

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 383

April 2, 2025

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 383 (the "District") met in regular session, open to the public, at the offices of Municipal Accounts & Consulting, L.P., ~~1281 Brittmoore Road, Houston, Texas 77043,~~ outside the boundaries of the District, on the 2nd day of April, 2025, and the roll was called of the members of the Board being present:

John Porea	President
John J. Ryan	Vice President
Jeffrey Peters	Secretary
Jean M. Casagrande	Assistant Secretary
Jody Chouinard	Assistant Vice President

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

Also attending the meeting in person or by teleconference were: Shannon Thoftne, a resident of the District; Cindy Grimes of Municipal Accounts & Consulting, L.P. ("MAC"); Kristy Hebert of Tax Tech, Inc. ("Tax Tech"); John Lacy and Margaret Dvoracek of Pape-Dawson Engineers ("Pape-Dawson"); Scott Shelnuitt of Municipal Operations & Consulting, Inc. ("MOC"); Stuart Natareno of Alsay Incorporated ("Alsay"); Michelle Kincer of Storm Water Solutions, LLC ("SWS"); and Adisa Harrington and Whitney Lington of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM THE PUBLIC

Ms. Harrington offered any members of the public attending the meeting the opportunity to make public comment.

Mr. Thoftne discussed concerns related to the construction of water well no. 3 and communications with residents regarding the project. Discussion ensued regarding clean-up related to the project and the project's impact on adjacent residences. Mr. Lacy and Mr. Natareno discussed the construction timeframe for the project. Discussion ensued regarding securing the construction site for water well no. 3.

The Board requested for Pape-Dawson to prepare a calendar showing the construction timeline for water well no. 3. Mr. Natareno stated Alsay will prepare doorhangers for residents outlining the construction timeframe for water well no. 3.

The Board discussed maintenance and repair of the fence at water plant no. 3. The Board requested for MOC to prepare a proposal for the replacement of the fence.

The Board inquired about precautions taken by Pape-Dawson and Alsay, in regard to the coating of water plant no. 3, to contain the coating material to the construction site.

There being no additional members of the public requesting to make public comment, the Board moved to the next agenda item.

CONSENT AGENDA

The consultant reports were provided in advance of the meeting. Following review and discussion, Director Peters moved to approve the following items on the consent agenda: (1) the minutes of the March 5, 2025 regular meeting, as presented; (2) tax assessment and collection matters; (3) financial and bookkeeping matters; (4) operating matters, including accept the annual report on the District's Identity Theft Prevention Program; (5) channel and pond maintenance matters; (6) website and communications matters; and (7) direct that, where appropriate, items are filed appropriately and retained in the District's official records. Director Casagrande seconded the motion, which passed unanimously. Copies of all reports approved as part of the consent agenda are attached.

ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the consent agenda.

ADDITIONAL TAX MATTERS

Ms. Hebert stated that 96.95% of the District's 2024 taxes were collected as of February 28, 2025.

The Board inquired about the delinquent tax list.

APPROVE AMENDMENT TO TAX CONTRACT

Ms. Harrington stated the Agreement for Services of Tax Assessor/Collector between the District and Tax Tech was amended August 7, 2024 and no amendment is needed at this time.

STORM WATER MANAGEMENT PLAN MATTERS, INCLUDING PROPOSALS FOR WORK

Ms. Kincer reviewed the detention facility maintenance report prepared by SWS, a copy of which is attached.

ADDITIONAL CHANNEL AND POND MAINTENANCE, INCLUDING PROPOSALS FOR WORK

Director Ryan discussed a proposal from GLAMCO for the fertilization of the following District facilities: (i) District ponds in the amount of \$3,205.60, and (ii) District detention facilities in the amount of \$18,144.82. He noted that GLAMCO does not recommend overseeding the ponds at this time. Following review and discussion, Director Peters moved to approve the proposal from GLAMCO, as presented. Director Casagrande seconded the motion, which passed unanimously.

The Board inquired about maintenance of District trees.

The Board inquired about the fountain located at Northlake and related maintenance matters.

The Board inquired about rotting posts located at Dove Manor pond.

