

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 285

March 17, 2025

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 March, 2025, 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 except Director Allen, thus constituting a quorum.

Also present at the meeting were: Tiawanna Richards, member of the public; Crystal Jackson, General Manager of Hampton Inn & Suites Houston East Beltway 8; Luz Lopez of Harris County Precinct 2; Darce' Ahlschlager of Wheeler & Associates, Inc.; Calvin Browne of Municipal District Services L.L.C. ("MDS"); Mark Swanson and Travis Veillon of LJA Engineering, Inc. ("LJA"); Mindy Shelby of Myrtle Cruz, Inc.; Scott Gray of Champions Hydro-Lawn, Inc. ("Champions"); Arthur K. Marshall of the North Channel Water Authority ("NCWA"); Loren Morales of Rathmann & Associates, L.P.; and Aaron Carpenter and Cheryl Panozzo of Allen Boone Humphries Robinson LLP ("ABHR").

STATEMENTS AND QUESTIONS FROM THE PUBLIC

Ms. Jackson stated she is the General Manager of Hampton Inn & Suites located in the District (the "Hotel") and that she is attending the meeting due to concerns of recent crime at the Hotel and to observe. Ms. Lopez then introduced herself to the Board and stated she was also attending the meeting to observe.

MINUTES

The Board considered approving the minutes of the February 17, 2025 regular meeting. After review and discussion, Director Knowles moved to approve the minutes of the February 17, 2025 regular meeting, as submitted. Director Garza seconded the motion, which passed unanimously.

## AUTHORIZE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END MARCH 31, 2025

Mr. Carpenter stated that the District has engaged McCall Gibson Swedlund Barfoot Ellis PLLC ("MGSBE") to conduct the annual audit of the District's financial statements. The Board reviewed a letter from MGSBE, a copy of which is attached, requesting authorization to conduct the audit for the fiscal year ending March 31, 2025, with an estimated fee between \$23,500 and \$26,500. Following review and discussion, Director Francis moved to authorize MGSBE to conduct the audit for the fiscal year ending March 31, 2025. Director Jones seconded the motion, which passed unanimously.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Shelby 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 check no. 2080 to American Water Works Association in the amount of \$264.00.

Mr. Carpenter stated that the District's fiscal year end is March 31, and that the Board will need to adopt a budget for the District's fiscal year ending March 31, 2026, during tonight's meeting. Following discussion, the Board concurred to adopt the District's current budget as fiscal year end March 31, 2026 budget and to consider amending the budget next month.

After review and discussion, Director Knowles moved to (1) approve the bookkeeper's report, the investment report, and payment of the bills, including check no. 2080 to American Water Works Association in the amount of \$264.00; and (2) adopt the budget for fiscal year ending March 31, 2026, as discussed. Director Garza seconded the motion, which passed unanimously.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Ahlschlager reviewed the tax report for the month of January, a copy of which is attached. She stated that the District's 2024 taxes are 95.62% collected as of February 28, 2025. 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 Garza seconded the motion, which passed unanimously.

## RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

The Board considered adopting a Resolution Concerning Exemptions from Taxation. Mr. Morales reviewed the attached exemption analysis for the 2025 tax year and discussed the optional exemptions, including a general residential homestead

exemption and an exemption for disabled persons or persons 65 years of age or older. Following review and discussion, the Board concurred to adopt a Resolution Concerning Exemptions from Taxation at the April meeting. The Board requested that the District consultants present information on anticipated capital improvements and operation and maintenance costs at the April meeting.

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

Ms. Francis discussed the Board's portrait photographs, which were taken after the Board meeting last month for the District's website.

#### SECURITY SERVICES MATTERS

There was no discussion on this matter.

#### 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. Gray then presented a proposal from Champions, a copy of which is attached, for the installation 13 bollards at the access point of the New Forest Pond near the east side of the Burleson Bend cul-de-sac and 10 bollards at the access point of the New Forest Channel located near the southwest side of the Burleson Bend cul-de-sac in the amount of \$4,498.31. The Board directed Director Jones to poll nearby residents to determine the paint color for the bollards. Following review and discussion, Director Knowles moved to approve the proposal from Champions in the amount of \$4,498.31. Director Francis seconded the motion, which passed unanimously.

#### GARBAGE COLLECTION AND RECYCLING SERVICES MATTERS

There was no discussion on this matter.

