

MINUTES OF MEETING
OF
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 53
OF HARRIS COUNTY, TEXAS

November 14, 2023

THE STATE OF TEXAS §
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COUNTY OF HARRIS §

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 53 (the "District") of Harris County, Texas, met in regular session, open to the public, on the 14th day of November, 2023, at a designated meeting place outside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Judy Grant	President
Andre Bradley	Vice President
Drew Fontenette	Secretary/Treasurer
Kristine Johnstone	Assistant Vice President
Peter Mitchell	Assistant Secretary/Treasurer

and all of the said persons were present, thus constituting a quorum.

Also attending the meeting were Billy Allen and Pat Gray of Harris County Fresh Water Supply District No. 51 ("FWSD No. 51"); Jaime Salinas of Huitt-Zollars, Inc.; Darrell Hawthorne of Municipal Accounts & Consulting, L.P. ("Municipal Accounts"); Brenda McLaughlin of Bob Leared Interests; Perry Miller of Champions Hydro-Lawn; and P. John Kuhl, Jr., and Audrey Lyons of Sanford Kuhl Hagan Kugle Parker Kahn LLP ("SKLaw").

President Grant noted that a quorum was present and called the meeting to order.

APPROVE MINUTES

The Board first considered approving the minutes of the October 10, 2023, meeting. Upon motion by Director Fontenette, seconded by Director Bradley, and after full discussion, the Board voted unanimously to approve the minutes as presented, and to authorize execution by the Secretary/Treasurer, and if necessary, to authorize the use of facsimile, electronic, or other appropriate signatures.

RECEIVE COMMENTS OR QUESTIONS FROM THE PUBLIC

The next item on the agenda was to receive comments or questions from the public. There were no comments or questions from the public.

BOOKKEEPING REPORT

Review Account and Fund Activity Statements, Budget Comparison, and Investment Transactions

Mr. Hawthorne reviewed with the Board the Bookkeeping Report and answered questions. President Grant advised that check no. 24021 contains an error in the recipient's name and will need to be voided and reissued to the appropriate party. Upon motion by Director Bradley, seconded by Director Fontenette, and after review and full discussion of the bills and corresponding checks, the Board voted unanimously to approve the Bookkeeping Report, and to pay the bills as presented, including reissuing corrected check no. 24021.

TAX ASSESSOR/COLLECTOR REPORT

Review Tax Receipt and Disbursement Statements

The Board then received the Tax Assessor/Collector's Report. Ms. McLaughlin reviewed with the Board the tax report, advising that approximately 2.153% of the 2023 taxes have been collected.

Upon motion by Director Bradley, seconded by Director Fontenette, and after full discussion, the Board voted unanimously to approve the Tax Assessor/Collector Report, and to pay the tax bills as presented.

ENGINEERING REPORT

The Board next reviewed the Engineering Report.

Review General Report

Mr. Salinas first advised that water accountability for the month of October was approximately 85%, putting the annual at 91%.

Sanitary sewer cleaning and televising [Sterling Green South, Phase 2]

Mr. Salinas then reviewed finalization matters for the Phase 2 sanitary sewer cleaning and televising in Sterling Green South. He noted that a final pay estimate and the findings report on related sanitary sewer lines and manholes will be provided soon.

Dell Dale Street sidewalk improvements

Mr. Salinas advised that the Harris County contractor is approximately 60% complete. He advised the project is moving slowly because of traffic requirements. He stated that he will continue to coordinate facilities adjustments as needed.

Review CIP

Mr. Salinas then discussed with the Board the current CIP budget and the status and development of projects. He noted that no changes to the CIP are needed at this time, and the next update will likely occur in January.

Upon motion by Director Mitchell, seconded by Director Bradley, and after full discussion, the Board voted unanimously to approve the Project & Engineering report.

OPERATIONS & MAINTENANCE REPORT

The Board next received the Operations Report. Mr. Gray reported on operations within the District, including repairs to District facilities during the preceding month, noting a normal operating period with no significant issues to report.

Upon motion by Director Bradley, seconded by Director Fontenette, and after full discussion, the Board voted unanimously to approve the Operations & Maintenance report.

