

**LONGHORN TOWN UTILITY DISTRICT OF HARRIS COUNTY, TEXAS**  
**Minutes of Meeting of Board of Directors**  
**August 3, 2023**

The Board of Directors (the "Board") of Longhorn Town Utility District of Harris County, Texas (the "District") met in regular session, open to the public on August 3, 2023, in accordance with the duly posted Notice of Public Meeting, and the roll was called of the duly constituted officers and members of the Board, as follows:

Steven Crain, President  
H. Don Henry, Vice President  
Julie Swearingen, Secretary  
Barry Hunsworth, Assistant Secretary  
Chris White, Assistant Secretary

all of whom were present at the meeting, thus constituting a quorum.

Also present were: Todd Elston of R.G. Miller Engineers, Inc. ("R.G. Miller"); Rene An del of Wheeler & Associates, Inc. ("Wheeler"); Michelle Giacona of H2O Innovation ("H2O"); Cara Sliva of Artesian Financial Services, LLC ("Artesian"); and Katie Blasio, Melanie Walsh and Alyssa Kanarr of Schwartz, Page & Harding, L.L.P. ("SPH").

The President called the meeting to order and declared it open for such business as might regularly come before it.

**PUBLIC COMMENT**

The Board began by opening the meeting for public comments. There being no comments from the public, the Board continued to the next item of business.

**APPROVAL OF MINUTES OF MEETING**

The Board considered approval of the minutes of its meeting held on July 6, 2023. After review and discussion of the minutes, Director Crain moved that the minutes of the Board meeting held July 6, 2023, be approved, as written. Director Hunsworth seconded said motion, which unanimously carried.

**BOOKKEEPER'S REPORT**

Ms. Sliva presented to and reviewed with the Board the Bookkeeper's Report dated August 3, 2023, a copy of which report is attached hereto as **Exhibit A**, including the checks therein for payment from the District's various accounts. After discussion, it was moved by Director Swearingen that the Board approve the Bookkeeper's Report, and authorize payment of the checks identified therein. Director Crain seconded said motion, which unanimously carried.

Ms. Sliva next presented to and reviewed with the Board the District's Quarterly Investment Inventory Report for the period of April 1, 2023 through June 30, 2023, a copy of which is attached to the bookkeeper's report. After discussion, it was moved by Director Swearingen, seconded by Director Crain and unanimously carried that the Quarterly Investment Inventory Report for the period of April 1, 2023 through June 30, 2023, as prepared by Artesian, be approved and that the District's Investment Officer be authorized to execute same on behalf of the Board and the District.

### **TAX ASSESSOR-COLLECTOR REPORT**

Ms. Anel presented to and reviewed with the Board the July 31, 2023 Tax Assessor-Collector report, including the delinquent collections listings, a copy of which is attached hereto as **Exhibit B**. After discussion, Director Crain moved that the Tax Assessor-Collector report be approved as presented, and payment be authorized as identified in said report. Director Hunsworth seconded the motion, which carried unanimously.

### **2023 TAX RATE RECOMMENDATION**

The Board deferred consideration of 2023 Tax Rate recommendation at this time.

### **REPORT AND LEGAL ACTION TAKEN BY THE DISTRICT'S DELINQUENT TAX COLLECTIONS ATTORNEY**

The Board deferred consideration of a report and legal action taken by the District's delinquent tax collections attorney after noting that no report had been received for the current period. Ms. Blasio reminded the Board that said reports are provided on a quarterly basis and that a report was not expected for consideration at today's meeting.

### **SALES AND USE TAX ADMINISTRATION REPORT BY SALES REVENUE INC.**

Ms. Blasio next presented to and reviewed with the Board the July 2023 Sales and Use Tax Administration Report, prepared by Sales Revenue Inc., a copy of said report is attached hereto as **Exhibit C**, in connection with collection of sales tax revenue funds received by the District pursuant to the Strategic Partnership Agreement with the City of Houston. No action was required by the Board regarding same.

