

**MINUTES OF MEETING  
OF THE BOARD OF DIRECTORS**

**November 15, 2021**

**STATE OF TEXAS** §

**COUNTY OF HARRIS** §

**NORTHWEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 21** §

The Board of Directors (the “Board”) of **Northwest Harris County Municipal Utility District No. 21** (the “District”) met in regular session, open to the public, at 6330 West Loop South, Suite 150, Bellaire, Texas 77401, on Monday, November 15, 2021, whereupon roll was called of the members of the Board, to-wit:

Rand R. Wall	-	President
Bill Tallas	-	Vice President
Bruce Popper	-	Secretary
Andy Johnston	-	Assistant Secretary
Matthew Barton	-	Assistant Secretary

All members of the Board were present, except Director Johnston, thus constituting a quorum.

Also present at the meeting were Jon Strange of JNS Consulting Engineers, Inc. (“JNS”); Howard Wilhite of H2O Innovation Operation and Maintenance, LLC (“H2O”), Operator for the District (“Operator”); William Sagastizado, Bradley Jenkins and Wesley Lay of Jones & Carter, Inc. (“J&C”), Engineer for the District (“Engineer”); Lina Loaiza of Bob Leared Interests (“BLI”), the District’s Tax Assessor/Collector (“TAC”); Christina Cole of Myrtle Cruz, Inc. (“MCI”), the District’s Bookkeeper (“Bookkeeper”); and John Cannon of Coats|Rose, P.C. (“Coats|Rose”), the District’s legal counsel.

Whereupon, the meeting was called to order in accordance with notice posted pursuant to Texas law, and the following action was conducted. A copy of the posted agenda notice is attached hereto as Exhibit “A.”

**HEAR FROM PUBLIC**

The Board recognized a representative from Flexin Manufacturing, Inc. who reviewed with the Board the proposal for \$55,560 for insulation blankets to winterize the joint water treatment plant.

The proposal is further discussed under the Engineer’s Report below.

## **TAX ASSESSOR/COLLECTOR'S REPORT**

The Board reviewed the TAC's Report and a list of delinquent tax accounts, copies of which are attached hereto as Exhibit "C." As of October 31, 2021, 0.106% of the 2021 tax levy has been collected.

Following a discussion of the report and the status of collection of delinquent taxes, upon a motion made by Director Popper, seconded by Director Tallas, the Board voted unanimously to approve the TAC's Report and the action items therein.

## **BOOKKEEPER'S REPORT**

The Board recognized Ms. Cole, who submitted to and reviewed with the Board the Bookkeeper's Report, including invoices for payment, a copy of which is attached hereto as Exhibit "C."

Following review and discussion and based on a motion by Director Popper, which was seconded by Director Tallas, the Board voted unanimously to approve the Bookkeeper's Report and invoices submitted for payment.

## **ATTORNEY'S REPORT**

### Minutes

The Board recognized Mr. Cannon, who presented minutes of the meeting held on October 18, 2021 previously distributed to the Board. Upon a motion made by Director Tallas and seconded by Director Barton, the Board voted unanimously to approve the minutes of the meeting of October 18, 2021, as presented.

### Discuss Security Issues along Cypress Creek Parkway Corridor

Mr. Cannon reviewed with the presentation from Johnson Petrov, LLP, attorneys for Champions MUD, regarding security issues along Cypress Creek Parkway Corridor.

No action was taken.

## **OPERATOR'S REPORT**

The Board recognized Mr. Wilhite, who presented the Operator's Report, a copy of which is attached hereto as Exhibit "D." Mr. Wilhite reported as follows:

- The District has a total of 86 connections;
- The combined billed consumption for the month was 14,309,600 gallons of water;
- There were no cut-offs; and
- Attached to the Operator's Report is a list of charges over \$500.

After discussion, upon a motion brought by Director Popper, seconded by Director Tallas, the Board voted unanimously to approve the Operator's Report as presented.

## **ENGINEER'S REPORT**

The Board recognized Mr. Jenkins of Jones & Carter ("J&C"), who presented the Engineer's Report attached hereto as Exhibit "E."

- 10.78-Acre Torrey Chase Multifamily Development
  - J&C has reviewed and approved the plans for the Torrey Chase Apartments, and a copy of the plan approval letter is included in the Engineer's Report.
  - J&C reminded the developer that water and sanitary sewer service will not be granted until an executed encroachment agreement, all recorded easements, and a final plat are received.
- WWTP MCC & Blower Replacement
  - J&C recommends rebidding the project during the first quarter of 2022.
- 2021 Multi-Sector General Permit
  - J&C is working with the Board to complete the Notice of Intent application prior to the November 12<sup>th</sup> deadline.
- 2021 Sanitary Sewer Rehabilitation:
  - Mr. Jenkins presented for the Board's review an estimated project schedule.
- AWIA Risk Assessment and Emergency Response Plan
  - A draft Emergency Response Plan ("ERP") has been submitted to the Joint Water Plant Committee for review.
  - The ERP is due six (6) months following the submission of the risk and resilience assessment to the EPA on or before December 25, 2021.
- Winter Plant Winterization
  - J&C review with the Board proposals from Flexin Manufacturing Inc. for \$55,560 and Techstar for \$12,945 for winterization improvements to the joint water plant (the "Winterization Proposals").
  - Copies of the Winterization Proposals are included in the Engineer's Report.

After further discussion, upon a motion brought by Director Tallas, seconded by Director Popper, the Board voted unanimously to approve the Engineer's Report and the action items therein, including the Winterization Proposals.

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

PASSED, APPROVED and ADOPTED this 20<sup>th</sup> day of December, 2021.

  
Secretary, Board of Directors

(Seal)

