

MINUTES
NORTHEAST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 1

April 4, 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 4th day of April, 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 Director Gaylord, thus constituting a quorum.

Also attending either in person were: Aaron Alford of Woodmere Development Company, Ltd.; 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; and Greer Pagan, Allison Leatherwood, 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 a public comment. There being no members of the public requesting to make a public comment, the Board moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the March 7, 2022, regular meeting. After review and discussion, Director Jaehne moved to approve the minutes of the March 7, 2022, regular meeting. Director Crocker 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 approval of additional check no. 1146 in the amount of \$6,777.92; and check no. 1147 in the amount of \$4,725.05; and check no. 1021 in the amount of \$4,555.84, for engineering.

Ms. Butler presented and reviewed a draft of the District's budget for the fiscal year ending May 31, 2023. The Board took no action on the matter.

After review and discussion, Director Moffatt moved to approve: (1) the bookkeeper's report, including payment of the bills, as presented; and (2) approve check no. 1146, check no. 1147, and check no. 1021 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 Moffatt seconded the motion, which passed by unanimous vote.

The Board considered approval of a Resolution Requesting Appraisal of Property and Certificate of Assessed Value from the Harris County Appraisal District as of April 1, 2022. Following review and discussion, Director Jaehne moved to approve the Resolution Requesting Appraisal of Property and Certificate of Assessed Value from the Harris County Appraisal District as of April 1, 2022. Director Moffatt 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 one delinquent account to the District's collection agency totaling \$31.00.

Following review and discussion, upon a motion made by Director Crocker and seconded by Director Moffatt, the Board voted unanimously to approve: (1) the operator's report; and (2) authorize the operator to run the recommended delinquent account 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 the reason why utility service should not be terminated for the 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 Moffatt and passed by unanimous vote.

CONDUCT ANNUAL REVIEW AND RECEIVE REPORT FROM OPERATOR ON IDENTITY THEFT PREVENTION PROGRAM AND ADOPT IDENTITY THEFT PREVENTION PROGRAM AMENDMENT

Mr. Williams presented and reviewed the annual report on the District's Identity Theft Prevention Program, a copy of which is included in the operator's report. Mr. Williams stated that the annual report indicates no significant incidents of identity theft detection and recommended no changes to the program at this time.

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 regarding the construction of the Sheldon Ridge Phase III Detention and reviewed and recommended approval of Pay Estimate No. 5 in the amount of \$193,584.47, payable to Paskey Inc.

Mr. Hajduk gave an update on the Sheldon Road Municipal Utility District ("SRMUD") Wastewater plant and water plant capacity project. He presented a proposal in the amount of, \$36,390.00 from Fencecrete America, Inc., for the installation of an 8-foot tall caffe rock style precast concrete fence along the northern property line, a copy of which is attached to the engineer's report. Mr. Hajduk stated that the SRMUD and the District would share the cost of the concrete fence. He requested board approval to submit payment in the amount of \$18,195.00.

Mr. Hajduk updated the Board regarding the construction of the Edgewood Village, Section 8 water, sewer, and drainage, and reviewed and recommended approval of Pay Estimate No. 3 and Final in the amount of \$28,471.06, payable to Principal Services, Ltd. He also presented a Certificate of Completion and Acceptance and recommended the Board accept the facilities.

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

Mr. Hajduk updated the Board regarding the construction of the Edgewood Village Phase III Detention and reviewed and recommended approval of Pay Estimate No. 10 and Final in the amount of \$139,710.57, payable to Payskey Incorporated. He also presented a Certificate of Completion and Acceptance and recommended the Board accept the facilities.

Mr. Hajduk reported that the 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.

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

Mr. Hajduk updated the Board on the status of the erosion at the Sheldon Ridge Detention Outfall.

After review and discussion, Director Moffatt moved to approve: (1) the engineer's report; (2) Pay Estimate No. 5 in the amount of \$193,584.47; (3) payment in the amount of \$18,195.00, for the concrete fence; (4) Pay Estimate No. 3 and Final in the amount of \$28,471.06 and to accept the facilities; and (5) Pay Estimate No. 10 and Final in the amount of \$139,710.57 and to accept the facilities. Director Crocker seconded the motion, which passed by unanimous vote.

REPORT REGARDING DEVELOPMENT IN THE DISTRICT

Mr. Alford updated the Board regarding development in the District.

LANDSCAPING AND PARK MATTERS

There was no discussion on this agenda item.

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



Ellen Crocker

Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

| | Minutes |
|---------------------------------------|-------------|
| | <u>Page</u> |
| Bookkeeper's report..... | 1 |
| Tax assessor/collector's report | 2 |
| Operator's report..... | 2 |
| Engineer's report..... | 3 |