales Revenue Inc.; Amy Carpenter and Jackie Noyola of Myrtle Cruz, Inc.; Travis Veillon and Gregg Haan of LJA Engineering, Inc. ("LJA"); Arthur K. Marshall of the North Channel Water Authority ("NCWA"); Scott Gray of Champions Hydro-Lawn, Inc. ("Champions"); Calvin Browne of Municipal District Services L.L.C. ("MDS"); and 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 April 15, 2024 regular meeting. After review and discussion, Director Knowles moved to approve the minutes of the April 15, 2024 regular meeting, as submitted. Director Francis seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Carpenter 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. After review and discussion, Director Allen moved to approve the bookkeeper's report, the investment report, and payment of the bills. Director Garza seconded the motion, which passed unanimously.

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

Mr. Carpenter reviewed the District's Travel Reimbursement Guidelines applicable to any Board member's attendance at the AWBD summer conference in Fort Worth. Following review and discussion, the Board concurred to authorize up to four per diems and three nights of hotel accommodations for Directors attending the AWBD summer conference in Fort Worth, all to be submitted in accordance with the District's Travel Reimbursement Guidelines.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Wheeler reviewed the tax report for the month of April, a copy of which is attached. She stated that the District's 2023 taxes are 97.70% collected as of April 30, 2024.

The Board reviewed the delinquent tax report prepared by Perdue, Brandon, Fielder, Collins & Mott, LLP, a copy of which is attached. Ms. Wheeler stated that Wheeler will present a list of uncollectible personal property accounts for consideration by the Board to be written off as uncollectible next month.

After review and discussion, Director Allen moved (1) approve the tax report and payment of the tax bills; and (2) approve the delinquent tax report. Director Francis seconded the motion, which passed unanimously.

Ms. Fischer 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 boundaries.

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

Discussion ensued regarding proposed development in the District.

NCWA REPORT

Mr. Marshall reviewed a report on NCWA matters, a copy of which is attached.

DETENTION FACILITIES REPORT

Mr. Gray reviewed the Detention and Drainage Facilities Report from Champions, a copy of which is attached.

GARBAGE COLLECTION AND RECYCLING SERVICES MATTERS

There was no report on this matter.

ENGINEER'S REPORT

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

LIFT STATION TO SERVE TRACT LOCATED OFF WALLISVILLE ROAD EAST OF CARPENTERS LANDING

Mr. Veillon gave an update on design of the lift station and storm water pump station to serve the tract off Wallisville Road east of Carpenters Landing. He noted that the lift station and the storm water pump station to serve the tract off Wallisville Road east of Carpenters Landing will be bid together. Mr. Veillon then requested the Board's approval of plans and specifications and authorization to advertise for bids for construction of the projects after design approval is received from all applicable agencies.

WATER PLANT NO. 1 DRAINAGE IMPROVEMENTS

Mr. Veillon gave an update on design of the Water Plant No. 1 drainage improvements. He stated that LJA will update design plans for the project for resubmittal to Harris County for approval.

DETENTION POND AND STORM WATER PUMP STATION TO SERVE TRACT OFF WALLISVILLE ROAD EAST OF CARPENTERS LANDING

Mr. Veillon gave an update on design of the detention pond to serve the tract off Wallisville Road east of Carpenters Landing. He requested the Board's approval of plans and specifications and authorization to advertise for bids for construction of the project.

Mr. Veillon then reviewed a form for Harris County to acknowledge that the District will maintain the detention pond to serve the tract off Wallisville Road east of Carpenters Landing.

WATER PLANT NO. 1, PHASE 3

Mr. Veillon gave an update on construction of the Water Plant No. 1, Phase 3 project and reported that the project is complete. He recommended approval of Pay Estimate No. 2 to Gemini Contracting Services, Inc. in the amount of \$227,190.60.

CLEARING OF TRACT LOCATED OFF WALLISVILLE ROAD EAST OF CARPENTERS LANDING

Mr. Veillon gave an update on the clearing of the tract located off Wallisville Road east of Carpenters Landing. He recommended approval of Pay Estimate Nos. 1 and 2 to DL Gover, Inc. in the amounts of \$18,270.00 and \$64,224.90, respectively.

REPORT ON ELECTRICITY CONSUMPTION AND ENERGY EFFICIENCY

Mr. Veillon gave an update on preparation of the report on the District's electricity consumption and energy efficiency measures.

