

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 248

Minutes of Meeting of Board of Directors

May 10, 2023

A 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 May 10, 2023 at which a quorum of Directors was 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 were Mr. Brian Breeding; Ms. Pam Magee; Ms. Pat Hall; Ms. Angela Cunningham; Mr. Bob Ideus; Mr. Patrick Newton; Mr. Scott Gray; Ms. Jennifer Hanna; Ms. Leslie Cook; Mr. Dan Muniza; Ms. Tanhia Bejko; Ms. Rhonda Shepherd; and 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 opened the floor for public comment. No public comment was presented.

2. The Board unanimously approved the minutes of the meetings held on April 12 and April 14, 2023.

3. Mr. Muniza and Ms. Bejko discussed development in the Weiser Business Park. They provided information on tenants in Building 1 as well as a general construction and leasing update. They noted construction of Phase II is expected to be complete in July, and construction of Phase III is anticipated to begin in the third quarter of 2023.

4. The Board considered a letter agreement under which the District would accept title to a 0.7418-acre tract of land from Weiser Business Park Land, LLC that is located between Fallbrook Drive and a Harris County Flood Control District (HCFCD) fee strip. The agreement would obligate the developer to regularly mow and maintain the tract on a permanent basis. A draft of the proposed agreement had been provided to Mr. Muniza for review, and he expressed his approval of same. Ms. Parks reviewed the agreement with the Board. After discussion, upon unanimous vote, the Board approved the agreement as drafted and agreed to accept conveyance of the tract based on the terms and conditions set out therein.

5. The Board discussed the District’s Joint Participation Interlocal Agreement with Harris County for conveyance and joint use of the Weiser detention pond. At the previous meeting, the Board authorized District conveyance of the pond to Harris County. Ms. Parks stated the attorneys are working with Harris County to close this real estate transaction in exchange for the funds specified in the Agreement.

6. The Board considered a report prepared by Forvis, LLP applying Agreed-Upon Procedures on amounts reimbursable to Weiser Business Park Land, LLC for construction and conveyance of the Weiser detention pond. Jennifer Hanna reviewed this report with the Board, noting the amount of engineering, construction, and land acquisition costs reimbursable as well as the amount of developer interest payable through the date of the report. The report further set out the daily amount of interest accruing after May 10. After review and discussion, upon unanimous vote, the Board approved the reimbursement audit as presented. Further, the Board unanimously authorized reimbursement of the developer upon closing and funding of the District's conveyance of this pond to Harris County.

7. Pat Hall presented the tax assessor-collector's monthly report indicating 2022 taxes were 93.6% collected through April 30. She reviewed checks presented for payment of current bills and reported that notices had been mailed to delinquent taxpayers concerning the additional 20% penalty to be imposed on 2022 taxes that remain outstanding on July 1. After further discussion of the tax assessor-collector's report, upon motion duly made, seconded, and unanimously carried, the Board approved the report as presented and authorized release of the checks drawn on the tax fund.

8. Mr. Breeding presented the operator's report indicating that there were 719 active connections within the District. Water accountability for the month was 101%, with 11,202,000 gallons purchased by District customers. Mr. Breeding discussed work done by the operators during the month and reported replacement of the level controller at the White Oak Falls lift station. Mr. Breeding also discussed the condition of the fences around this lift station. The operators will soon remove shrubbery and vegetation from the existing fences, and they will obtain quotes to replace the fences with one higher-quality fence. Two commercial taps remain pending for a new building in the Weiser Business Park. Finally, Mr. Breeding reported on the North Harris County Subsidence Update town hall meeting conducted recently at which useful information had been provided.

9. Bob Ideus presented the bookkeeper's monthly report. He reviewed the report with the Board, including a budget comparison report reflecting activity during the first month of the fiscal year ending March 31, 2024. At the Board's request, Mr. Ideus will revise the budget comparison to add information showing seasonal adjustments. The Board reviewed each check and accompanying invoice prior to approving same. The Board requested additional information about checks payable to Harris County FWSD No. 61 for water and sewer infrastructure rehabilitation fees. Mr. Breeding and Ms. Parks briefly described the basis for these charges under the District's water supply and sewage treatment capacity contracts with FWSD No. 61. The Board requested presentation of more detailed information at an upcoming meeting. Finally, Mr. Ideus stated he is still working to obtain a Depository Pledge Agreement from Amegy Bank. After further discussion, upon motion duly made, seconded, and unanimously carried, the Board approved the bookkeeper's report as presented as well as the checks listed thereon, plus additional checks to pay fees of office to directors for the special meeting held April 14.

