

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 249

Minutes of Meeting of Board of Directors

July 18, 2024

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 249 (the "District") met at the Board's regular meeting place on July 18, 2024, in accordance with the duly posted Notice of Public Meeting, and the roll was called of the duly constituted officers and members of the Board, as follows:

Ralph V. Palermo, President
Willie Hodge, Vice President
Norman Adamek, Secretary
Michael Guillory, Assistant Secretary

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

Also present were: Mario Garcia of Municipal Operations & Consulting, Inc. ("MOC"); Carol Morrison of Municipal Accounts & Consulting, L.P. ("MAC"); Odett Newman of Bob Leared Interests, Inc. ("BLI"); Jacob Floyd of Langford Engineering, Inc. ("Langford"); Marie Newsom of Storm Water Solutions, LP ("SWS"); Angie Hartwell of Touchstone District Services, LLC ("Touchstone"); Cindy Adamek and Juan Gonzales, residents of the District; and Rick L. Barker of Schwartz, Page & Harding, L.L.P. ("SPH").

The President called the meeting to order and declared it open for such business as might regularly come before the Board.

PUBLIC COMMENTS

The Board began by opening the meeting for public comments. There being no public comments presented, the Board continued to the next item of business.

MINUTES

The Board next reviewed the draft minutes of its meeting held on June 20, 2024. After discussion of the draft minutes presented, Director Guillory moved that said minutes be approved, as written. Director Adamek seconded the motion, which carried unanimously.

DISTRICT SECURITY

The Board next considered the report regarding District security matters. Mr. Barker presented the Harris County Sheriff's Office ("HCSO") security patrol report for June 2024, a copy of which report is attached hereto as **Exhibit A**.

TAX ASSESSOR-COLLECTOR'S REPORT

Ms. Newman next presented to and reviewed with the Board the Tax Assessor-Collector's Report for the month of June 2024, a copy of which report is attached hereto as **Exhibit B**. After discussion, Director Guillory moved that the tax assessor-collector report be approved and the checks identified therein be approved for payment from the District's tax account. Director Adamek seconded said motion, which carried unanimously.

DELINQUENT TAX REPORT

The Board deferred consideration of a Delinquent Tax Report after noting that no report had been received.

BOOKKEEPER'S REPORT

Ms. Collins next presented to and reviewed with the Board the Bookkeeper's Report, dated July 18, 2024, a copy of which report is attached hereto as **Exhibit C**. After discussion, it was moved by Director Guillory that the Bookkeeper's Report be approved and that the disbursements identified therein be authorized for payment. Director Adamek seconded the motion, which carried unanimously.

Ms. Collins updated the Board regarding the status of a check that MAC reported at the May meeting was fraudulently cashed in the fall of 2023. Ms. Collins reported that the District has been fully reimbursed for the fraudulent check.

Ms. Collins next updated the Board regarding a request recently received from the HCSO regarding disputes about prior payments made by the District for security services. Ms. Collins informed the Board that MAC is in communication with the HCSO regarding resolution of the matter at this time.

LANDSCAPING WITHIN THE DISTRICT

The Board deferred consideration of a landscaping report after noting that no report had been received.

STORM WATER MANAGEMENT PROGRAM REPORT

Ms. Newsom presented to and reviewed with the Board a Storm Water Management Program Report in connection with the District's detention and drainage facilities for July 2024 prepared by SWS; a copy of said report is attached hereto as **Exhibit D**. She noted that no Board action is being requested at this time in connection with the report.

ENGINEERING REPORT

Mr. Floyd next presented to and reviewed with the Board the Engineering Report, dated July 18, 2024, a copy of which report is attached hereto as **Exhibit E**, relative to the status of

various projects within the District. He noted that no Board action is being requested at this time in connection with the report.

OPERATOR'S REPORT

The Board next considered the Operator's Report. Mr. Garcia presented to and reviewed in detail with the Board a written Operations Report prepared by MOC, dated as of June 2024; a copy of the report is attached hereto as **Exhibit F**. The report included the recommendation that one account in the total amount of \$522.08 be deemed uncollectible. After discussion, Director Guillory moved that the recommendation of MOC to deem such accounts uncollectible be approved. Director Adamek seconded the motion, which carried unanimously.

A discussion next ensued regarding the deferral of termination of water service for delinquent accounts for the month of July due to Hurricane Beryl. After discussion, Director Guillory moved that MOC be authorized to defer termination of water services for delinquent accounts for the month of July. Director Adamek seconded the motion, which carried unanimously.

