

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 248**  
Minutes of Meeting of Board of Directors  
April 10, 2024

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 Wednesday, April 10, 2024, at which a quorum of Directors was present, as follows:

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

and the following absent:

Richard Ford, Director.

Also present were Ms. Angela Cunningham; Mr. Jorge Diaz; Mr. Brian Breeding; Mr. Jerry Homan; Mr. Scott Gray; Mr. Patrick Newton; Mr. Steve Quance; Mr. Joey King; 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. Steve Quance of Drake Plastics, owner of property within the District in the area commonly referred to as the triangle tract, addressed the Board regarding provision of District service to his and other properties within the tract. No further public comments were offered, with the Board noting it would next take up the agenda item concerning this matter.

2. The Board discussed a potential water, sewer, and lift station project to serve the triangle tract comprised of several properties along Huffmeister Road and Hempstead Road. Mr. Quance addressed the Board in this regard and presented and reviewed proposed deal terms. Mr. Quance's companies own two of the tracts, and while neither company is a property developer, Mr. Quance, in conjunction with the District's construction of the facilities necessary to provide the requested service, is willing to donate a site upon which the necessary lift station could be constructed. Mr. Quance indicated he would also assist the District in obtaining the necessary utility easements. Mr. Quance requested that the Board consider reimbursing him for the lift station site based on tax revenues to be generated from an increase in taxable value of property in the triangle tract. All present agreed that the development potential of properties in the triangle tract would increase with the availability of District utility service. The Board discussed the actions and facilities needed to provide the requested service, and Mr. Newton estimated costs of approximately \$864,000 for design, engineering, construction, and site acquisition. The Board requested information showing the taxable value necessary to recoup District costs for construction of the facilities. The District's consultants agreed to work with Mr. Quance and Mr. King to gather data and prepare the requested information for discussion next month. At this point, Mr. Quance and Mr. King exited the meeting.

3. The Board reviewed the minutes of its meeting held March 13, 2024. Upon unanimous vote, the Board approved the minutes as presented.

4. Jorge Diaz presented the bookkeeper's monthly report. He reviewed the checks reflected thereon and activity in each District account. Mr. Diaz presented a comparison of actual versus budgeted general operating revenues and expenditures through the entire fiscal year ended March 31, 2024. Actual revenues were greater than budgeted, and actual expenditures were less, providing an annual operating surplus greater than originally anticipated. The Board then reviewed the monthly investment report. After further discussion of bookkeeping matters, upon unanimous vote, the Board approved the report as presented and authorized release of all disbursements listed thereon.

5. Angela Cunningham presented the tax assessor-collector's regular monthly report. Through March 31, the 2023 taxes were 94.9% collected. Proposed disbursements from the tax account amounted to \$7,800.69. Ms. Cunningham next reviewed a monthly report concerning taxes levied in the District's Defined Area. Through March 31, the 2023 taxes were 100% collected, and there was one proposed disbursement of \$500 from the Defined Area tax account. The Board then discussed taxable values in the District, as well as the effect of public facility corporations and low housing tax credits. The Board asked Ms. Cunningham to confirm whether or not the apartment complex within the District has received a tax exemption via the Houston Housing Authority's low-income housing program. After further discussion of tax matters, upon unanimous vote, the Board approved both monthly reports as presented and authorized release of the disbursements listed thereon.

6. Brian Breeding presented the operator's report, indicating water accountability for the month was 102%, with 11,049,000 gallons purchased by customers. 731 bills were prepared during the month, including 11 refunds.

Mr. Breeding discussed other operating activity, noting the operators had replaced the District's signs at the detention ponds. Next, Director Wilson mentioned the Environmental Protection Agency's (EPA) new PFAS rule announced earlier today. Mr. Homan and Mr. Breeding discussed PFAS and will keep the Board apprised of any actions the District will be required to take under the new rule. Director Godard reported on actions by the White Oak Springs Homeowners Association (HOA) to address the unauthorized presence of persons on property of the HOA and possibly also on District property. Finally, Mr. Homan mentioned the Shrimp Boil Open House to be held on April 25 at the Barwood Sewage Treatment Plant that serves Fresh Water Supply District No. 61 and the District. The event is attended by many, including law enforcement officers, and provides an opportunity for community networking. The Board discussed the event and voted unanimously to contribute \$2,500 towards it. After further discussion of operating matters, the Board voted unanimously to approve the operator's report as presented.

7. The Board discussed delivery of account delinquency and water termination notices and considered amendment of the District's Rate Order to allow a change in the delivery method. As discussed last month, the operators have obtained a new billing software program which produces bills in a letter format instead of postcards. At the previous meeting, the Board agreed to authorize the provision of termination notices by way of the United States Postal Service, but only after amending the District's Rate Order, and taking care before making such change to provide advance notice to all customers. At this time, the Board considered amendment of the Rate Order to effect this change. Upon motion by Director Nguyen, seconded by Director Godard, the Board voted unanimously in favor of the amendment and adopted the

attached Resolution for Adoption of Order Establishing Policy and Rates for Water and Sewer Service.

8. The Board considered adoption of Drought Contingency and Water Conservation plans. The District has existing plans in place, but they must be reviewed, updated as necessary, and readopted every five years. After review and discussion, upon unanimous vote, the Board adopted the attached Order Establishing Drought Contingency Plan, Order Adopting Wholesale Supplier's Drought Contingency Plan, and Order Adopting Water Conservation Plan.

9. Patrick Newton reviewed the monthly engineer's report. He discussed paving in Weiser Business Park and noted the punchlist items have been sent to the contractor for completion. Once complete, the paving will be reinspected and will then enter a warranty period before being transferred into the County's road maintenance system. Mr. Newton next reported that Phase III in Weiser Business Park is under design, and the project engineers will soon meet with the District's engineers to discuss tie-in points, driveway locations, and other District-related items. The Board requested that Mr. Newton ask the project engineers about the developer's plans for the dirt piles on the property.

Mr. Newton updated the Board on the sanitary sewer and manhole rehabilitation projects in Fresh Water Supply District No. 61. There had been a change in the rehabilitation method which resulted in a change order reducing the contract price.

Mr. Newton briefly discussed more details concerning potential construction of water, sewer, and lift station facilities to serve the triangle tract. He noted that the \$864,000 cost estimate mentioned earlier included approximately \$155,000 for land and easements, which Mr. Quance has indicated a willingness to donate.

Mr. Newton provided an update on the service line inventory required under the revised EPA lead and copper rules. He noted the field work is complete and the inventory should soon be finished. He next reported that replacement of outfall pipes in the White Oak Falls pond should begin in two to three weeks. After further discussion, the Board unanimously approved the engineer's report as presented.

10. Scott Gray presented the monthly detention pond operations report. He discussed photographs showing conditions at all ponds and described work underway in several locations. Grass is growing well in the White Oak Springs pond after completion of the work to replace the outfall pipes, and the growth should improve as time goes by. After further discussion, the Board approved Mr. Gray's report.

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

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Secretary