

# DRAFT

## MINUTES HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 359

May 4, 2022

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 359 (the "District") met in regular session by at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Blanco Conference Room, Houston, Texas 77027, outside the boundaries of the District, on the 4<sup>th</sup> day of May, 2022, and the roll was called of the members of the Board being present:

Neil Daniels	President
Marilyn Keys	Vice President
Hubert Pierre	Secretary
David Keller	Assistant Vice President
Mike Berry	Assistant Secretary

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

Also attending the meeting were: Glenn Woodson of Storm Maintenance & Monitoring ("Storm"); Kathy Kaufman, representing the Shadowlake Homeowners Association ("HOA"); Crystal Swink of IDS Engineering Group ("IDS"); Stacey Wagner of Wheeler & Associates, Inc. ("Wheeler"); Brenda Garcia of Municipal Accounts & Consulting, L.P.; and Tim Austin and Alyssa Ollwerther of Allen Boone Humphries Robinson LLP ("ABHR").

### PUBLIC COMMENT

Ms. Kaufman commented on the planned removal of the dock house where certain irrigation controllers were formally kept. She requested that the Board consider the removal of this structure in conjunction with the planning of shoreline repairs of Shadowlake, citing a concern that the removal may damage the shoreline.

### PRESIDENT'S COMMENTS

There were no comments from the President of the Board.

### APPROVAL OF THE MINUTES

The Board considered approving the minutes of the April 6, 2022, regular meeting. Upon a motion made by Director Berry and seconded by Director Keller, the Board voted unanimously to approve the minutes as revised.

## TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Wagner presented and reviewed the District's monthly tax report and delinquent tax roll, a copy of which is attached, reflecting that 97.25% of the District's 2021 taxes were collected as of the end of April 2022. After review and discussion, Director Keller moved to approve the tax report and payment of the invoices. Director Berry seconded the motion, which passed unanimously.

The Board reviewed the report provided by the District's delinquent tax attorney, Perdue, Brandon, Fielder, Collins & Mott, LLP.

## TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

The Board discussed fees of office and expenses in connection with the AWBD summer conference. After discussion and consideration of the District's Travel Reimbursement Guidelines, Director Berry moved to authorize up to three fees of office for attendance at the conference, up to three nights at a hotel at the conference rate, with reimbursement to be submitted in accordance with the District's Travel Reimbursement Guidelines. Director Keller seconded the motion, which passed by unanimous vote.

## FINANCIAL AND BOOKKEEPING MATTERS, INCLUDING PAYMENT OF THE BILLS AND REVIEW OF INVESTMENTS

Ms. Garcia reviewed the bookkeeper's report, including a list of checks presented for payment and the quarterly investment report, a copy of which is attached. After review and discussion, Director Berry moved to approve the bookkeeper's report, investment report, and payment of the bills listed in the report. Director Keller seconded the motion, which passed unanimously.

## REVIEW STATUS OF DETENTION POND MAINTENANCE AND MOWING

Mr. Woodson reviewed a report on the detention pond maintenance and mowing, a copy of which is attached. The Board discussed the possibility of replacing the keypad lock for the gate located at the northwest side of Shadowlake.

## MEETING SCHEDULE AND ITEMS FOR THE NEXT BOARD MEETING

The Board discussed agenda items for the next Board meeting and concurred to hold its next regular meeting on June 1, 2022, at 12:30 p.m., at the offices of ABHR, 3200 Southwest Freeway, Suite 2400, Blanco Conference Room, Houston, Texas 77027

## ENGINEERING MATTERS

Ms. Swink reviewed the engineer's report, a copy of which is attached. She updated the Board on the status of various District projects, as reflected in her report.

Ms. Swink and the Board discussed water reclamation, bond proceeds available for construction costs, and lake shoreline stabilization matters. Ms. Swink stated that IDS is continuing to prepare a preliminary engineering report regarding the various methods of stabilization for Shadowlake. She updated the Board on the Brays Bayou Trail and the extension of same. Ms. Swink requested authorization to contact Harris County Flood Control District ("HCFCD") to determine the next steps related to the fencing portion on District property.

The Board concurred to hold a workshop at the end of the June 1, 2022, regular meeting, to review the preliminary engineering report regarding the various methods of stabilization for Shadowlake.

Following review and discussion, Director Berry moved to (1) approve the engineer's report; and (2) authorize IDS to contact HCFCD to determine the next steps related to the fencing portion for the extension of the Brays Bayou Trail. Director Keys seconded the motion, which passed by unanimous vote.

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

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Secretary, Board of Directors

(SEAL)

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