

NORTHWEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 15

Minutes of Meeting of Board of Directors
September 22, 2021

The Board of Directors (the "Board") of Northwest Harris County Municipal Utility District No. 15 (the "District") met in regular session, open to the public, at 17707 Old Louetta Road, Spring, Harris County, Texas, 77070, in accordance with the duly posted Notice of Public Meeting, and the roll was called of the duly constituted officers and members of said Board, as follows:

Lawrence E. LaHaie, Jr., President
Timothy Anderson, Vice President
Joseph Turner, Secretary
George Dupuy, Assistant Secretary
Royce Beam, Assistant Secretary

and all of said persons were present, except Director Beam, thus constituting a quorum.

Also present were Debra Loggins of L & S District Services, L.L.C. ("L&S"); Chris Glende of R.G. Miller Engineers, Inc. ("RGM"); Sarah Rowe and Tyler Marley of Water District Management Company, Inc. ("WDM"); Debbie Arellano of Bob Leared Interests, Inc. ("BLI"); Wendy Ramirez of BKD, LLP ("BKD"); and Matthew R. Reed of Schwartz, Page & Harding, L.L.P. ("SPH").

The President called the meeting to order and declared it open for such business as might regularly come before it.

PUBLIC COMMENTS

The Board deferred consideration of comments from the public, as no members of the public were present.

APPROVAL OF MINUTES

The Board considered approval of the minutes of its meeting held on August 25, 2021. After discussion, Director Anderson moved that the Board approve said minutes, as written. Director Turner seconded said motion, which unanimously carried.

PUBLIC HEARING REGARDING ADOPTION OF THE DISTRICT'S 2021 TAX RATE

The Board next conducted a public hearing regarding the levying of a proposed debt service tax rate and a maintenance tax rate for 2021. Ms. Arellano confirmed that the required notice had been published in *The Houston Chronicle*, in accordance with all legal requirements and as directed by the Board at its last meeting. It was then noted that, excluding the Board, no taxpayers or other members of the public appeared at the hearing.

LEVY OF THE DISTRICT'S 2021 TAX RATE

The Board next discussed the levying of the 2021 tax rate. After discussion on the matter, Director Turner moved that (i) the Board adopt the tax rate as proposed at its meeting held August 25, 2021, and as reflected in the notice, such rate being a 2021 debt service tax rate of \$0.255 per \$100 of valuation and a 2021 maintenance tax rate of \$0.295 per \$100 of valuation, resulting in a total 2021 tax rate of \$0.55 per \$100 of valuation; (ii) the Order Levying Taxes attached hereto as **Exhibit A** be adopted in connection therewith; and (iii) the President be authorized to execute and the Secretary to attest said Order on behalf of the Board and the District. Director Dupuy seconded said motion, which carried unanimously.

AMENDMENT TO DISTRICT INFORMATION FORM

Mr. Reed next presented to and discussed with the Board an Amendment to the District's Seventh Amended and Restated District Information Form ("DIF") in connection with levying the District's 2021 tax rate. After discussion regarding the Amendment to the DIF, Director Turner moved that the amended DIF be approved, and that all Board members present execute the amended DIF. Director Dupuy seconded said motion, which carried unanimously.

ENGAGEMENT OF AUDITOR

The Board next considered the engagement of an auditor to prepare the District's annual audit report, as well as an audit of the WWTP fund, for the fiscal year ending September 30, 2021. In connection therewith, Ms. Ramirez presented to and discussed with the Board her proposal on behalf of BKD to prepare said audits, a copy of which proposal is attached hereto as **Exhibit B**. After discussion, Director Anderson moved that (i) said proposal from BKD be approved subject to review and approval by SPH, and (ii) that the President be authorized to execute same on behalf of the Board and District. Director Turner seconded said motion, which unanimously carried.