### **OPERATIONS REPORT**

Ms. Giacona presented to and reviewed with the Board the operations report, dated August 3, 2023, a copy of which report is attached hereto as **Exhibit D**, and discussed with the Board the matters contained therein. In connection therewith, Ms. Giacona and Mr. Elston discussed with the Board the implementation of the Lead and Copper Inventory rules promulgated by the Environmental Protection Agency (the "EPA"). Ms. Giacona then presented a proposal for lead and copper houseline survey at a cost of \$2,500, a copy of which is attached to the operations report. After further discussion on the matter, upon motion by Director Hunsworth, seconded by Director Crain and unanimously carried, the Board approved H20's proposal to perform the lead and copper houseline survey within the District at a cost of \$2,500.

Ms. Giacona next presented photographs relative to the proposed installation of the extension of the pipe at the building at the water plant from the sump pump to a nearby ditch and the installation of an additional sump pump in the building at the water plant, copies of the photographs are included with the operations report. She advised that the proposed installation and purchase of the additional pump at the Water Plant is estimated at a cost not to exceed \$30,000. After further discussion on the matter, upon motion by Director Hunsworth, seconded by Director Henry and unanimously carried, the Board approved the proposed installation and purchase of the pump, as recommended, and authorized Director Crain to approve the proposal for same at a cost not to exceed \$30,000.

### **ENGINEERING REPORT**

The Board next considered the Engineer's Report, which Mr. Elston presented verbally. It was noted that no specific Board action was required at this time with respect to same.

### **DISCUSS LEAD AND COPPER REGULATION COMPLIANCE**

The lead and copper survey was discussed under the operations report.

### **ISSUANCE OF UTILITY COMMITMENTS**

The Board deferred action regarding utility commitments as no additional requests were made this month.

### **RATE ORDER**

Ms. Blasio next discussed with the Board the District's Groundwater Reduction Plan ("GRP") fee in connection with an increase in the City of Houston's (the "City") GRP fee charged to the District effective April 1, 2023. She reminded the Board that at its meeting held April 6, 2023, it approved an amendment to the Rate Order to reflect an increase in the District's GRP fee from \$1.70 to \$1.90 per 1,000 gallons (\$0.20 increase). She inquired whether the Board would like to make another adjustment to the Rate Order to increase the District's GRP fee at this time or consider such adjustment at a later time. After a lengthy discussion, the Board deferred this matter until after the District sets its 2023 tax rate.

### **SIDEWALK PROJECT BY HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 346**

Ms. Blasio updated the Board regarding the Barker-Cypress sidewalk project by Harris County Municipal Utility District No. 346 ("No. 346"). She reminded the Board that the U.S. Army Corps of Engineers ("USACE") sent No. 346 and No. 346 has accepted the License Agreement. She stated that SPH is anticipating receiving the signed Agreement by next month.

**STORM WATER SOLUTIONS REPORT**

Ms. Blasio presented to and reviewed with the Board a Storm Water Management Program dated August 2023 prepared by Storm Water Solutions, a copy of which is attached hereto as **Exhibit E**. No action was required by the Board regarding same at this time.

**NEIGHBORHOOD IMPROVEMENT PROJECTS IN THE DISTRICT**

Director Henry updated the Board regarding the neighborhood improvement project.

**ATTORNEY'S REPORT**

The Board next considered the attorney's report. Ms. Blasio advised she had nothing to report at this time.

**ITEMS FOR PLACEMENT ON FUTURE AGENDA**

The Board considered items for placement on future agendas. No specific agenda items other than routine and ongoing matters were requested.

**ADJOURN**

There being no further business to come before the Board, upon a motion made by Director Crain and seconded by Director Hunsworth, the meeting was adjourned.

(SEAL)

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Secretary  
Board of Directors

**LIST OF ATTACHMENTS TO MINUTES**

- Exhibit A Bookkeeper's Report
- Exhibit B Tax Assessor-Collector Report
- Exhibit C Sales and Use Tax Administration Report, prepared by Sales Revenue Inc.
- Exhibit D Operations Report
- Exhibit E Storm Water Management Program dated August 2023

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