

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 361
Minutes of Meeting of Board of Directors
March 8, 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 meeting was held at 2001 Timberloch Place, Suite 500, The Woodlands, Texas 77380, and 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”); David Smalling Jr.*, a representative of Robert W. Baird & Co. (the “District’s Financial Advisor”); and Jonathan Roach*, Dana Huebner, Ray Arce, and Jessica Gentry, representatives of Roach & Associates, PLLC (the “District’s Attorney”). [*Remote Attendees]

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES FOR PRIOR BOARD MEETINGS

The Board considered the approval of the regular meeting minutes of February 9, 2024. After no discussion, Director Hood motioned to approve the regular meeting minutes from February 9, 2024. Director Covart 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”**. The Board then discussed how the previous meeting in Galveston would be covered financially. After some discussion, the Board concurred to pay for two travel days and one day of service. Next, Mr. LaConti explained that the District is not being charged direct deposit administrative fees but noted that his company can do direct deposit if the Board chooses. He further indicated that by signing up for direct deposit, the Directors would not receive their deposit for three business days. After some discussion, the Board concurred to stay with paper checks for per diems. Director Dobbs then noted she had not received her W-2 in the mail. Mr. LaConti confirmed he would investigate the status of each Director’s W-2

and make sure it is delivered. After some discussion, Director Covart motioned to approve the Bookkeeper's Report and authorize payment of invoices. Director Hood seconded the motion, which passed unanimously.

RESEARCH UNCLAIMED PROPERTY AND PROVIDE NOTICE TO UNCLAIMED PROPERTY OWNERS

Mr. Roach explained the purpose and statutory requirements for filing an annual unclaimed property report and escheating any applicable funds to the state. After no discussion, Director Roundy motioned to approve the filing of the unclaimed property report. Director Covart seconded the motion, which passed unanimously.

TAX ASSESSOR'S REPORT

Ms. Pena presented the Tax Assessor's Report; a copy is attached as **Exhibit "B"** and noted that the District has a 96.11% collection rate. After no further discussion, Director Roundy motioned to approve the Tax Assessor's Report and authorize payment of invoices. Director Covart seconded the motion, which passed unanimously.

DELINQUENT TAX REPORT

Mr. Roach presented the Delinquent Tax Report, noting no action was needed.

RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION FOR 2024

Mr. Smalling presented the 2024 tax exemption analysis. After a lengthy discussion, Director Hood motioned to adopt the Resolution Concerning Exemptions from Taxation for 2024 to include: (1) an exemption of \$40,000 for individuals over 65 years of age or under a disability according to applicable federal statutes; and (2) no general homestead exemption. Director Dobbs seconded the motion, which passed unanimously.

Mr. Smalling exited the meeting.

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 ("HC344") Wastewater Treatment Plant Generator Replacement, noting the generator and associated electrical and site work improvements are being designed. Ms. Fields further stated that the plans should be submitted for governmental review next week; and

(2) Lead and Copper Rules and Regulations, noting that the District's Engineer has prepared the service line inventory and is waiting for confirmation that the template provided by the Texas Commission on Environmental Quality is the final template before uploading the data. She further noted that the information must be provided by October 2024.

OPERATOR'S REPORT

Mr. Maas presented the Operator's Report; a copy is attached as "Exhibit D". He then presented a proposal in the amount of \$9,615 for cleaning out the District's meter boxes to get accurate sizing for the new installations. Next, Mr. Maas explained the Critical Load Sheet reports, noting they have been sent to the District's Attorney. Then, he noted that the Water Conservation Plan ("WCP") is being reviewed and wants to ensure it coincides with all the districts in the Summerwood community. He further indicated that the WCP will be presented at the next meeting.

Director Covart inquired if the Board agreed to install electric meters. Director Hood noted that the Board had not decided on it, but they wanted to know more about the process. Mr. Maas explained the process of replacing the District's meters in sections, noting it would take approximately two months. He further explained that residents could set up specific triggers to be notified in the case of a leakage. A discussion ensued regarding the installation of a trial pack in the Director's homes before deciding for the residents, but after the discussion, the Board decided to defer until the next meeting.

After no further discussion, Director Dobbs motioned to approve the meter cleaning proposal for \$9,615. Director Hood seconded the motion, which passed unanimously. Then, Director Hood motioned to approve the Operator's Report. Director Covart seconded the motion, which passed unanimously.

LAKEVIEW PARK MATTERS

Director Hood inquired about the next step for Phase 2 of Lakeview Park (the "Park"). Mr. Arce noted that the District's Attorney is awaiting blueprints. Director Covart pointed out that the Board will need Summerwood Homeowners Association's ("Summerwood") approval for a second phase and indicated that he would attend their next meeting. Mr. Arce recommended having some representatives from different park companies attend the Board's next meeting. A discussion ensued regarding a maintenance agreement with Summerwood, a potential Spring event at the Park, and conducting visits to surrounding parks for Phase 2 ideas. After some discussion, the Board concurred to visit parks separately and share reports at the next few meetings.

SUMMERWOOD MATTERS

This item was discussed above.

SECURITY MATTERS

Mr. Arce confirmed he had followed up with Summerwood's attorney for the status of the distribution of the security reports.

PROPOSALS FOR INSURANCE POLICIES

Mr. Roach reviewed the proposals from Brown & Brown Insurance Services Inc. ("B&B"), McDonald & Wessendorff Insurance, and Arthur J. Gallagher Risk Management Services, LLC.

After some discussion, Director Covart motioned to approve the insurance renewal with B&B, as presented. Director Hood seconded the motion, which passed unanimously.

ATTORNEY'S REPORT

Ms. Jessica Gentry stated that she received the Directors' polo shirts and presented them to the Board. She further noted that there was an issue ordering the Directors' identification cards but that she would have them ordered by the next meeting. Ms. Huebner confirmed she is working on the Communications Contract.

2024 DIRECTORS ELECTION MATTERS

Next, Mr. Roach presented the Order Cancelling Election and Declaring Unopposed Candidates Elected for the May 4, 2024, Director's Election ("Order"), noting that Director Hood is unopposed. After some discussion, Director Covart motioned to adopt the Order. Director Dobbs 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 April 12, 2024 at 12:00 p.m. at the District Attorney's office. After no further discussion, Director Hood motioned to adjourn the meeting. Director Covart seconded the motion, which passed unanimously.

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Approved this 12th day of April 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