

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 285

June 17, 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 17th day of June, 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: Darce' Ahlschlager of Wheeler & Associates, Inc. ("Wheeler"); Amy Carpenter and Jackie Noyola of Myrtle Cruz, Inc.; Mark Swanson and Travis Veillon 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 May 20, 2024 regular meeting. After review and discussion, Director Allen moved to approve the minutes of the May 20, 2024 regular meeting, as submitted. Director Francis seconded the motion, which passed unanimously.

DISCUSS ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE, APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES, AND AUTHORIZE ATTENDANCE AT AWBD WINTER CONFERENCE

The Board discussed the AWBD summer conference. After review and discussion, Director Knowles moved to (1) approve reimbursement of eligible expenses for the AWBD summer conference, which the bookkeeper confirmed were in compliance with the District's travel reimbursement guidelines; and (2) authorize all interested directors

to attend the AWBD winter conference in Austin, Texas. Director Allen seconded the motion, which carried by unanimous vote.

#### DISCUSS AMERICAN WATER WORKS ASSOCIATION ("AWWA") CONFERENCE AND APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES

The Board discussed the AWWA conference. After review and discussion, Director Knowles moved to approve reimbursement of eligible expenses for the AWWA conference, which the bookkeeper confirmed were in compliance with the District's travel reimbursement guidelines. 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. She requested that the Board approve an additional payment to Gemini Contracting Services, Inc. ("Gemini") in the amount of \$227,190.60 for Pay Estimate No. 3 and Final for construction of the Water Plant No. 1, Phase 3 project, subject to Board approval during presentation of the engineer's report. After review and discussion, Director Knowles moved to approve the bookkeeper's report, the investment report, and payment of the bills, including payment to Gemini in the amount of \$227,190.60, subject to Board approval during presentation of the engineer's report. Director Garza seconded the motion, which passed unanimously.

#### TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Ahlschlager reviewed the tax report for the month of May, a copy of which is attached. She stated that the District's 2023 taxes are 98.10% collected as of May 31, 2024. Ms. Ahlschlager reported that the District's 2024 estimated preliminary taxable value is \$1,141,987,731.

The Board reviewed the delinquent tax report prepared by Perdue, Brandon, Fielder, Collins & Mott, LLP, a copy of which is attached. Ms. Ahlschlager reviewed a list of uncollectible personal property accounts in the total amount of \$6,239.24 and requested authorization to write off the personal property accounts as uncollectible.

After review and discussion, Director Garza moved to (1) approve the tax report and payment of the tax bills; (2) authorize Wheeler & Associates to write off personal property accounts totaling \$6,239.24 as uncollectible; and (3) approve the delinquent tax report. Director Jones seconded the motion, which passed unanimously.

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

There was no discussion on this matter.

## SECURITY SERVICES MATTERS

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

The Board considered renewing the contracts with Harris County for law enforcement services to begin on October 1, 2025, and reviewed the following: (1) an Interlocal Agreement for Law Enforcement Services with Harris County for the services of five deputies to devote 70% of their working time to provide law enforcement services within the District; and (2) an Interlocal Agreement for Law Enforcement Services with Harris County for the services of one deputy devoting 100% of their working time to provide law enforcement services within the District (the "Agreements") to begin on October 1, 2024, and end on September 30, 2025. Following discussion, Director Allen moved to approve the Agreements, and direct that the Agreements be filed appropriately and retained in the District's official records. Director Jones seconded the motion, which passed by unanimous vote.

## DEVELOPMENT IN THE DISTRICT

There was no discussion on this matter.

## 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. Mr. Browne provided a report regarding the New Forest Pond and stated that the pond had been holding water due to a storm water lift pump failure.

## GARBAGE COLLECTION AND RECYCLING SERVICES MATTERS

The Board discussed garbage collection and recycling services matters.

## ENGINEER'S REPORT

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

### WATERLINE EXTENSION AND FORCE MAIN TO SERVE TRACT LOCATED OFF WALLISVILLE ROAD EAST OF CARPENTERS LANDING

Mr. Swanson gave an update on design of the waterline extension and force main 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.