ENGINEERING MATTERS

Ms. Dvoracek reviewed the engineering report, a copy of which is attached.

Ms. Dvoracek updated the Board on the revised path for the proposed waterline loop behind the CVS located on Champion Forest Drive. Ms. Dvoracek stated five bids were received for the project. Ms. Dvoracek stated Pape-Dawson recommends awarding the contract to the lowest bidder, ISJ Underground Utilities, LLC ("ISJ"), in the amount of \$698,575.00. The Board inquired about the original estimated cost for the project and bids received for the project. Based on the engineer's recommendation, the Board concurred that, in its judgment, ISJ was a responsible bidder whose bid would result in the best and most economical completion of the District project. Ms. Harrington discussed associated easements needed for the project and the potential need to condemn properties connected to the project. The Board requested for Pape-Dawson to follow up with property owners for the easements needed for the project and provide a Landowner's Bill of Rights to each property owner.

Ms. Dvoracek updated the Board on construction of the detention pond located at Boudreaux Business Park. Ms. Dvoracek recommended approval of Change Order No. 2 in the amount of \$29,221.50 from North Houston Tandem, Inc. ("Tandem") for cleaning of storm sewer pipes. The Board determined that Change Order No. 2 is beneficial to the District.

Ms. Harrington updated the Board on pending easements relating to development of the NewQuest retail tract.

Ms. Dvoracek updated the Board on construction of the third water well. Ms. Dvorak recommended approval of Change Order No. 1 in the amount of \$18,000.00 from W.W. Payton Corporation ("W.W. Payton") for emergency replacement of the existing roof at water plant no. 2. The Board determined that Change Order No. 1 is beneficial to the District.

Ms. Dvoracek updated the Board on the motor control replacement project at water plant no. 1. Ms. Dvoracek recommended approval of Pay Estimate No. 3, and Final, from W.W. Payton in the amount of \$53,200.00, with the District's share being \$28,999.32. Ms. Dvoracek then recommended approval of Change Order No. 1 in the amount of \$8,700.00 from W.W. Payton for additional improvements for the project. The Board determined that Change Order No. 1 is beneficial to the District.

Ms. Dvoracek updated the Board on requests for utility commitments, as reflected in the engineer's report. Ms. Dvoracek stated Pape-Dawson received the following requests for District service: (i) Einstein's Bagels for 6 equivalent single-family connections ("ESFCs"); and (ii) O' Reilly Auto Parts for 3 ESFCs. Ms. Dvoracek discussed District capacity and stated Pape-Dawson recommends approving the Einstein's Bagels and O'Reilly Auto Parts utility commitment requests. The Board inquired about the opening of P. Terry's.

Ms. Dvoracek discussed conducting a sanitary sewer manhole survey of the District.

Ms. Dvoracek updated the Board on the NewQuest detention pond and stated Pape-Dawson is requesting a survey of the detention pond site.

The Board discussed potential development of property located along the Grand Parkway and Champions Forest Drive.

Following review and discussion, and based on the District engineer's recommendation, Director Peters moved to: (1) approve the engineer's report; (2) award the contract to ISJ, in the amount of \$698,575.00, for the proposed waterline loop behind the CVS located on Champion Forest Drive; (3) approve easements associated with the proposed waterline loop behind the CVS located on Champion Forest Drive, subject to finalization; (4) approve Change Order No. 2 in the amount of \$29,221.50 from Tandem for cleaning of storm sewer pipes for the construction of the detention pond located at Boudreaux Business Park; (5) approve Change Order No. 1 in the amount of \$18,000.00 from W.W. Payton for the replacement of the existing roof at water plant no. 2 for the construction of water well no. 3; (6) approve Pay Estimate No. 3 and Final from W.W. Payton in the amount of \$53,200.00, with the District's share being \$28,999.32, for the motor control replacement project at water plant no. 1; (7) approve Change Order No. 1 in the amount of \$8,700.00 from W.W. Payton for additional improvements for the motor

control replacement project at water plant no. 1; (8) approve Einstein's Bagels request for 6 ESFCs and the related utility commitment letter; and (9) approve O'Reilly Auto Parts for 3 ESFCs and the related utility commitment letter. Director Casagrande seconded the motion, which passed unanimously.

