

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 361
Minutes of Meeting of Board of Directors
February 10, 2023

The Board of Directors (the “Board”) of Harris County Municipal Utility District No. 361 (the “District”) held its regular monthly meeting in accordance with the duly posted notice of the meeting and the Texas Open Meetings Act. The meeting was held at 2001 Timberloch Place, Suite 500, Spring, Texas, 77380, and the roll was called of the duly constituted officers and members of said Board, as follows:

J. Brian Harding	President
Todd Covart	Vice President
Jaelyn Hood	Secretary
Erica Dobbs	Assistant Vice President
Christopher D. Roundy	Assistant Secretary

All of the above were present, thus constituting a quorum.

Also present at the meeting were Jordan Weyand of Municipal Accounts & Consulting, L.P. (“MAC”); Josh Maas of M. Marlon Ivy & Associates, Inc. (“MMI”); Cindy Fields of BGE, Inc. (“BGE”); Stephanie Dorrough of Wheeler & Associates, Inc. (“Wheeler”); and Jonathan Roach, Ray Arce, Jessica Gentry, and Hayden Toth of Roach & Associates, PLLC (“RAPLLC”).

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES FOR PRIOR BOARD MEETINGS

The Board considered for approval the special meeting minutes of January 13, 2023 and January 20, 2023, and the regular meeting minutes of January 13, 2023. After no discussion, Director Harding motioned to approve the January 13, 2023 and January 20, 2023 special meeting minutes and the January 13, 2023 regular meeting minutes. Director Covart seconded the motion, which passed unanimously.

BOOKKEEPER’S REPORT

Mr. Weyand presented the monthly Bookkeeper's Report, including the investment report and invoices submitted for payment; a copy of which report is attached hereto as “Exhibit A.” Mr. Weyand also presented additional checks #9588 and #9589 related to recent Association of Water Board Directors events.

Following review and discussion, Director Harding motioned to approve the Bookkeeper’s Report and authorize payment of invoices, including checks #9588 and #9589. Director Covart seconded the motion, which passed unanimously.

TAX ASSESSOR'S REPORT

Ms. Dorrough presented and reviewed the District's monthly tax report for January 2023; a copy is attached hereto as "Exhibit B," including a list of invoices submitted for payment from the District's tax account.

Following review and discussion, Director Hood motioned to approve the monthly tax reports and authorize payment of the invoices presented. Director Harding seconded the motion, which passed unanimously.

Mr. Toth temporarily entered the meeting during the discussion and exited the meeting at the end of the discussion.

ENGINEER'S REPORT

Ms. Fields reviewed the Engineer's Report; a copy is attached hereto as Exhibit "C," providing updates on the following: (1) Sidewalk Project: (a) WLHP Phase 2 Sidewalk, noting they are still awaiting the final cost from Harris County; and (2) Other Engineering Matters: (a) HCMUD 344 WP Generator Replacement, noting the new generator is online; Ms. Fields then stated that the contractor is now performing the final site work and is in the process of removing the old generator and demolishing the pad and containment structure; finally, she noted that once the site work is complete, a final inspection will be scheduled; (b) HCMUD 344 WP Recoating Improvements, noting the interior of GST #1 has been power washed and is being blasted; she then stated that the exterior's final coatings would be completed once the interior coatings were complete; finally, she noted that Pay Estimate No. 1 for \$144,360, payable to CFG Industries, LLC, was presented to HCMUD 344 at their last meeting; and (c) HCMUD 344 WWTP Rehabilitation, noting the new slide gates arrived last week and once installed, they will allow the rehabilitation of aeration basin no. 2 to be completed. There was no action to be taken at this time.

REVIEW ANNUAL SURVEY OF WAGE RATE SCALES

Mr. Roach discussed the requirements for adopting Wage Rate Scales for construction engineering/projects and advised that the District has not adopted a new scale since 2001. The Board inquired about the scale ranges, and Mr. Roach generally discussed including noting that most Districts in the area follow the City of Houston's ("COH") scales. After brief discussion, the Board concurred to defer this item until their next regular meeting.