#### WATER PLANT NO. 1 DRAINAGE IMPROVEMENTS

Mr. Swanson 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 TO SERVE TRACT LOCATED OFF WALLISVILLE ROAD EAST OF CARPENTERS LANDING

Mr. Swanson reported that LJA solicited bids for construction of the detention pond to serve the tract off Wallisville Road east of Carpenters Landing. He recommended that the Board award the contract to the low bidder, DC Contracting Services, LLC, in the amount of \$1,015,944.00. The Board concurred that, in its judgment, DC Contracting Services, LLC was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

#### LIFT STATION AND STORM WATER PUMP STATION TO SERVE TRACT LOCATED OFF WALLISVILLE ROAD EAST OF CARPENTERS LANDING

Mr. Swanson 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.

#### WATER PLANT NO. 1, PHASE 3

Mr. Swanson 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. 3 and Final to Gemini in the amount of \$50,093.40 and acceptance of the project.

#### CLEARING OF TRACT LOCATED OFF WALLISVILLE ROAD EAST OF CARPENTERS LANDING

Mr. Swanson gave an update on the clearing of the tract located off Wallisville Road east of Carpenters Landing.

#### REPORT ON ELECTRICITY CONSUMPTION AND ENERGY EFFICIENCY

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

DEEDS, EASEMENTS, PLATS, SURVEYS, AS-BUILT CERTIFICATIONS, APPRAISALS, PHASE I ENVIRONMENTAL ASSESSMENTS, AND CONSENTS TO ENCROACHMENT

Mr. Swanson discussed the following easements necessary for proposed development of the tract located off Wallisville Road east of Carpenters Landing: (1) four storm sewer easements (0.0092-acre, 0.0207-acre, 0.1317-acre, and 0.1915-acre); (2) three water line easements (0.0646-acre, 0.1147-acre, and 1.0127-acre); (3) three sanitary sewer easements (0.0670-acre, 0.0761-acre, and 0.5260-acre); (4) an access easement (0.1144-acre); and (5) a drainage easement (0.3999-acre).

DEVELOPMENT OF GEOGRAPHIC INFORMATION SYSTEM ("GIS")

Mr. Swanson 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 waterline extension and force main to serve the tract off Wallisville Road east of Carpenters Landing; (3) award the contract for construction of the detention pond to serve the tract off Wallisville Road east of Carpenters Landing to DC Contracting Services, LLC in the amount of \$1,015,944.00, subject to receipt of the payment and performance bonds and the certificate(s) of insurance and endorsements, if any, provided by the contractor; (4) approve of Pay Estimate No. 3 and Final to Gemini in the amount of \$50,093.40 for construction of the Water Plant No. 1, Phase 3 project and accept the project; and (5) accept and authorize execution of the following: (a) four storm sewer easements (0.0092-acre, 0.0207-acre, 0.1317-acre, and 0.1915-acre); (b) three water line easements (0.0646-acre, 0.1147-acre, and 1.0127-acre); (c) three sanitary sewer easements (0.0670-acre, 0.0761-acre, and 0.5260-acre); (d) an access easement (0.1144-acre); and (e) a drainage easement (0.3999-acre). Director Allen 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 May 2024.

Mr. Browne requested authorization from the Board to convert the chlorine system at Wastewater Treatment Plant No. 1 to a liquid bleach system at a cost of \$17,000.00.

Mr. Browne then requested authorization from the Board to repair the Storm Water Lift Pump at the Storm Water Pump Station at a cost of \$7,259.00.

After review and discussion, Director Allen moved to (1) approve the operations report; (2) authorize MDS to convert the chlorine system at Wastewater Treatment Plant No. 1 to a liquid bleach system at a cost of \$17,000.00; (3) authorize MDS to repair the Storm Water Lift Pump at the Storm Water Pump Station at a cost of \$7,259.00; and (4) authorize MDS to turn over one account in the total amount of \$39.70, 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 Allen 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.

## AUTHORIZE EXECUTION OF INTERLOCAL AGREEMENT WITH THE HARRIS GALVESTON SUBSIDENCE DISTRICT ("HGSD") FOR THE WATER WISE PROGRAM

Mr. Carpenter reviewed an Interlocal Agreement between the District and HGSD for participation in the Water Conservation Education Program and noted that the agreement provides for sponsorship of a maximum of 130 students for the 2024-2025 school year. Following review and discussion, Director Knowles moved to approve and authorize execution of the Interlocal Agreement between the District and HGSD for the Water Conservation Education Program, and direct that such agreement be filed

appropriately and retained in the District's official records. Director Francis seconded the motion, which passed by unanimous vote.

DISTRICT MEETING SCHEDULE

Following discussion, the Board concurred to hold its next regular meeting on Monday, July 15, 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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