DEVELOPMENT OF GEOGRAPHIC INFORMATION SYSTEM ("GIS")

Mr. Veillon reported that LJA will present a proposal for development of GIS for the District after the scope of service has been confirmed with MDS.

Following review and discussion, based on the engineer's recommendation, Director Knowles moved to (1) approve the engineer's report; (2) approve the plans and specifications and authorize the engineer to advertise for bids for construction of the lift station and storm water pump station to serve the tract off Wallisville Road east of Carpenters Landing after design approval is received from all applicable agencies; (3) approve the plans and specifications and authorize the engineer to advertise for bids for construction of the detention pond and storm water pump station to serve the tract off Wallisville Road east of Carpenters Landing; (4) authorize execution of the Harris County acknowledgement form for the detention pond to serve the tract off Wallisville Road east of Carpenters Landing; (5) approve of Pay Estimate No. 2 to Gemini Contracting Services, Inc. in the amount of \$227,190.60 for construction of the Water Plant No. 1, Phase 3 project; and (6) approve Pay Estimate Nos. 1 and 2 to DL Gover, Inc. in the amounts of \$18,270.00 and \$64,224.90, respectively, for the clearing of the tract located off Wallisville Road east of Carpenters Landing. Director Jones seconded the motion, which passed by unanimous vote.

ANNEXATION OF 15.022-ACRE TRACT

There was no update on this matter.

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

There was no update 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 three permit excursions at Wastewater Treatment Plant No. 2 for the month of April 2024. Discussion ensued.

Mr. Browne then reviewed the District's annual Consumer Confidence Report, a copy of which is attached.

Mr. Browne requested authorization from the Board to replace the influent gate at Wastewater Treatment Plant No. 2 at a cost of \$27,750.00.

After review and discussion, Director Jones moved to (1) approve the operations report; (2) approve the Consumer Confidence Report and authorize MDS to mail the Consumer Confidence Report and file a certificate of mailing with the Texas Commission on Environmental Quality ("TCEQ"); (3) authorize MDS to replace the influent gate at Wastewater Treatment Plant No. 2 at a cost of \$27,750.00; and (4) authorize MDS to turn over two accounts in the total amount of \$146.51, deemed to be uncollectible, to a collection agency. Director Garza 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 Jones 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 Garza and passed by unanimous vote.

APPROVE AND DISTRIBUTE CERTIFICATES OF ELECTION AND APPROVE DIRECTORS' SWORN STATEMENTS AND OATHS OF OFFICE

The Board considered approving a Certificate of Election, reflecting the election of Jerry Allen and John Jones to the Board, each for a four-year term. After review and

discussion, Director Knowles moved to approve the Certificate of Election and the distribution of same to Directors Allen and Jones and direct that the Certificate be filed appropriately and retained in the District's official records. Director Francis seconded the motion, which passed by unanimous vote.

Mr. Carpenter reviewed the Sworn Statements and Oaths of Office for Directors Allen and Jones. After review and discussion, Director Knowles moved to approve the Sworn Statements and Oaths of Office and direct that the documents be filed appropriately and retained in the District's official records, and that the Oaths of Office be filed with the Secretary of State, as required by law. Director Francis seconded the motion, which passed by unanimous vote.

REORGANIZE THE BOARD AND ELECT OFFICERS, AND AUTHORIZE FILING OF DISTRICT REGISTRATION FORM

The Board considered reorganizing the Board of Directors. Following discussion on whether a change in the organization of the Board would be desired, the Board concurred that the directors would maintain their current positions on the Board.

The Board then considered authorizing filing of an updated District Registration Form with the TCEQ, reflecting the terms of the newly elected directors. Following review and discussion, Director Garza moved to authorize filing of the updated District Registration Form with the TCEQ and direct that the Form be filed appropriately and retained in the District's official records. Director Francis seconded the motion, which passed unanimously.

OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT TRAINING REQUIREMENTS

Ms. Carpenter discussed the Texas Public Information Act ("TPIA") and noted that the Texas Legislature has made it explicit that officers and employees of governmental entities are temporary custodians of public information. He distributed a memorandum regarding Texas Open Meetings Act and TPIA training requirements and encouraged the Board of Directors to receive TPIA training as soon as possible and forward their certificate of completion to ABHR for inclusion in the District's permanent records.

DISTRICT MEETING SCHEDULE

Following discussion, the Board concurred to hold its next regular meeting on Monday, June 17, 2024 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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