

**LONGHORN TOWN UTILITY DISTRICT OF HARRIS COUNTY, TEXAS**  
**Minutes of Meeting of Board of Directors**  
**September 7, 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 September 7, 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, except for Director White, thus constituting a quorum. Director Henry entered the meeting later as noted herein.

Also present were: Todd Elston of R.G. Miller Engineers, Inc. ("R.G. Miller"); Miranda Burks of Wheeler & Associates, Inc. ("Wheeler"); Michelle Giacona of H2O Innovation ("H2O"); Cara Sliva of Artesian Financial Services, LLC ("Artesian"); Debbie Shelton of Masterson Advisors LLC ("Masterson"); and Katie Blasio and Katherine Edwards of Schwartz, Page & Harding, L.L.P. ("SPH"); Ms. Shelton entered the meeting after it was called to order as noted below.

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 August 3, 2023. After review and discussion of the minutes, Director Crain moved that the minutes of the Board meeting held August 3, 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 September 7, 2023, a copy of which report is attached hereto as **Exhibit A**, including the checks therein for payment from the District's various accounts. Ms. Sliva noted that Elite received

\$62,973.54 from Harris County Municipal Utility District No. 216 ("No. 216") for water used via the emergency interconnect. After discussion, it was moved by Director Crain that the Board approve the Bookkeeper's Report, and authorize payment of the checks identified therein. Director Swearingen seconded said motion, which unanimously carried.

Director Henry and Ms. Shelton entered the meeting at this time.

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

Ms. Burks presented to and reviewed with the Board the August 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 Swearingen seconded the motion, which carried unanimously.

### **FINANCIAL ADVISOR'S RECOMMENDATION CONCERNING THE DISTRICT'S PROPOSED 2023 TAX RATE**

Ms. Shelton presented the Board with Masterson's recommendations regarding the proposed 2023 debt service tax rate and maintenance tax rate, a copy of which is attached hereto as **Exhibit C**. Ms. Shelton advised that Masterson is recommending a proposed 2023 debt service tax rate of \$0.00 and a proposed 2023 maintenance tax rate of \$0.2350, and responded to questions regarding same. The Board determined that a proposed 2023 maintenance tax rate of \$0.2350, resulting in a combined rate of \$0.2350, would be appropriate. Ms. Blasio advised the Board that, pursuant to §49.236 of the Texas Water Code, as amended, the District is required to provide a notice containing certain tax-related information in connection with any meeting at which the adoption of a tax rate will be considered. Ms. Blasio further advised that the information to be included in the notice is set forth in the Texas Water Code, and that such notice must include the proposed tax rate to be adopted. She advised that the District must provide the notice by either (1) publishing it at least once in a newspaper having general circulation in the District at least seven days before the date of the meeting at which the tax rate will be adopted, or (2) mailing it to each owner of taxable property in the District, at the address shown on the most recently certified tax roll of the District, at least ten days before the date of the meeting. After further discussion on the matter, Director Crain moved that (i) the Board approve a proposed 2023 debt service tax rate of \$0.00 and proposed maintenance tax rate of \$0.2350, for a combined rate of \$0.2350 and (ii) the District's Tax Assessor-Collector be authorized to publish notice of the District's intent to adopt a 2023 tax rate at its next meeting in the form and at the time required by law. Director Swearingen seconded said motion, which unanimously carried. The Board concurred that the notice should be published in the appropriate section of *The Houston Chronicle*.

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

Ms. Blasio next presented to and reviewed with the Board the August 2023 Sales and Use Tax Administration Report, prepared by Sales Revenue Inc., a copy of said report is attached hereto as **Exhibit D**, 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.

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

Ms. Blasio next presented for the Board's review a Delinquent Tax Report dated September 7, 2023, prepared by Perdue, Brandon, Fielder, Collins & Mott, L.L.P., a copy of which is attached hereto as **Exhibit E**. She noted that no specific Board action was required at this time with respect to the accounts listed in the report.9586

### **OPERATIONS REPORT**

Ms. Giacona presented to and reviewed with the Board the operations report, dated September 7, 2023, a copy of which report is attached hereto as **Exhibit F**, and discussed with the Board the matters contained therein. In connection therewith, she presented and reviewed with the Board a proposal from Elite Pumps & Mechanical Services, LLC ("Elite") in the amount of \$28,950.00 for the 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, a copy of which is included with **Exhibit F**. After discussion, Director Crain moved to approve the proposal from Elite in the amount of \$28,950 for above project. Director Hunsworth seconded said motion, which unanimously carried.

Ms. Giacona advised that the West Harris County Regional Water Authority ("WHCRWA") has entered into Stage 2 of its Drought Contingency Plan ("DCP"), which will trigger Stage 2 of the District's DCP. She stated that H2O will place signage within the District to advise residents of same. The Board requested that the DCP notices be placed on the District's page on H2O's website as well.

The Board next discussed the District's mass messaging program administered by Classic Messaging. Ms. Giacona advised that a text alert regarding the District's DCP should have been received by residents who have opted in to the messaging program. The Board advised that a few directors received the text but some did not. Ms. Giacona noted she would check with Classic Messaging and will also inquire about an "opt-out" instead of "opt-in".

Ms. Sliva next presented to and discussed with the Board an interest calculation for one year and per month interest that could have potentially been earned on the \$62,973.54 owed by No. 216 for water used via the emergency interconnect, a copy of which is attached hereto as **Exhibit G**. After discussion, the Board concurred not to take any action regarding this matter at this time but to consider for the future.

### **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.

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

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

## **ISSUANCE OF UTILITY COMMITMENTS**

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

## **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, and are awaiting the USACE's signature pages so that the Agreement can be distributed to the appropriate parties.

## **STORM WATER SOLUTIONS REPORT**

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

## **NEIGHBORHOOD IMPROVEMENT PROJECTS IN THE DISTRICT**

Director Henry stated that he has no updates at this time for 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 Swearingen, the meeting was adjourned.

(SEAL)

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Secretary  
Board of Directors

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**LIST OF ATTACHMENTS TO MINUTES**

- Exhibit A      Bookkeeper's Report
- Exhibit B      Tax Assessor-Collector Report
- Exhibit C      2023 Tax Recommendations prepared by Masterson
- Exhibit D      Sales and Use Tax Administration Report, prepared by Sales Revenue Inc.
- Exhibit E      Delinquent Tax Attorney Report
- Exhibit F      Operations Report; proposal
- Exhibit G      Interest Calculations prepared by Artesian
- Exhibit H      Storm Water Management Program dated September 2023

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