

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 361
Minutes of Meeting of Board of Directors
November 14, 2025

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 roll was called of the duly constituted officers and members of said Board, as follows:

Todd Covart	President
Jaclyn Hood	Vice President
Erica Dobbs	Assistant Vice President
Christopher D. Roundy	Secretary
Richard Williamson	Director

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

Also present at the meeting were Garrett Tabor of Municipal Accounts & Consulting, L.P. (the “District’s Bookkeeper”); Josh Maas of M. Marlon Ivy & Associates, Inc. (the “District’s Operator”); Cindy Fields of BGE, Inc. (the “District’s Engineer”); Sarah Caudle of Utility Tax Service, LLC (the “District’s Tax Assessor”); and Jonathan Roach*, Ray Arce*, Jessica Gentry, and Hayden Toth of Roach & Associates, PLLC (the “District’s Attorney”). [*Remote Attendees]

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES FOR PRIOR BOARD MEETINGS

The Board considered the regular meeting minutes of October 10, 2025, for approval. After some discussion, Director Hood motioned to approve the minutes from the regular meeting held on October 10, 2025. Director Roundy seconded the motion, which passed unanimously.

BOOKKEEPER’S REPORT

Mr. Tabor presented the Bookkeeper’s Report, including the investment report and invoices submitted for payment; a copy is attached as **Exhibit “A”**. After some discussion, Director Covart motioned to approve the Bookkeeper’s Report and to authorize payment of the invoices. Director Roundy seconded the motion, which passed unanimously.

TAX ASSESSOR’S REPORT

Ms. Caudle presented the Tax Assessor’s Report; a copy is attached as **Exhibit “B”**. After some discussion, Director Covart motioned to approve the Tax Assessor’s Report and authorize payment of invoices. Director Hood seconded the motion, which passed unanimously.

ENGINEER'S REPORT

Ms. Fields reviewed the Engineer's Report; a copy is attached as **Exhibit "C"**, and provided updates on the following:

(1) **Wastewater Treatment Plant Generator & Main Electrical Service Replacement**, noting that the generator is in place and CenterPoint has set the meter. She stated that McDonald Municipal and Industrial ("MMI") is preparing for the start-up. Finally, Ms. Field presented Pay Estimate No. 7 in the amount of \$288,000 for MMI and noted that Harris County Municipal Utility District No. 344 approved said estimate at its last meeting.

After some discussion, Director Roundy motioned to concur in approval of Pay Estimate No. 7. Director Covart seconded the motion, which passed unanimously.

OPERATOR'S REPORT

Mr. Maas presented the Operator's Report; a copy is attached as **Exhibit "D"**. He noted that the new billing system is now live and will be posted on the District's website. He recommended waiving late fees on water bills for the next 60 days during the transition and confirmed that the District's Operator would distribute door hangers to notify residents about the new system. In response to Director Covart inquiry, Mr. Mass stated that the District's Engineer has agreed to proceed with extending the trench around the District's Lift Station. He further reported that the District's Operator has contacted the resident requiring sod replacement, as discussed at the last meeting. After some discussion, the Board concurred for the District's Operator to proceed with the sod replacement. After no additional discussion, Director Covart motioned to approve the Operator's Report. Director Hood seconded the motion, which passed unanimously.

COMMUNICATIONS REPORT

Ms. Gentry presented the Communications Report; a copy is attached as **Exhibit "E"**, presenting various options for Director apparel. After some discussion, Director Roundy motioned to approve two (2) shirts per Director. Director Hood seconded the motion, which passed unanimously.

SECURITY MATTERS

There was nothing new to report.

DIRECTOR'S REPORT

Director Covart noted that a fraudulent voting scheme occurred in the recent election for the Summerwood Homeowners Association.

REVIEW DISTRICT POLICIES, INCLUDING ETHICS, INVESTMENT POLICY, QUALIFIED BROKERS LIST, COMPUTER/ACCESS, AND RELATED MATTERS

Mr. Roach reviewed the statutory requirements for the District's annual Investment Policy review, a copy is attached as Exhibit "F", along with the corresponding annual adoption of the list of approved banks and investment institutions with which the District may invest its funds ("Qualified Brokers List"); a copy is attached as Exhibit "G". He then advised that no changes were necessary for the Investment Policy and Qualified Brokers List. Next, Mr. Roach presented the Amended and Restated Order Establishing Code of Ethics, Policies, and Procedures for District Financial Affairs and Management ("Code of Ethics"); a copy is attached as Exhibit "H". He noted that the only revision to the Code of Ethics was the inclusion of artificial intelligence training under the Cybersecurity section, as required by the recent legislative session. After some discussion, Director Hood motioned for the District to approve the annual review of the Investment Policy, the Qualified Brokers List, and the Amended and Restated Code of Ethics, and to adopt the appropriate Order(s)/Resolution(s), as applicable. Director Williamson seconded the motion, which passed unanimously.

ATTORNEY'S REPORT

Mr. Roach noted that the 2026 Directors Election was approaching and asked the Board to authorize the posting of the Notice of Application Filing Deadline. After some discussion, the Board concurred to approve the posting of the Notice of Application Filing Deadline.

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

The Board did not enter an executive session.

PENDING BUSINESS AND MATTERS FOR FUTURE AGENDAS

The Board concurred to reconvene for their next regular meeting on December 12, 2025, at 12:00 p.m. at the District Attorney's new office. After no further discussion, Director Hood motioned to adjourn the meeting. Director Covart seconded the motion, which passed unanimously.

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Approved this 12th day of December 2025.

/s/ Christopher D. Roundy
Secretary, Board of Directors

(SEAL)



LIST OF EXHIBITS

- Exhibit A - Bookkeeper's Report
- Exhibit B - Tax Assessor's Report
- Exhibit C - Engineer's Report
- Exhibit D - Operator's Report
- Exhibit E - Communications Report
- Exhibit F - Review of the Investment Policy
- Exhibit G - Resolution Adopting Qualified Brokers List
- Exhibit H - Amended and Restated Code of Ethics