ADDITIONAL BOOKKEEPING MATTERS

Ms. Grimes discussed the cash flow forecast report, a copy of which is included in the bookkeeper's report. Discussion ensued regarding reserve funds for capital projects and funding of future capital projects.

NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY ("NHCRWA") MATTERS

The Board discussed the date for the NHCRWA April meeting.

The Board discussed the upcoming tour of the Northeast Water Purification Plant, scheduled for April 22, 2025.

Ms. Harrington discussed an audit request from NHCRWA.

ADDITIONAL OPERATING MATTERS

Mr. Shelnutt presented a list of delinquent customers to the Board 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.

Ms. Harrington reported that the District is required to review the District's Drought Contingency Plan annually. Mr. Shelnutt confirmed that no changes need to be made at this time.

Mr. Shelnutt updated the Board on cloth filter replacements for the effluent treatment system at the wastewater treatment plant.

The Board discussed the water cut-off list, a copy of which is included in the operator's report.

Following review and discussion, Director Peters 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. Director Casagrande seconded the motion, which passed unanimously.

The minutes from the most recent Operations Subcommittee meeting were provided to the Directors prior to the meeting and are attached.

REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS ON DISTRICT MATTERS; DISTRICT MEETING SCHEDULE

The Board discussed updates for the District website.

The Board discussed potentially posting and sharing of information, regarding the construction of water well no. 3, on the District website, social media and text alerts. The Board concurred for Director Chouinard to prepare information to be shared with residents regarding the construction of water well no. 3 for consideration at the next Board meeting.

The Board discussed recycling in the District.

ATTORNEY'S REPORT

Ms. Harrington stated the District's existing electricity contract through Public Power Pool ("P3") expires on December 31, 2025. The Board requested for P3 to attend the next Board meeting to discuss electricity procurement options.

The Board reviewed and updated the action list.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.

(SEAL)




Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

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ACTION LIST

Action Item/Date Assigned	Status/Comments
Tax Tech	
MAC/MFS	
Request additional deposit from Boudreaux Business Park for District engineering fees associated with construction of detention pond (10/2/24)	12/4/24 - Invoiced for an additional \$20,000 3/5/25 - Pape-Dawson to follow up
MOC	
Prepare proposal for the replacement of the water plant fence. (4/2/25)	
Pape-Dawson	
Prepare construction timeline for water well no. 3 (4/2/25)	
Follow up with landowners regarding easements needed for the water line loop project (4/2/25)	
Monitor gas levels at water well no. 3 (10/2/24)	12/4/24 - Pape-Dawson to design gas treatment equipment, subject to final approval of scope of work by the Operations Subcommittee
Obtain documentation/information needed to evaluate NewQuest's request for reimbursement of detention pond construction costs (11/1/23)	12/4/24 - Pape-Dawson to order appraisal of detention pond 4/2/25 - Pape-Dawson to obtain survey of the detention pond site
GLAMCO	
Fertilize district detention ponds and facilities, per the proposal approved at the 4/2/25 meeting (4/2/25)	
Prepare proposals for District facility repairs found during the December site inspection with Pape-Dawson (12/4/24)	
Remove tree roots along Crescent Clover pond (10/2/24)	10/2/24 - Board authorized GLAMCO to remove tree roots at a cost not to exceed \$5,000 1/6/25 - Board authorized not to exceed amount to be increased to \$7,000
Lake Pro	
Storm Water Solutions	
Double Eagle	
Review rotting posts located at Dove Manor pond (3/6/25)	

Action Item/Date Assigned	Status/Comments
Review sinkhole located at the Grove (3/6/25)	
Directors	
Director Chouinard to prepare information for residents regarding the water well no. 3 project (4/2/25)	
KGA/DeForest	
Touchstone	
ABHR	
Finalize water line and sanitary sewer easements for NewQuest retail tract (10/2/24)	12/4/24 - awaiting receipt of executed grantor signature pages 3/5/25 - ABHR to finalize revised easements
Public Power Pool (P3)	
McCall Gibson	