10. Scott Gray presented the detention pond operations report. He reported the most recent visit was conducted May 3 and all of the ponds were in good shape. Champions Hydro-Lawn is still awaiting county approval of plans for work on the outfall at the Park at 290 pond. Finally, Mr. Gray presented for Board execution the annual maintenance and storm water

quality features/permit budgets previously approved by the Board for all detention and drainage facilities maintained by Champions Hydro-Lawn for the current fiscal year.

11. Patrick Newton presented the engineer's report. He described the status of work by Citylynx on the traffic signal, noting the project is still not complete. The remaining items can be addressed once CenterPoint connects power to the signal. To that end, Dan Muniza is coordinating with CenterPoint on installation of the meter. Mr. Newton presented pay estimate No. 11 and final of R Construction Civil for water, sewer, drainage, and paving to serve Weiser Business Park. Mr. Newton recommended Board approval of the developer's payment to the contractor on behalf of the District, and after discussion, the Board gave its unanimous approval. He further reported the engineers have submitted materials to Harris County for its acceptance of the storm sewer and conveyance of the road. Mr. Newton reported on the final inspection conducted in April of the north water line loop constructed by LGG Construction to serve building No. 4 in the Weiser Business Park. There were no problems found during inspection and the line has been put in service.

Mr. Newton then presented and reviewed the 10-year capital improvements plan. He noted it had been updated recently to include replacement of three outfalls from the White Oak Springs detention pond, as discussed last month. He discussed other items addressed in the plan, including proposed work at District facilities as well as to accommodate possible future development.

12. The Board considered adoption of the attached Resolution Specifying Location for Posting Meeting Notices. The location at which notices are currently posted is changing its name from Best Western to Quality Inn and Suites, and the attached Resolution reflects this change. After discussion, the Board voted unanimously to adopt the Resolution as presented.

13. The Board considered setting a date to review proposals received for provision of bookkeeping services for the District. After discussion, the Board agreed to hold a special meeting on June 2 for such purpose.

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


Secretary

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 public meeting at 13205 Cypress North Houston Road, Cypress, Harris County, Texas. The meeting will be held at **11:30 a.m. on Wednesday, May 10, 2023.**

The subject of the meeting is to consider and act on the following:

1. Public comments
2. Minutes of meetings held April 12 and April 14, 2023
3. Developer's report; Weiser Business Park development
4. Accept conveyance of small tract of land from Weiser BP Land, LLC and approve agreement for mowing and maintenance of tract
5. Joint Participation Interlocal Agreement with Harris County regarding joint use and conveyance of Weiser Detention Pond
6. Developer reimbursement audit; authorize reimbursement of developer upon closing and funding conveyance of Weiser Detention Pond to Harris County
7. Bookkeeper's report; review checks and invoices; pay bills; investment of District funds
8. Depository Pledge Agreement with Amegy Bank
9. Tax assessor-collector's report; invoices and checks; status of delinquent taxes; authorize termination of water service; authorize account write offs as appropriate
10. Operator's report; repair and maintenance of District water, sewer, and drainage facilities; customer appeals and account adjustments; termination of service for delinquent accounts; authorize writing off uncollectable accounts; surface water conversion
11. Detention pond operator report; authorize repair and maintenance; approve current Champions Hydro-Lawn budget
12. Engineer's report; project design, approve award of construction contracts; approve change orders, pay estimates, and advertisement for bids; utility commitments; advertisement for bids; review of capital improvements plan
13. Resolution Specifying Location for Posting Meeting Notices
14. Review proposals for bookkeeping services; schedule date for interviews
15. Pending business



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

Melissa J. Parks
Attorney for the District