Mr. Garcia next requested that the Board consider authorizing MOC to solicit a proposal for the lease of one or more on-site generators for the District's facilities for the remainder of 2024. A discussion also ensued regarding authorizing Langford to prepare a cost summary for the Board's consideration relative to the installation of one or more permanent generators at the District's facilities. After discussion, Director Guillory moved that (i) MOC be authorized to solicit said proposal and (ii) Langford be authorized to prepare said cost summary for the Board's consideration. Director Adamek seconded the motion, which carried unanimously.

COMMUNICATIONS REPORT

The Board next discussed District communications. Ms. Hartwell presented to and reviewed with the Board a Monthly Communications Report prepared by Touchstone District Services, a copy of which report is attached hereto as **Exhibit G**. The Board requested that Touchstone post information on the District's website regarding the scheduled storm debris removal to be performed by Best Trash in the near future.

STATUS OF INTERIM REPORT FROM ARBITRAGE COMPLIANCE SPECIALISTS, INC. ("ACS")

The Board next considered the status of the Interim Report being prepared by ACS for the District's (i) \$3,425,000 Unlimited Tax Bonds, Series 2021 and (ii) \$2,475,000 Unlimited Tax Bonds, Series 2021A. Mr. Barker informed the Board that ACS is currently in the process of preparing said reports at this time.

ATTORNEY'S REPORT

Mr. Barker next presented and reviewed with the Board a First Amendment to Residential Solid Waste Collection Contract between the District and Best Trash, LLC (the "First

Amendment") relative to storm debris removal. Mr. Barker then discussed the provisions of same with the Board. After discussion, Director Guillory moved that said First Amendment be approved and that the President be authorized to execute same on behalf of the Board and the District. Director Adamek seconded the motion, which carried unanimously.

ISSUANCE OF UTILITY COMMITMENTS

The Board considered the issuance of utility commitments. In connection therewith, Mr. Barker reminded the Board that a request had been received from Harris County Emergency Services District No. 7 ("ESD 7") in connection with the provision of service to and possible annexation of an approximately 63-acre tract of land located adjacent to the District's eastern boundary. Mr. Barker then reminded the Board that it previously authorized SPH to prepare the necessary documentation related to the proposed annexation and noted that said documentation is in the process of being prepared at this time, pending receipt of the deposit from ESD 7 in connection therewith.

ELECTRONIC STORAGE OF DISTRICT RECORDS

Mr. Barker presented to and reviewed with the Board a memorandum from SPH, which is attached hereto as **Exhibit H**, regarding the legal requirements to electronically store District records and destroy the paper copies of such records. In this regard, he recommended that the Board approve the Resolution Adopting Records Retention Schedules and Policies and Procedures for Electronic Storage of District Records included with **Exhibit H** (the "Records Resolution"). After discussion, Director Adamek moved to approve the Records Resolution, and authorize the Records Management Officer to execute the related certifications, and that same be submitted to the Texas State Library and Archives Commission for review and approval. Director Guillory seconded the motion, which unanimously carried.

RECORDS DESTRUCTION REQUEST

Mr. Barker reported that the District's Records Retention Schedules adopted in connection with its Records Management Program require that records of the District be retained only for specific periods of time based on the type of record. As an example, he explained that notes taken during meetings and which are used to prepare the official minutes of Board meetings are to be retained for ninety days after approval of such minutes by the Board. He next presented a request from the Records Management Officer for approval to destroy certain records (which will not be scanned in and stored electronically) in accordance with the District's Records Retention Schedules, a copy of which request is attached hereto as **Exhibit I** (the "Request"). After discussion, Director Adamek moved that SPH be authorized to destroy the records described in the Request. Director Guillory seconded said motion, which carried unanimously.

CLOSED SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.071 AND/OR SECTION 551.072

The Board deferred convening in closed session at this time.

ADJOURN

There being no further business to come before the Board, upon motion duly made by Director Guillory, seconded by Director Hodge and carried unanimously, the meeting was adjourned.



Norman P. Adams
Secretary

LIST OF ATTACHMENTS TO MINUTES

- Exhibit A Security Report
- Exhibit B Tax Assessor-Collector's Report
- Exhibit C Bookkeeper's Report
- Exhibit D Detention and Drainage Facilities Report
- Exhibit E Engineering Report
- Exhibit F Operator's Report
- Exhibit G Monthly Communications Report
- Exhibit H Memorandum; Resolution Adopting Records Retention Schedules and Policies and Procedures for Electronic Storage of District Records
- Exhibit I Records Destruction Request