

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 248

Minutes of Meeting of Board of Directors

June 14, 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 June 14, 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. Jerry Homan; Mr. Brian Breeding; Ms. Pam Magee; Ms. Pat Hall; Mr. Bob Ideus; Mr. Patrick Newton; Mr. Scott Gray; and Mr. Douglas McNeil, on behalf of 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 May 10 and June 2, 2023.

3. 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 two months of the fiscal year ending March 31, 2024. The Board reviewed each check and accompanying invoice prior to approving same. The Board requested that going forward, the checks payable to Harris County FWSD No. 61 include supporting documentation for each line item. 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.

4. Douglas McNeil reported that the District’s investment officer is required by law to disclose annually any personal business relationships with individuals or entities offering to engage in investment transactions with the District. Investment Officer Bob Ideus has completed and submitted this ethics disclosure letter which reflects no personal business relationships. After review, the Board authorized the attorney to file the letter with the Texas Ethics Commissions and in the District’s files as required by law.

5. Mr. McNeil presented local government officers annual conflicts disclosure statements for completion by each Director.

6. Pat Hall presented the tax assessor-collector’s monthly report indicating 2022 taxes were 95.4% collected through May 31. She reviewed checks presented for payment

of current bills. Upon request from the Board, Ms. Hall agreed to provide the Directors with a list of the District's delinquent taxpayers. Additionally, in response to questions from the Board, Ms. Hall, Jerry Homan and Patrick Newtown provided an explanation on how the new defined area will be taxed. 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.

7. Brian Breeding presented the operator's report indicating that there were 717 active connections within the District. Water accountability for the month was 101%, with 11,834,000 gallons purchased by District customers. Mr. Breeding discussed work done by the operators during the month. Mr. Breeding also discussed the District's 2022 Annual Drinking Water Quality Report. No significant changes were made to the Report from the District's 2021 annual report.

Following Mr. Breeding's report, Mr. Homan provided an update on the District's attempts to alleviate the problem of homeless individuals on District property. The operator's office is coordinating with the Harris County Sheriff's Department to remove homeless individuals from the property. Mr. Homan then provided an update on Harris County FWSD No. 61's Sheriff Appreciation Day. The Board expressed interest in co-sponsoring a Sheriff Appreciation event in the future.

After further discussion, upon motion duly made, seconded, and unanimously carried, the Board approved the operations report as presented.

8. The Board unanimously approved an update to the annual critical electrical load submission and authorized the engineer to review and revise as necessary the Emergency Preparedness Plan for the District. Mr. McNiel informed the Board that the new Weiser Lift Station was included in this year's critical load application.

9. Scott Gray presented the detention pond operations report. He reported that all of the ponds were in good shape. Champions Hydro-Lawn has received County approval for the plans for work on the outfall at the Park at 290 pond. Mr. Gray expects the project to begin within the next month. Next, the Board discussed whether pet waste stations should be installed around the District's detention ponds. Mr. Gray and the operators stated that, while there are not financial concerns regarding the stations, such stations do require maintenance. Further, the District already provides trashcans at the detention pond trails. The Board took no action to install pet waste stations. Finally, Mr. Gray and the Board discussed the status of the County's takeover of the Weiser Park detention pond. The Board requested that this topic of discussion be included as a separate agenda item on the District's next meeting agenda.

10. Mr. Newton presented the engineer's report. He described the status of work by Citylynx on the traffic signal, noting the project is still substantially complete. The engineer's office is working to establish a pre-startup walkthrough with Harris County. Next, Mr. Newton presented pay estimate No. 5 and final of 5J Services, LLC for construction of the lift station 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 subject to the contractor's completion of punchlist items and repair of the broken pump at the lift station. Mr. Newton next presented pay estimate No. 2 and final to

LGG Construction, Inc. for construction of the 8" water line to serve the Weiser Business Park north building. 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.

After further discussion, upon motion duly made, seconded, and unanimously carried, the Board approved the report as presented.

11. Mr. McNiel informed the Board that the agreement for conveyance of the Weiser BP Land, LLC tract and the mowing and maintenance of the tract is still in progress.

12. Mr. McNiel informed the Board that the County is still reviewing the deed for District conveyance of the Weiser Detention Pond to Harris County under the Joint Participation Interlocal Agreement. As soon as the County approves the deed, the District will move forward with the closing of the transaction, followed quickly by reimbursement of the developer as discussed at previous meetings.

13. The Board noted its interview of four bookkeeping firms at the District's special June 2, 2023 meeting. After discussion, upon motion duly made and seconded, the Board voted unanimously to accept the proposal of McLennan & Associates, L.P. and approved and authorized execution of a bookkeeping contract with McLennan. Following the vote, the Board thanked the District's current bookkeeper, Mr. Ideus, for his years of dedication to the District. The Board and Mr. Ideus discussed the transition, and Mr. Ideus pledged to work with the District for a smooth transition.

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, June 14, 2023.**

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

1. Public comments
2. Minutes of meetings held May 10 and June 2, 2023
3. Bookkeeper's report; review of checks and invoices; payment of bills; investment of District funds; depository pledge agreement with Amegy Bank
4. Review ethics letter and annual update by Investment Officer
5. Local government officers annual conflicts disclosure statement
6. Tax assessor-collector's report; invoices and checks; status of delinquent taxes; authorize termination of water service; authorize account write offs as appropriate
7. 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
8. Annual Submission of Emergency Operations Information; Application for Critical Electric Load Status
9. Detention pond operator report; authorize repair and maintenance
10. Engineer's report; project design, approve award of construction contracts; approve change orders, pay estimates, and advertisement for bids; utility commitments; advertisement for bids; capital improvements plan
11. Status of conveyance of tract from Weiser BP Land, LLC and agreement for mowing and maintenance of tract
12. Status of closing and funding conveyance of Weiser Detention Pond to Harris County Under Joint Participation Interlocal Agreement; reimbursement of developer
13. Bookkeeping service provider proposals; approve new contract and/or authorize notice of contract termination, as appropriate
14. Pending business



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

Melissa J. Parks
Attorney for the District