

MINUTES  
NORTHEAST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 1

March 7, 2022

The Board of Directors (the "Board") of Northeast Harris County Municipal Utility District No. 1 (the "District") met in regular session, open to the public, on the 7<sup>th</sup> day of March, 2022, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Jim Moffatt	President
Keith Jaehne	Vice President
Tonya Nunez	Asst. Vice President
Ellen Crocker	Secretary
Ted Gaylord	Assistant Secretary

and all of the above were present except Directors Nunez and Gaylord, thus constituting a quorum.

Also attending either in person were: Barbara Nussa of Republic Services, Inc.; Renee Butler of McLennan & Associates, L.P.; Patty Rodriguez of Bob Leared Interests, Inc.; Mike Williams of Municipal Operations & Consulting, Inc.; Jason Hajduk of IDS Engineering Group ("IDS"); and Greer Pagan, Melissa Padilla, and Arlene Catalan of Allen Boone Humphries Robinson LLP.

PUBLIC COMMENT

The Board offered any members of the public attending the meeting the opportunity to make public comment. There being no members of the public requesting to make public comment, the Board moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the February 7, 2022, regular meeting. After review and discussion, Director Crocker moved to approve the minutes of the February 7, 2022, regular meeting. Director Jaehne seconded the motion, which passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Butler presented and reviewed the bookkeeper's report, a copy of which is attached, and presented the District's bills for payment.

Ms. Butler requested an additional check no. 1019 from the Capital Projects Funds in the amount of \$100,000, for the Sheldon Road Municipal Utility District Wastewater Treatment Plant Project for engineering.

After review and discussion, Director Jaehne moved to approve the bookkeeper's report, including payment of the bills, as presented, and approved check no. 1019 as discussed. Director Crocker seconded the motion, which passed by unanimous vote.

#### TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Rodriguez presented and reviewed the tax assessor/collector's report with the Board, a copy of which is attached. Following review and discussion, Director Jaehne moved to approve the tax assessor/collector's report and the payment of the bills contained in the tax assessor/collector's report. Director Crocker seconded the motion, which passed by unanimous vote.

#### OPERATION OF DISTRICT FACILITIES

Mr. Williams presented and reviewed the operator's report, a copy of which is attached.

Mr. Williams presented and recommended turning four delinquent accounts to the District's collection agency totaling \$742.16.

Following review and discussion, upon a motion made by Director Crocker and seconded by Director Jaehne, the Board voted unanimously to approve: (1) the operator's report; and (2) authorize the operator to run the recommended delinquent accounts over for collections.

#### TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS

Mr. Williams reviewed the termination list reflecting delinquent water and sewer accounts, a copy of which is attached to the operator's report. Mr. Williams reported the customers on the termination list were mailed written notice prior to today's meeting in accordance with the District's Rate Order, notifying them of the opportunity to appear before the Board to explain, contest, or correct the utility service bill and to show reason why utility service should not be terminated for reason of nonpayment. The Board then conducted a hearing on the termination of utility service to other customers. Following review and discussion, Director Crocker moved to authorize termination of delinquent accounts in accordance with the District's Rate Order and direct that the delinquent customer list be filed appropriately and retained in the District's official records. The motion was seconded by Director Jaehne and passed by unanimous vote.

## ANNUAL REVIEW OF DROUGHT CONTINGENCY PLAN

The Board conducted the annual review of the District's Amended and Restated Drought Contingency Plan and concurred to make no changes.

## ANNUAL REPORT ON IMPLEMENTATION OF WATER CONSERVATION PLAN

Mr. Williams updated the Board regarding the District's Water Conservation Plan. After review and discussion, the Board concurred to approve the annual report on the implementation of the Water Conservation Plan.

## REVIEW CRITICAL LOAD SPREADSHEET

The Board reviewed the District's Critical Load Spreadsheet ("CLS"). Mr. Pagan said the District's updated CLS will be filed with the required entities, which include the Public Utility Commission, the Texas Division of Emergency Management, the District's retail electric provider, and CenterPoint Energy as the Transmission and Distribution Utility Company. After review and discussion, the Board concurred to approve and authorize filing of the updated CLS and direct that it be retained and filed appropriately in the District's official records.

