

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

February 21, 2022

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, February 21, 2022, 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 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”); 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 and Laken Jenkins Kilgore 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 noted that there were no members of the public wishing to address the Board.

TAX ASSESSOR/COLLECTOR'S REPORT

Report

The Board reviewed the TAC's Report and a list of delinquent tax accounts, copies of which are attached hereto as Exhibit "B." As of January 31, 2022, 80.1% 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 Barton, the Board voted unanimously to approve the TAC's Report and the action items therein.

Resolution Authorizing 20% on Delinquent Taxes

Consideration was then given to a proposed Resolution Implementing 20% Penalty on 2020 Delinquent Taxes (the "Resolution"). Upon a motion by Director Johnston, seconded by Director Barton, after full discussion, and the question being put to the Board, the Board voted unanimously to authorize a 20% penalty on 2021 taxes that are delinquent on July 1, 2022 and thereafter for real property and as provided by Texas Property Tax Code Section 33.11 for personal property, and to approve the Resolution evidencing the same.

Resolution Concerning 2021 Tax Exemptions

Next, consideration was given to a proposed Resolution Concerning Tax Exemptions for 2022. Upon a motion by Director Johnston, seconded by Director Barton, after full discussion, and the question being put to the Board, the Board voted unanimously to grant the following tax exemptions for 2022:

- 20% (minimum of \$5,000) of the appraised value of residence homesteads of individuals, as authorized by Section 11.13 of the Property Tax Code; and
- \$20,000 of the appraised value of residence homesteads of individuals who are disabled or are sixty-five years of age or older, as authorized by Section 11.13 of the Property Tax Code.

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 Tallas, which was seconded by Director Barton, the Board voted unanimously to approve the Bookkeeper's Report and invoices submitted for payment.

ATTORNEY'S REPORT

The Board recognized Mr. Cannon, who presented minutes of the meeting held on January 17, 2022 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 January 17, 2022, as presented.

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 12,355,166 gallons of water;
- There were no cut-offs; and
- Attached to the Operator's Report is a list of charges over \$500.

Mr. Wilhite presented a customer request for a leak adjustment. The Board authorized Mr. Wilhite to bill the water at the lowest tier water rate and to remove any sewer charges billed over the base sewer rate.

After discussion, upon a motion brought by Director Popper, seconded by Director Barton, 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
 - Mr. Jenkins updated the Board the tract is now owned by Houston Housing Authority, and as such, is tax exempt.
 - The developer has provided J&C a deposit in the amount of \$10,000 to calculate the tax exempt tap fee, and J&C requests board authorization to calculate the tax exempt tap fee.
- WWTP MCC & Blower Replacement
 - J&C presented an updated cost estimate for the project and plans to advertise with the Houston Business Journal this month to open bids in advance of the Board's April meeting.
 - The Board requested J&C add a 10% contingency and engineering to the revised cost estimate.
- 2021 Sanitary Sewer Rehabilitation:
 - One bid in the amount of \$257,417 was received from Insituform Technologies for the sanitary sewer rehabilitation project.

- It is estimated that construction will last from April – July.
- J&C requests the Board’s approval to award the contract to Insituform Technologies.
- Winter Plant Winterization
 - J&C updated the Board that Techstar completed the installation of the weather enclosures this week. A revised invoice of \$5,750 for the work was presented to the Board for review and approval.
 - J&C further presented a water plant winterization checklist.
 - The Board requested J&C prepare a similar checklist for the wastewater treatment plant.
- Annual Water Plant Inspection
 - J&C presented for the Board’s review and approval a copy of the scope memorandum detailing the authorized inspection scope, fee and schedule, a copy of which is included in the Engineer’s Report.
 - J&C is in the process of drafting a summary of the inspection findings to present at the water plant committee meeting next month.
- Water Well No. 2
 - Water Well No. 2 is experiencing a significant increase in sand production, causing damage to the impellers at the well and aeration tower.
 - A copy of the recent water well test and a copy of the water well profile is included in the Engineer’s Report.
 - J&C will evaluate to determine if a water well rework is necessary.
- Harris County MUD No. 16
 - J&C updated the Board that Harris County MUD No. 16 plans to go on interconnect during the month of March to replace their MCC.
- Lift Station No. 1 Inspection
 - H2O has noted issues with the railings and one of the lift pumps that require replacement.
 - J&C requests the Board’s authorization to perform mechanical and electrical inspection of the District’s off-site lift station at an estimated cost of \$5,000.
- J&C Rebranding
 - Mr. Jenkins updated the Board that Jones and Carter will be rebranding to the name “Quiddity Engineering”.

After further discussion, upon a motion brought by Director Johnston, seconded by Director Barton, the Board voted unanimously to approve the Engineer’s Report and the action items therein.

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

[execution page follows]

PASSED, APPROVED and ADOPTED this 21st day of March, 2022.



Secretary, Board of Directors

(Seal)

