

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 361**  
**Minutes of Meeting of Board of Directors**  
**May 10, 2024**

The board of directors (the “Board”) of Harris County Municipal Utility District No. 361 (the “District”) held its regular monthly meeting in accordance with the duly posted notice of the meeting and the Texas Open Meetings Act. The roll was called of the duly constituted officers and members of said Board, as follows:

|                       |                          |
|-----------------------|--------------------------|
| Todd Covart           | President                |
| Jaclyn Hood           | Vice President           |
| Christopher D. Roundy | Secretary                |
| Erica Dobbs           | Assistant Vice President |

All of the above were present, thus constituting a quorum.

Also present at the meeting were Charlie LaConti, a representative of Municipal Accounts & Consulting, L.P. (the “District’s Bookkeeper”); Josh Maas, a representative of M. Marlon Ivy & Associates, Inc. (the “District’s Operator”); Cindy Fields, a representative of BGE, Inc. (the “District’s Engineer”); Monica Pena, a representative of Utility Tax Service, LLC (the “District’s Tax Assessor”); Jonathan Roach, Ray Arce, and Jessica Gentry, representatives of Roach & Associates, PLLC (the “District’s Attorney”); Wendy Ramirez, a representative of FORVIS (the “District’s Auditor”); Christopher Prejean, a representative of Enhanced Energy Services; David Quin, a representative of Public Power Pool; and Matthew Rodriguez, a representative of Texas Municipal Water Association.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

Mr. Quin temporarily exited the meeting.

**ELECTRICITY CONTRACT RENEWAL**

Mr. Prejean presented his proposal for electricity costs and needs.

Mr. Prejean exited the meeting.

Mr. Quin re-entered the meeting.

Mr. Quin presented his proposal for the Public Power Pool’s procurement. The Board ensued in further discussion regarding the procurement process.

**OPERATOR’S REPORT**

Mr. Rodriguez gave a presentation on smart meter options. He noted that many of the smaller districts he works with will use a lease-purchase option if they have issues fronting the expenses for smart meters. He confirmed his awareness of the District's preference to purchase the meters rather than lease them. The Board ensued a question-and-answer period with Mr. Rodriguez regarding his services.

Mr. Rodriguez exited the meeting.

#### **ENGAGE AUDITOR (FORVIS) TO CONDUCT AUDIT FOR FYE MAY 31, 2024**

Ms. Ramirez stated that FORVIS would prepare the audit for Fiscal Year End ("FYE") May 31, 2024, and presented the Auditor Engagement Letter. After some discussion, Director Covart motioned to engage FORVIS to conduct the District's FYE May 31, 2024 audit. Director Hood seconded the motion, which passed unanimously.

Mr. Arce temporarily exited the meeting.

#### **MINUTES FOR PRIOR BOARD MEETINGS**

The Board considered the approval of the regular meeting minutes of April 12, 2024. After no discussion, Director Hood motioned to approve the regular meeting minutes from April 12, 2024. Director Dobbs seconded the motion, which passed unanimously.

#### **BOOKKEEPER'S REPORT**

Mr. LaConti presented the Bookkeeper's Report, including the investment report and invoices submitted for payment; a copy is attached as **Exhibit "A"**. After no discussion, Director Hood motioned to approve the Bookkeeper's Report and authorize payment of invoices. Director Roundy seconded the motion, which passed unanimously.

Mr. Quin exited the meeting.

#### **DRAFT OPERATING BUDGET FOR FYE MAY 31, 2025**

Mr. LaConti presented the Draft Operating Budget for FYE May 31, 2025. After some discussion, Director Covart motioned to approve the amended FYE May 31, 2025, Operating Budget. Director Hood seconded the motion, which passed unanimously.

Mr. Arce re-entered the meeting.

#### **TAX ASSESSOR'S REPORT**

Ms. Pena presented the Tax Assessor's Report; a copy is attached as **Exhibit "B"**. After no further discussion, Director Dobbs motioned to approve the Tax Assessor's Report and authorize payment of invoices. Director Covart seconded the motion, which passed unanimously.

## ENGINEER'S REPORT

Ms. Fields reviewed the Engineer's Report; a copy is attached as Exhibit "C", and provided updates on the following:

(1) Harris County Municipal Utility District No. 344 Wastewater Treatment Plant Generator Replacement, noting the District's Engineer is addressing comments received by Harris County and Harris County Flood Control District;

(2) Capital Improvement Plan ("CIP"), noting the District's Engineer is finalizing the updated CIP and will be presenting it next month. She further stated that the District's Engineer has provided applicable projected expenses to the District's Bookkeeper for the FYE 2025 Budget.

