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**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 248**

Minutes of Special Meeting of Board of Directors

April 14, 2023

The meeting of the Board of Directors (“Board”) of Harris County Municipal Utility District No. 248 (“District”) was held at 13205 Cypress North Houston Road, Cypress, Texas on April 12, 2023 with a quorum of Directors present, as follows:

A. Richard Wilson, President  
Marie Godard, Vice President  
Long Nguyen, Secretary  
Dedrick Wilmer, Director  
Richard Ford, Director

and the following absent:

None.

Also present was Ms. Melissa J. Parks, attorney for the District.

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

1. The Board reviewed the contract of each District consultant in accordance with the Consultant Review Policy adopted in November, 2022 and to identify any contract for which it would request a proposal for provision of service. Ms. Parks presented a copy of each contract for the Board's information and review. The review proceeded as follows:

- a. Smith, Murdaugh, Little & Bonham LLP – At the Board's request, Ms. Parks left the meeting room prior to the Board's discussion of the attorney's contract. Upon conclusion of the Board's discussion, Ms. Parks re-entered the meeting. The Board requested that the attorney modify the format of the monthly invoice for legal fees.
- b. Municipal Business Services, Inc. – The Board reviewed bookkeeper's contract. The Board agreed that due to growth in the District's size and operations and other relevant factors, it would serve the District's best interests to seek proposals for bookkeeping services. After discussion, the Board unanimously directed the attorney to obtain bookkeeping proposals for Board review and consideration. The Board also invited Municipal Business Services to submit a proposal.
- c. LJA Engineering, Inc. – The Board reviewed the engineer's contract and agreed there were no matters to be addressed.
- d. RBC Capital Markets, LLC. – The Board reviewed the financial advisor's contract and agreed there were no matters to be addressed.

- e. Harris County Freshwater Supply District No. 61 – The Board reviewed the operating contract and agreed there were no matters to be discussed.
- f. EquiTax, Inc. – The Board reviewed the tax assessor-collector's contract and agreed there were no matters to be discussed.
- g. Champions Hydro-Lawn – The Board reviewed the detention pond operator's contract. While there were no major areas to be discussed, the Board requested clarification of the effective date of the current contract. The Board also requested a copy of Champions' most recent annual maintenance budget for all of the District's detention ponds.

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

  
Secretary

**SPECIAL WORKSHOP MEETING**

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 248**

**NOTICE OF PUBLIC MEETING**

Notice is hereby given to all interested parties that the Board of Directors of the captioned District will hold a special workshop meeting at **13205 Cypress North Houston Road, Cypress, Harris County, Texas.**

The meeting will be held at **1:00 p.m.** on **Friday, April 14, 2023.**

The subject of the meeting is to receive public comment on, consider and act on the following:

1. Review District contracts with current consultants
2. Select consultant contracts, if any, for which to request proposals



A handwritten signature in black ink that reads "Melissa J. Parks".

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Melissa J. Parks  
Attorney for the District