

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

**August 15, 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, August 15, 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 except Director Barton, 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 Quiddity Engineering (“Quiddity”), 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 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.

## **FINANCIAL ADVISOR'S REPORT**

The Board deferred action.

## **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 "B." As of July 31, 2022, 96.7% 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 Tallas, seconded by Director Johnston, 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 Johnston, 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 Ms. Kilgore, who presented minutes of the meeting held on July 18, 2022, previously distributed to the Board. Upon a motion made by Director Popper and seconded by Director Johnston, the Board voted unanimously to approve the minutes of the meeting of July 18, 2022, as presented.

### Annual Review of Investment Policy

Consideration was then given to a Resolution Evidencing Review of Investment Policy and Investment Strategies (the "Resolution"). Ms. Kilgore reminded the Board that the Public Funds Investment Act requires the Board to review the District's Investment Policy annually. Ms. Kilgore recommended that no changes be made to the Investment Policy at this time other than to update the list of Authorized Brokers for the District. Upon motion made by Director Tallas, seconded by Director Popper, the Board by unanimous vote agreed not to make any changes to the District's Investment Policy at this time other than to update the list of Authorized Brokers for the District and to adopt the Resolution.

## **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 88 connections;
- The combined billed consumption for the month was 21,102,237 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 Johnston, seconded by Director Popper, the Board voted unanimously to approve the Operator's Report and the action items therein.

## **ENGINEER'S REPORT**

The Board recognized Mr. Lay of Quiddity, who presented the Engineer's Report attached hereto as Exhibit "E."

- Starbucks at FM 1960 Road and Veterans Memorial Drive
  - Quiddity continues to wait for the revised plans and will update the Board when received.
- WWTP MCC & Blower Replacement
  - The Notice to Proceed was issued on August 1, 2022.
  - The mobilization date is tentative to when the contractor receives the temporary electrical power and relocation equipment, which is expected in nine months.
- Renewal Application for TDPES WWTP Discharge Permit Renewal
  - The permit renewal package is complete and will be submitted once NW22 and NW23 signatures are received.
- 2021 Sanitary Sewer Rehabilitation
  - The contractor is installing the cured-in-place pipe and began the manhole rehabilitation this month.
- Lift Station No. 1 Rehab
  - Ms. Kilgore presented for the Board's review and approval a Temporary Construction Easement to access the lift station to perform the rehabilitation project.
  - Quiddity is preparing a scope memo of the engineering services for the project for discussion at the next meeting.
- District Facility Winterization
  - Mr. Lay presented an updated quote from Flexin Manufacturing to install insulation blankets around the above ground piping at the District's water plant in the amount of \$61,321, a copy of which is included in the Engineer's Report.
  - Mr. Lay noted no additional bids were submitted.

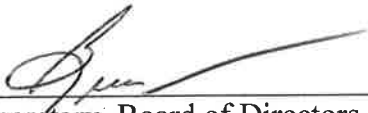
- Mr. Strange stated he would confer with NW22 regarding participating in the cost of the project.
- Assignment and Amendment to Engineering Contract
  - Mr. Lay presented for the Board's review and approval an Assignment of Engineering Contract wherein Jones and Carter assigned its right, title and interest in the District's engineering contract to Quiddity.
  - Additionally, Mr. Lay presented for the Board's review and approval a First Amendment to Engineering Contract which authorizes a rate increase and updates the contract to include legislatively required verifications.

After further discussion, upon a motion brought by Director Johnston, seconded by Director Popper, 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 19<sup>th</sup> day of August, 2022.

  
Secretary, Board of Directors

(Seal)