(3) Lead and Copper Rules and Regulations ("LCRR"), noting that the District's Engineer is in the process of uploading the inventory to the Texas Commission on Environmental Quality's ("TCEQ") template. She presented a statement that will be provided to the TCEQ and inquired if the Board would like the language included in the current Consumer Confidence Report.

After some discussion, Director Covart motioned to approve: (1) the Engineer's Report; and (2) adding the LCRR prepared statement to the 2024 CCR. Director Hood seconded the motion, which passed unanimously.

## OPERATOR'S REPORT CONTINUED

Mr. Maas presented the Operator's Report; a copy is attached as "Exhibit D". After some discussion, Director Covart motioned to approve: (1) the Operator's Report; and (2) a link to the CCR to be posted on customer water bills. Director Hood seconded the motion, which passed unanimously. The Board ensued in a discussion regarding smart water meter options and sidewalk repairs.

Director Dobbs exited the meeting.

Mr. LaConti temporarily exited the meeting.

## LAKEVIEW PARK MATTERS

Mr. Arce stated that the District's Attorney was contacted regarding the Summerwood Homeowners Association's (the "HOA") continued use of their sprinkler system during the rain event. He noted that despite recent rain and water conservation procedures, the HOA has not changed its sprinkler schedule. A discussion ensued regarding Lakeview Park Phase 2 funding.

Mr. LaConti re-entered the meeting.

Ms. Fields temporarily exited the meeting.

## SUMMERWOOD MATTERS

There was nothing new to report.

### SECURITY MATTERS

Mr. Arce noted there were no updates.

Mr. Toth entered the meeting.

### ELECTRICITY CONTRACT RENEWAL CONTINUED

Mr. Arce advised that the Public Power Pool's aggregate rate was lower than the competitive rates the District received from other vendors. After some discussion, the Board concurred to engage the Public Power Pool to determine the District's energy providers.

Ms. Fields re-entered the meeting.

### TECHNOLOGY/WEBSITE UPDATES

Mr. Roach provided an update on the website transition. Mr. Toth noted that the Board should still be able to access their previous emails once the new email transitions occur. Ms. Gentry stated that the commendation letter for the officer responding to the shooting on Yaupon Holly had been drafted and was ready for the Board to execute.

Mr. Toth exited the meeting.

### ATTORNEY'S REPORT

There was nothing new to report.

### OPTIONS FOR BOARD VACANCY

The Board concurred to defer this item.

### ACCEPT QUALIFICATION STATEMENTS, BONDS, OATH OF OFFICE, AFFIDAVITS, OR CURRENT DIRECTOR AND ELECTIONS NOT TO DISCLOSE INFORMATION FOR NEWLY/RE-ELECTED DIRECTORS

The Board considered the acceptance of a Statement of Elected Officer, Bond, Oath of Office, Affidavit of Current Director, and Election Not to Disclose (the "Qualification Documents") for Jaclyn Hood. Mr. Roach also advised the Board of the requirements to amend the District Registration Form to note the new or re-elected Directors' terms. After verification of proper execution, Director Covart motioned to (1) accept the Qualification Documents, (2) declare Ms. Hood to be a duly elected and qualified Director of the District, and (3) file the District Registration Form with the TCEQ. Director Roundy seconded the motion, which passed unanimously.

**\*EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTIONS 551.071, 551.074, ET. SEQ.**

The Board did not enter into executive session.

**PENDING BUSINESS AND MATTERS FOR FUTURE AGENDAS**

The Board concurred to reconvene for their next regular meeting on June 21, 2024, at 12:00 p.m. at the District Attorney's office. After no further discussion, Director Hood motioned to adjourn the meeting. Director Roundy seconded the motion, which passed unanimously.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Approved this 21<sup>st</sup> day of June 2024.

/s/ Christopher D. Roundy  
Secretary, Board of Directors

(SEAL)



**LIST OF EXHIBITS**

- Exhibit A - Bookkeeper's Report
- Exhibit B - Tax Assessor's Report
- Exhibit C - Engineer's Report
- Exhibit D - Operator's Report