## REVIEW EMERGENCY PREPAREDNESS PLAN

Mr. Hajduk updated the Board on the status of the Emergency Preparedness Plan ("EPP"). He presented and reviewed the EPP with the Board and requested authorization to submit the EPP to the Texas Commission on Environmental Quality ("TCEQ") on the District's behalf. Following review and discussion, the Board concurred to approve the EPP, subject to finalization and direct that IDS submit the EPP to the TCEQ and that a copy be filed in the District's official records.

## ENGINEERING MATTERS

Mr. Hajduk presented and reviewed the engineer's report, a copy of which is attached, and reviewed the status of construction projects in the District.

Mr. Hajduk updated the Board on the construction of the water, sewer and drainage facilities to serve Sheldon Ridge, Section 11.

Mr. Hajduk updated the Board on the construction of Sheldon Ridge Section 12, 13, and Phase III Detention clearing and grubbing, and reviewed and recommended approval of Pay Estimate No. 5 & Final in the amount of \$23,027.30, payable to TWDirt, LLC. He also presented a Certificate of Completion and Acceptance and recommended the Board accept the facilities.

Mr. Hajduk updated the Board regarding construction of the Sheldon Ridge Phase III Detention.

Mr. Hajduk gave an update on the Sheldon Road Municipal Utility District water plant and wastewater plant capacity project. He noted the District's next payment is due in April.

Mr. Hajduk updated the Board regarding the construction of the Edgewood Village, Section 8 water, sewer, and drainage.

Mr. Hajduk reviewed bids for the construction of the Edgewood Village, Section 9 water, sewer, and drainage pending developer authorization.

Mr. Hajduk updated the Board regarding construction of the Edgewood Village Phase III Detention.

Mr. Hajduk reported that advertisement for bids for the construction of the Edgewood Village, Section 10 water, sewer, and drainage is pending developer authorization.

Mr. Hajduk updated the Board on the construction of the wastewater treatment plant expansion project and reviewed and recommended approval of Pay Estimate No. 9 in the amount of \$42,914.55 and Pay Estimate No. 10 in the amount \$187,402.50, payable to T&C Construction, Ltd. Additionally, he reviewed and recommended approval of Change Order No. 1 to the contract amount of \$0. The Board determined that Change Order No. 1 is beneficial to the District.

Mr. Hajduk updated the Board on the status of the Boomerang project.

Mr. Hajduk updated the Board on the status of a surplus funds application.

Mr. Hajduk recommended proceeding with the plans for the solution for the erosion at the Sheldon Ridge Detention Outfall. Mr. Hajduk requested authorization to circulate the Construction contract with Double Oak for Board execution.

After review and discussion, Director Moffatt moved to: (1) approve the engineer's report; (2) approve Pay Estimate No. 5 & Final in the amount of \$23,027.30, and accept the facilities; (3) approve Pay Estimate No. 9 in the amount of \$42,914.55; (4) approve Pay Estimate No. 10 in the amount of \$187,402.50; (5) approve Change Order No. 1 in the amount of \$0 to the contract with T&C Construction, Ltd, based upon the Board's finding that the Change Order is beneficial to the District and the engineer's recommendation; and (6) authorize execution of the Sheldon Ridge Detention Outfall construction contract for erosion repair. Director Jaehne seconded the motion, which passed by unanimous vote.

REPORT REGARDING DEVELOPMENT IN THE DISTRICT

There was no discussion on this agenda item.

LANDSCAPING AND PARK MATTERS

There was no discussion on this agenda item.

AMEND RATE ORDER

There was no discussion on this agenda item.

2022 DIRECTORS ELECTION

Mr. Pagan discussed procedures related to the 2022 Directors Election. He recommended the Board accept Order Cancelling Election and Declaring Unopposed Candidates Elected to Office.

Mr. Pagan discussed that Certificate Declaring Unopposed Status of Candidates for Election to Board of Directors.

Following discussion, Director Jaehne moved to: (1) adopt the Order Cancelling Election and Declaring Unopposed Candidates Elected to Office; and (2) adopt the Certificate Declaring Unopposed Status of Candidates for Election to Board of Directors. Director Moffatt seconded the motion, which passed unanimously.

There being no further business to conduct, the meeting was adjourned.



*Ellen Crocker*  
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Secretary, Board of Directors

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