

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 359

August 1, 2018

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 359 (the "District") met in regular session, open to the public, on the 1<sup>st</sup> day of August, 2018, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas 77027, outside the boundaries of the District, and the roll was called of the members of the Board:

Marilyn Keys	President
Neil Daniels	Vice President
David Keller	Secretary
Rusk Elatassi	Assistant Vice President
Mike Berry	Assistant Secretary

and all of the above were present, except Director Elatassi, thus constituting a quorum.

Also present at the meeting were Jeff Baker of Shadowlake Homeowners Association ("Shadowlake HOA"); Daniel Chavanelle and Erika Baker, residents of the District; Glenn Woodson of Storm Maintenance and Monitoring ("Storm"); Brian Krueger of BKD, LLP ("BKD"); Matt Carpenter of IDS Engineering Group ("IDS"); Lizandro Campos of Wheeler & Associates, Inc.; Diane Michaux of Municipal Accounts & Consulting, L.P.; and Tim Austin and Alyssa Ollwerther of Allen Boone Humphries Robinson LLP ("ABHR").

PRESIDENT'S COMMENTS

Director Keys commented on the status of the berm repair and the Harris County Flood Control watershed meetings.

APPROVAL OF THE MINUTES

The Board considered approving the minutes of the July 13, 2018, regular meeting. Upon a motion made by Director Berry and seconded by Director Keller, the Board voted unanimously to approve both sets of minutes as presented.

AUDIT FOR FISCAL YEAR END AUGUST 31, 2018

Mr. Krueger reviewed BKD's proposal to prepare the audit for the fiscal year ending August 31, 2018, for an estimated fee of \$14,500, including expenses. After review and discussion, Director Keller moved to authorize BKD to prepare the audit for the fiscal year ending August 31, 2018. The motion was seconded by Director Keys and carried unanimously.

## ENGINEERING MATTERS

Mr. Carpenter reviewed the engineer's report, a copy of which is attached.

Mr. Carpenter updated the Board on the status of the berm repair. He reviewed and recommended approval of Pay Estimate No. 1 and Final, in the amount of \$102,388, payable to Uretex, and recommended final acceptance of the project.

Mr. Carpenter reviewed a proposed long-term maintenance schedule for the District's facilities.

After review and discussion, Director Keller moved to (1) approve the engineer's report; and (2) approve Pay Estimate No. 1 and Final, in the amount of \$102,388, payable to Uretex, for the berm repair, and based on the recommendation of the engineer, accept the project. Director Berry seconded the motion, which carried unanimously.

## REVIEW STATUS OF DETENTION POND MAINTENANCE AND MOWING

Mr. Woodson reviewed a report on the detention pond maintenance and mowing, a copy of which is attached.

## FINANCIAL AND BOOKKEEPING MATTERS, INCLUDING PAYMENT OF THE BILLS AND REVIEW OF INVESTMENTS

Ms. Michaux reviewed the bookkeeper's report, including a list of checks presented for payment and the quarterly investment report, copies of which are attached. After review and discussion, Director Keller moved to approve the bookkeeper's report, investment report, and payment of the bills listed in the report. Director Berry seconded the motion, which passed by unanimous vote.

## BUDGET FOR THE FISCAL YEAR END AUGUST 31, 2019

Ms. Michaux reviewed the proposed budget for the fiscal year ending August 31, 2019, a copy of which is attached. After review and discussion, and upon a motion by Director Keys and a second by Director Berry, the Board voted unanimously to adopt the budget.

## CITY OF HOUSTON (THE "CITY") REBATE

Mr. Austin provided an update on communications with the City regarding the rebate.

TAX ASSESSMENT AND COLLECTION MATTERS

Mr. Campos presented and reviewed the District's monthly tax report and delinquent tax roll, a copy of which is attached, reflecting that 98.13% of the District's 2017 taxes were collected as of the end of July, 2018. After review and discussion, Director Daniels moved to approve the tax report and payment of the invoices. The motion was seconded by Director Keller and carried unanimously.

UPDATE ON BRAYS BAYOU TRAIL

Director Keys updated the Board on the status of the Brays Bayou Trail and the most recent Houston Parks Board meeting.

STATUS OF PREPARATION OF A PARK MASTER PLAN BY TALLEY LANDSCAPE ARCHITECTS, INC.

There was no discussion on this agenda item.

PUBLIC COMMENT

Mr. Baker inquired about digging the berm deeper.

MEETING SCHEDULE AND ITEMS FOR THE NEXT BOARD MEETING

The Board discussed items for the next Board meeting and concurred to hold its next regular meeting on September 5, 2018, at the offices of ABHR.

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



Secretary, Board of Directors



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