TAX ASSESSOR-COLLECTOR'S REPORT

Ms. Arellano presented to and reviewed with the Board the Tax Assessor-Collector's Report for the month ended August 31, 2021, a copy of which is attached hereto as **Exhibit C**, including the disbursements presented for payment, as listed therein. After discussion, Director Anderson moved that the Tax Assessor-Collector's Report, and the disbursements listed therein for payment from the Tax Account, be approved. Director Turner seconded said motion, which carried unanimously.

DELINQUENT TAX REPORT

The Board deferred action regarding the status of collection of delinquent taxes as it was noted a report was not due at this time from the District's Delinquent Tax Collection Attorneys, Perdue, Brandon, Fielder, Collins & Mott, L.L.P.

BOOKKEEPER'S REPORT

Ms. Loggins presented to and reviewed with the Board the Bookkeeper's Report dated September 22, 2021, a copy of which is attached hereto as **Exhibit D**, including the disbursements presented for payment from the District's various accounts. After discussion, Director Dupuy moved that the Bookkeeper's Report dated September 22, 2021, be approved, and that the checks presented for payment from the District's various accounts identified in the Bookkeeper's Report be approved, except check no. 9785 from the General Operating Fund, which was voided. Director Turner seconded said motion, which unanimously carried.

ADOPTION OF BUDGETS FOR FISCAL YEAR ENDING SEPTEMBER 30, 2019

Ms. Loggins next presented to and reviewed with the Board proposed operating budgets for the District's fiscal year ending September 30, 2021, for the District's General Operating Fund ("GOF Budget") and the NPRWWTP Operating Fund ("WWTP Budget"), copies of which are attached hereto as **Exhibit E**. In connection therewith, Ms. Loggins discussed various line items and advised that the 2021 budget projections were based largely on year-to-date figures from the current fiscal year ending this month. Upon discussion regarding the proposed budgets, the Board requested certain revisions be made to the GOF Budget and the WWTP Budget. After discussion, Director Turner moved that the proposed GOF Budget and WWTP Budget for the fiscal year ending September 30, 2021, be adopted, as revised. Director Dupuy seconded said motion, which unanimously carried.

APPROVAL OF DISTRICT BOOKKEEPING AGREEMENT

Ms. Loggins presented to and reviewed with the Board a new District Bookkeeping Agreement, a copy of which is attached hereto as **Exhibit F**. After discussion, it was moved by Director Turner that the new District Bookkeeping Agreement with L & S be approved, subject to review and approval by SPH. Director Dupuy seconded the motion, which unanimously carried.

DRAINAGE AND DETENTION FACILITIES REPORT

The Board next considered the Detention and Drainage Facilities Maintenance Report from SM&M. It was noted that no report was received this month.

ENGINEER'S REPORT

Mr. Lindey presented to and reviewed with the Board an Engineering Report dated September 22, 2021, regarding the status of pending projects, a copy of which is attached hereto as **Exhibit G**. Following discussion, it was noted that no Board action was required at this time.

REQUEST BY UMANZORS FOR ANNEXATION OF ONE ACRE TRACT OF LAND INTO THE DISTRICT

The Board next considered the status of the proposed annexation of a certain one-acre tract of land at 11710 Spring Cypress Road into the boundaries of the District, as requested by Michelle Umanzor. No Board action was required related to this matter.

REQUEST BY FOUR SEASONS FOR ANNEXATION REGARDING 25 ACRE TRACT

The Board next considered the status of the proposed annexation of a 25 acre tract of land located along the east side of State Highway 249 into the boundaries of the District, at the request of Mr. Efrain and Mr. Kubeczka, on behalf of Four Seasons. No Board action was required related to this matter.

REQUEST FOR ANNEXATION OF APPROXIMATELY TWO HUNDRED ACRE TRACT INTO THE DISTRICT

The Board next considered the potential annexation of a certain two hundred acre tract, which is immediately east of the Grand Parkway and south of Highway 249 into the boundaries of the District, as requested by Brandon Guillory on behalf of Lovett Industrial. Mr. Lindey advised the Board of the status of the feasibility study. No Board action was required related to this matter.

