

MINUTES OF MEETING OF BOARD OF DIRECTORS  
April 25, 2018

THE STATE OF TEXAS  
COUNTY OF HARRIS  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 322

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The board of directors (the "Board") of Harris County Municipal Utility District No. 322 (the "District") met in regular session, open to the public, at 1301 McKinney Street, Houston, Texas, on April 25, 2018, at 12:00 p.m.; whereupon the roll was called of the directors, to-wit:

Marc Newman, President  
David Howell, Vice President  
Johnny South, Secretary  
Alison "Frizz" McGahan, Treasurer  
Todd Griffin, Assistant Secretary

All members of the Board were present except Director Griffin. Also attending all or portions of the meeting were Ms. Kim Shelnett of Myrtle Cruz, Inc., bookkeeper for the District; Mr. Jason Demel and Ms. Janet Dolan of Inframark Water Infrastructure Operations ("Inframak"), operators for the District; Ms. Robin Goin of Bob Leared Interests, tax assessors and collectors for the District; Mr. Allen DeJonge of 1190 Designs; Mr. Mark Swanson LJA Engineering, Inc., engineer for the District; and Mr. Dimitri Millas and Ms. Jane Maher of Norton Rose Fulbright US LLP ("NRF"), attorneys for the District.

The President called the meeting to order and, in accordance with notice posted pursuant to law, copies of certificates of posting of which are attached hereto as Exhibit "A," the following business was transacted:

1. **Review and approve minutes of meeting of March 28, 2018.** Proposed minutes of the meeting of March 28, 2018, previously distributed to the Board, were presented for review and approval. Upon motion by Director South, seconded by Director McGahan, after full discussion and having had the question put to the Board, the Board voted unanimously to approve the minutes of March 28, 2018, as presented.

2. **Public Comments.** There were no public comments.

3. **Tax Assessor-Collector's Report, payment of certain bills, and any necessary action regarding delinquent accounts including termination of service.** The President recognized Ms. Goin, who presented to and reviewed with the Board the Tax Assessor-Collector's report for the month of March, a copy of which is attached hereto as Exhibit "B." Ms. Goin stated that 97.9% of the District's 2017 taxes had been collected as of March 31, 2018. She presented three checks for the Board's approval.

Upon motion by Director McGahan, seconded by Director South, after full discussion and having had the question put to the Board, the Board voted unanimously to accept the Tax Assessor-Collector's Report and to authorize payment of the expenditures listed therein.

4. **Delinquent Tax report and Take Any Necessary Action Regarding Delinquent Accounts including Termination of Services.** There was no report.

5. **Bookkeeper's report, payment of bills, including review of budget, investment report and policy, and any necessary changes.** The President recognized Ms. Shelnutt, who presented to and reviewed with the Board the Bookkeeper's Report and monthly investment report, a copy of which is attached hereto as Exhibit "C."

Ms. Shelnutt presented 17 checks and five deposit refunds for the Board's approval.

Upon motion by Director Howell, seconded by Director McGahan, after full discussion and having had the question put to the Board, the Board voted unanimously to accept the Bookkeeper's Report and to authorize the expenditures listed therein.

6. **Report by District Operator, authorization of any necessary maintenance and termination of delinquent accounts.** The President recognized Ms. Dolan, who presented to and reviewed with the Board the Operator's Report, a copy of which is attached hereto as Exhibit "D."

Mr. Demel informed the Board of a potential leak at a residence on Oak Orchard Court. He stated that the customer's yard is very saturated and that Inframark is looking into the cause.

Ms. Dolan stated that the District's accountability for the month of March was 99.01%.

Ms. Dolan stated that there are 20 accounts on the delinquent list. Ms. Dolan stated that the accounts were tagged April 24, 2018 and turn offs will be May 1, 2018.

Ms. Dolan reviewed the call log with the Board.

The Board instructed Inframark to include a notice on the bills informing customers of the North West Harris County Regional Water Authority's ("NWHCRWA") fee increase.

Upon motion by Director South, seconded by Director Howell, after full discussion and having had the question put to the Board, the Board voted unanimously to approve the Operator's Report and to terminate the delinquent accounts in accordance with the rate order.

7. **Engineer's Report, Capacity Commitment Letters, and other engineering activities.** The President recognized Mr. Swanson, who presented to and reviewed with the Board the Engineer's Report, a copy of which is attached hereto as Exhibit "E."

Mr. Swanson stated that for the Sanitary Sewer Rehabilitation for Chappell Ridge Section One and Garden Grove Section One, LJA received five bids on April 20, 2018 for the construction of the project. He stated that the low bid was submitted by Texas Pride Utilities, LLC with a total bid amount of \$130,707. He stated that LJA recommends awarding the Contract to Texas Pride Utilities, LLC.

Mr. Swanson stated that the Board will need to engage a material testing lab. He stated that LJA has contacted HTS Pipe Consultants to provide a proposal for the Board's approval at the next meeting.

Upon motion by Director South, seconded by Director McGahan, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Engineer's Report and to award the contract for the Sanitary Sewer Rehabilitation for Chappell Ridge Section One and Garden Grove Section One to Texas Pride Utilities, LLC in the amount of \$130,707.

8. **Other Consultant Reports.** The President recognized Mr. DeJonge. Mr. DeJonge stated that the website is complete subject to the Board's and attorney's final review. The Board discussed how to notify residents of the email sign up for the website. It was consensus of the Board to wait until the next meeting to launch the website. The President requested that the website be included on the next agenda.

Mr. Millas informed the Board that the District's financial advisor created a new company and will be requesting a new contract with the Board at the next meeting.

9. **Report on Joint Operations Council ("JOC").** The President reported on various approved projects at the JOC meeting.

10. **Next meeting date (May 23, 2018).** The Board set a tentative meeting date of May 23, 2018, at 12:00 p.m.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD,  
the meeting was adjourned.

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The foregoing minutes were passed and approved by the Board of Directors on May 23, 2018.



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President, Board of Directors

ATTEST:



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Secretary, Board of Directors

(DISTRICT SEAL)