#### ENGINEER'S REPORT

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

#### GENERATORS FOR WASTEWATER TREATMENT PLANT NO. 1 AND LIFT STATION NOS. 1, 3, 4, AND 5

Mr. Swanson gave an update on preparation of plans and specifications for the installation of natural gas generators at Wastewater Treatment Plant No. 1 and Lift Station Nos. 1, 3, 4 and 5 and stated that the plans for the lift stations were submitted to Harris County (the "County") and Harris County Flood Control District.

#### WATER, SEWER AND DRAINAGE FACILITIES TO SERVE NEW FOREST TOWN CENTER WEST

Mr. Swanson gave an update on design of the water, sewer and drainage facilities to serve New Forest Town Center West.

Director Jones reported regarding truck and trailer traffic and mobility issues. Discussion ensued. It was noted that the County has general control over the roads in the District, including the authority to regulate traffic and the parking of vehicles.

#### 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 gave an update on construction of the detention pond to serve the tract off Wallisville Road east of Carpenters Landing and recommended approval of Pay Estimate No. 3 to DC Contracting Services, LLC in the amount of \$220,893.75.

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

Mr. Swanson gave an update on construction of the lift station and storm water pump station to serve the tract off Wallisville Road east of Carpenters Landing and noted that the design plans are under review by the City of Houston (the "City").

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

Mr. Swanson gave an update on construction of the waterline extension and force main to serve the tract off Wallisville Road east of Carpenters Landing and noted that a Notice to Proceed was issued for March 4, 2025.

#### 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.

#### OUT-OF-DISTRICT WATER AND WASTEWATER SERVICE FOR HARRIS COUNTY PRECINCT NO. 1 ("PRECINCT 1") MAINTENANCE FACILITY

Mr. Swanson gave an update on a request for the District to serve Harris Precinct 1's maintenance facility located at 15530 Mill Road with out-of-District water and wastewater services.

#### DEVELOPMENT OF GEOGRAPHIC INFORMATION SYSTEM ("GIS")

Mr. Swanson reported that LJA will present a proposal for development of GIS for the District at a future Board meeting.

#### PROPOSALS FOR ENGINEERING SERVICES

Mr. Swanson stated that LJA will present a cost summary for a proposed bond issue and a proposal to prepare bond application no. 15 next month.

Following review and discussion, based upon the engineer's recommendation, Director Knowles moved to (1) approve the engineer's report; and (2) approve of Pay Estimate No. 3 to DC Contracting Services, LLC in the amount of \$220,893.75 for construction of the detention pond to serve the tract off Wallisville Road east of Carpenters Landing. Director Francis seconded the motion, which passed by unanimous vote.

#### ANNEXATION OF 15.022-ACRE TRACT

Mr. Carpenter gave an update on the proposed annexation of the 15.022-acre tract of land into the District and stated that the application requesting approval of the proposed annexation is under review by the City.

#### 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 provided an update on the installation of smart meters in the District.

Mr. Browne reported that conversion of the chlorine system at Wastewater Treatment Plant No. 1 to a liquid bleach system is complete.

After review and discussion, Director Knowles moved to (1) approve the operations report; and (2) ) authorize MDS to turn over one account in the total amount of \$51.96, 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 Knowles 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. Carpenter 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. Carpenter noted that the CLS has been reviewed by the District's operator, engineer, and bookkeeper prior to the meeting. Following review and discussion, Director Knowles 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.

APPROVE AND AUTHORIZE OPERATOR TO FILE WATER LOSS AUDIT, IF REQUIRED

Mr. Browne discussed 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"), if required due to its population size according to the TWDB. Following review and discussion, Director Knowles moved to approve the water loss audit, authorize MDS to file the audit with the TWDB, if required, and direct that the audit be filed appropriately and retained in the District's official records. Director Jones seconded the motion, which passed unanimously.

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.

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 Jones moved to approve the Water Conservation Annual Report, direct that the report be filed appropriately and retained in the District's official records, and authorize the District's Operator to submit the report to the appropriate government agencies. Director Knowles seconded the motion, which passed unanimously.

APPOINTMENT OF BOARD LIAISONS

There was no discussion on this matter.


DISTRICT MEETING SCHEDULE

Following discussion, the Board concurred to hold its next regular meeting on Monday, April 21, 2025 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

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Letter from MGSBE.....	2
Bookkeeper's report.....	2
Tax report .....	2
Delinquent tax report .....	2
Exemption analysis .....	2
Report on NCWA matters .....	3
Detention and drainage facilities report.....	3
Proposal from Champions.....	3
Engineer's report.....	3
Operations report.....	6