OPERATOR'S REPORT

Mr. Maas presented and reviewed the monthly Operator's Report; a copy is attached hereto as "Exhibit D," noting the collections accounts. Mr. Maas then stated that there was a force main break in HC344 while construction occurred in Timber Forest, but he confirmed there were no service interruptions. After no further discussion, Director Covart motioned to approve the Operator's Report and action on the collections accounts. Director Hood seconded the motion, which passed unanimously.

LANDSCAPE ARCHITECT MATTERS

Mr. Roach noted that Lakeview Park Phase 1 is complete and, accordingly, Director Harding advised that Mr. Laughner is no longer required to attend meetings.

SUMMERWOOD COMMUNITY ASSOCIATION MATTERS

Director Dobbs gave a summary report of the recent Homeowners Association (“HOA”) meeting. She further noted that the HOA had expressed interest in including the District in their meetings. Then, a lengthy discussion ensued regarding the security within the District and the HOA. The Board concurred that the Directors could attend the HOA’s monthly meetings and authorized Mr. Arce to attend the HOA’s monthly meeting as a representative of RAPLLC on behalf of the District. Mr. Roach advised that three (3) or more Directors attending the HOA meeting where any District related business was discussed would create a quorum and, therefore, a special meeting agenda would be required to be posted. The Board concurred for RAPLLC to draft a special meeting agenda for the HOA meetings, as needed.

Mr. Arce noted that there have been a few invoicing and payment issues with Graham Management regarding the joint security and street lighting cost sharing. Mr. Weyand further explained the problems with ACH payments and the lack of invoices received. He then confirmed that the security invoices are paid but suggested the HOA still needs to understand who the responsible party for paying security invoices is so the District can pay pursuant to the contract.

SECURITY MATTERS

This item was discussed above.

TECHNOLOGY/WEBSITE UPDATES

Mr. Roach noted there was nothing new to report.

FILING OF SPECIAL PURPOSE DISTRICT REPORT WITH COMPTROLLER

Mr. Roach reviewed the District’s annual filing requirements with the Special Purpose District Public Information Database (“SPDPID”), indicating that the financial information used for the report is taken from the District’s most recent audit report. After no further discussion, Director Hood motioned to approve the filing of the SPDPID report with the Comptroller. Director Covart seconded the motion, which passed unanimously.

PROPOSALS FOR INSURANCE POLICIES (*HARCO, EXPIRES MARCH 31, 2023*)

Mr. Roach informed the Board that the District’s insurance policies with Brown & Brown would expire on March 31, 2023, and he reviewed the updates to their policy for the 2023-2024 term. After some discussion, Director Harding motioned to approve the insurance renewal with Brown & Brown as presented. Director Hood seconded the motion, which passed unanimously.

ATTORNEY'S REPORT

Mr. Roach noted there was nothing new to report at this time.

REVIEW OF DISTRICT POLICIES

As discussed at the last meeting, Mr. Roach presented the revised Fees of Office Policy. After some discussion, Director Covart motioned to approve the Fees of Office Policy as revised. Director Hood seconded the motion, which passed unanimously. Mr. Roach then advised that the Board should consider deferring review of the District's Ethics Policy at this time due to the ongoing 2023 Texas Legislative Session.

*EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTION 551.071, 551.074, ET. SEQ.

The Board did not enter into executive session.

PENDING BUSINESS AND MATTERS FOR FUTURE AGENDAS

Director Dobbs noted that Lisa Stout had contacted her about planning an Earth Day event. After some discussion, the Board concurred for RAPLLC to coordinate with Ms. Stout to discuss further with the Board.

The Board then concurred to reconvene for a special meeting on March 7, 2023 at 6:00 p.m. at Club Central as part of the HOA (security) meeting as necessary and its regular meeting on March 10, 2023 at 12:00 p.m. at one of the District's designated meeting places in Galveston with a remote option for attendees. There being no further business to come before the Board, Director Hood motioned to adjourn the meeting. The motion was seconded by Director Roundy and passed unanimously.

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Approved this 10th day of March 2023.

/s/ Jaclyn Hood
Secretary, Board of Directors



LIST OF EXHIBITS

- Exhibit A - Bookkeeper's Report
- Exhibit B - Tax Assessor's Report
- Exhibit C - Engineer's Report
- Exhibit D - Operator's Report