ISSUANCE OF UTILITY COMMITMENTS

The Board deferred the issuance of any other utility commitments after noting that no other requests for utility commitments had been received during the month.

OPERATIONS AND MAINTENANCE REPORT

Ms. Rowe and Mr. Townsend presented to and reviewed with the Board the Operations Report dated September 22, 2021, 2021, a copy of which is attached hereto as **Exhibit H**. Ms. Rowe advised the Board of the current status of various projects and responded to the inquiries of the Board concerning same. In connection therewith, Ms. Rowe advised the Board that there are no accounts to be sent to collections this month.

Ms. Rowe next advised the Board that blower motor no. 4 and no. 6 need to be replaced. In connection therewith, she presented to and reviewed with the Board quotes received from NTS in the amounts of \$7,781.00 and \$11,442.00, respectively. Ms. Rowe then requested that the Board authorize WDM to proceed with the necessary replacements. Following discussion, Director Anderson moved to authorize WDM to proceed, as requested. Director Turner seconded said motion, which carried unanimously.

Ms. Rowe next advised the Board of the status of the operations of electronic water meters. In connection therewith, she presented to and reviewed with the Board proposals for the Board's consideration at next month's Board meeting.

Mr. Reed next presented and reviewed with the Board a memorandum prepared by SPH regarding House Bill No. 872, which relates to the implementation of customer confidentiality requirements and the authorization of giving notice in connection with same. A copy of the memorandum is attached hereto as **Exhibit I**. Mr. Reed summarized the bill's requirements and options for the District's compliance with same. Following discussion, the Board concurred that WDM include notice of a customer's right to request disclosure of his or her personal and billing information, along with a form to accomplish same, on District water bills going forward.

ATTORNEY’S REPORT

Mr. Reed next discussed the status of the District’s prior Resolution Adopting Temporary Policies and Procedures in Response to COVID-19 Pandemic and advised that the policies and procedures made possible under said Resolution expired on September 1, 2021.

Mr. Reed next informed the Board that SPH is moving office locations in November. In connection therewith, the Board considered the adoption of an Order Establishing Office and Meeting Places of Board of Directors Outside the District (the "Order"), located at 1300 Post Oak Boulevard, Suites 2400 and 2500, Houston, Texas 77056, attached hereto as **Exhibit J**. Following discussion, it was moved by Director Turner, seconded by Director Dupuy, and unanimously carried that said Order be passed and adopted. The Secretary was directed to execute and the attorney to publish notice of designation of such office and meeting places outside the boundaries of the District, and to file a copy of the Order with the Texas Commission on Environmental Quality.

Mr. Reed next advised the Board as to efforts in connection with amending the Detention Pond and Drainage Reserves Maintenance Agreement between the District and the Trails of Cypress Lake Community Association (“HOA”), as discussed at prior meetings. It was noted that no Board action was required at this time.

CLOSED SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.071

The Board concurred that a Closed Session would not be required in connection with today’s meeting.

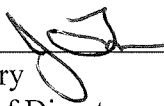
FUTURE AGENDA ITEMS

Other than as discussed earlier in the meeting and reflected earlier in the meeting and reflected above, no additional agenda items were requested.

ADJOURN

There being no further business to come before the Board, Director Turner moved that the meeting be adjourned. Director Dupuy seconded said motion, which unanimously carried.





Secretary
Board of Directors

NORTHWEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 15
LIST OF ATTACHMENTS TO MINUTES
BOARD OF DIRECTORS MEETING

- Exhibit A Order Levying Taxes
- Exhibit B BKD Engagement Letter to prepare the Audit Report for fiscal year ended
September 30, 2021
- Exhibit C Tax Assessor-Collector's Report
- Exhibit D Bookkeeper's Report
- Exhibit E Operating Budgets for 2022
- Exhibit F District Bookkeeping Agreement
- Exhibit G Engineer's Report
- Exhibit H Operator's Report
- Exhibit I Memo regarding H.B. 872
- Exhibit J Order Establishing Office and Meeting Places of Board of Directors Outside the
District