Delinquent Utility Bills

Mr. Gray advised that customers appearing on the termination list were given proper notice and the opportunity to be heard in order to explain, contest, or correct the utility service bill and show reason why utility service should not be terminated for reason of nonpayment, all as required by the District's Rate Order. After discussion, Director Fontenette moved that since the customers were neither present at the meeting nor presented any written statement on the matter, that service be terminated, except

customers denoted with an asterisk as those customers contacted the Operator to schedule payment. Director Bradley seconded the motion, which passed by unanimous vote.

Rate increase for solid waste services billing

The Board reviewed a request from the SGCIA Board of Directors asking that the SGCIA solid waste collection services fee included in District customer invoices be increased from \$15.72 to \$17.12. Mr. Allen reviewed related implementation efforts. The Board expressed no objection.

Adopt Order Amending Records Management Program

Mr. Kuhl advised that the District is required to maintain an active and continuing program for the efficient and economical management of its records. He noted that the District's current program, which includes a stated policy and RMO designation, needs updating. He reviewed the proposed update contained in the meeting packet. Upon motion by Director Fontenette, seconded by Director Mitchell and after full discussion, the Board voted unanimously to approve the Order Amending Records Management Program, and to authorize execution, and if necessary, to authorize the use of facsimile, electronic, or other appropriate signatures.

Adopt Order Adopting Records Management Schedules and Policies

Mr. Kuhl also advised that the Records Management Program requires the establishment of retention schedules. He stated the District may use the TSLAC approved schedules, which may be updated from time to time by TSLAC. He noted the updated schedules will be automatically incorporated into the District's program without further action by the Board. Upon motion by Director Fontenette, seconded by Director Mitchell and after full discussion, the Board voted unanimously to approve the Order Amending Records Management Schedules and Policies, and to authorize execution, and if necessary, to authorize the use of facsimile, electronic, or other appropriate signatures.

ADOPT RESOLUTION AUTHORIZING ANNUAL REVIEW AND FILING OF DOCUMENTATION REGARDING EMINENT DOMAIN AUTHORITY [GR 2023-1]

The next item on the agenda was to adopt a Resolution Authorizing Annual Review and Filing of Documentation Regarding Eminent Domain Authority. Mr. Kuhl reviewed with the Board the Resolution, advising that the District, in order to maintain its legal authority to exercise the powers of eminent domain, must annually file with the Texas Comptroller of Public Accounts a report detailing the legal authority for such powers, and whether the entity has exercised such power in the preceding calendar year. Upon motion by Director Mitchell, seconded by Director Fontenette, and after full discussion, the Board voted unanimously to adopt the Resolution Authorizing Annual Review and Filing of Documentation Regarding Eminent Domain Authority, and to authorize SKLaw to file the necessary documentation in connection therewith.

RECEIVE DETENTION AND DRAINAGE FACILITIES REPORT

The next item on the agenda was to receive the detention and drainage facilities report [Champions Hydro-Lawn]. Mr. Miller reviewed the written report with the Board and discussed actions pertaining to the facilities. He advised that all is well with respect to the facilities. He also advised that the next major event will be the spring overseed in March or April.

Mr. Miller then advised that the two trees at Water Plant No. 2 will be replaced under warranty, and presented an invoice for labor at a cost of \$1,645.00. He also advised that upon further inspection of the trees, mites were discovered, which could be a potential issue for the remaining healthy trees. He discussed a few possible treatment options, and advised that routine observation of the trees is ongoing.

Upon motion by Director Fontenette, seconded by Director Mitchell, and after full discussion, the Board voted unanimously to approve the Detention and Drainage Facilities Report, including the approval of the tree replacement labor quote presented by Mr. Miller.

REPORT ON NORTH CHANNEL WATER AUTHORITY

The next item on the agenda was to receive a report on the NCWA. Mr. Salinas reviewed with the Board a memorandum summarizing the NCWA meeting of October 9, 2023.

The Board took the NCWA report under advisement.

CONSIDER ADJOURNMENT

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


Secretary/Treasurer, Board of Directors

