

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

**September 19, 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, September 19, 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 Johnston, thus constituting a quorum.

Also present at the meeting were George Blich of Blich Associates, Inc., Financial Advisor for the District; Joseph Ellis of McCall Gibson Swedlund Barfoot, PLLC, Auditor for the District; 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 and John Cannon 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 recognized Mr. Blicht, who presented the District's 2022 tax rate analysis, a copy of which is attached hereto as Exhibit "B." Mr. Cannon next explained the procedures that the District must follow prior to adopting a tax rate for 2022. Upon a motion by Director Tallas, duly seconded by Director Barton, after full discussion and the question being put to the Board, the Board voted unanimously to call a public hearing and authorize the publication of notice of the District's tax rate hearing and information on the District's proposed tax rate of \$0.2141 per \$100 of assessed value.

## **AUDITOR'S REPORT**

The Board recognized Mr. Ellis, who reviewed the District's audit for fiscal year ended May 31, 2022, copies of which are attached hereto as Exhibit "C." Following review and discussion of the audit and based on a motion by Director Tallas, which was seconded by Director Barton, the board voted unanimously to approve the audit for the fiscal year ended May 31, 2022 and authorize the filing of same with the Texas Commission on Environmental Quality per applicable rules.

## **RENEWAL OF DISTRICT'S INSURANCE**

The Board next considered renewing the District's insurance and reviewed a renewal proposal from McDonald & Wessendorff Insurance, a copy of which is attached hereto as Exhibit "D." Following review and discussion and based on a motion by Director Tallas and seconded by Director Barton, the Board voted unanimously to accept the renewal proposal and renew the District's insurance with McDonald & Wessendorff Insurance.

## **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 "E." As of August 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 Barton, 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 "F."

Following review and discussion and based on a motion by Director Barton, which was seconded by Director Popper, the Board voted unanimously to approve the Bookkeeper's Report and invoices submitted for payment.

## **ATTORNEY'S REPORT**

### Minutes

The Board recognized Mr. Cannon, who presented minutes of the meeting held on August 15, 2022, previously distributed to the Board. Upon a motion made by Director Barton and seconded by Director Tallas, the Board voted unanimously to approve the minutes of the meeting of August 15, 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 "G." Mr. Wilhite reported as follows:

- The District has a total of 88 connections;
- The combined billed consumption for the month was 28,102,381 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 Barton, seconded by Director Tallas, 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 "H."

- 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
  - A construction schedule has not been received to date. The mobilization is tentative to when the contractor receives temporary electrical power and relocation equipment.
- Renewal Application for TD PES 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 completed installing the CIPP Liner and continues to work on the manhole rehabilitation repairs.

- Mr. Jenkins presented Pay Estimate No. 2 in the amount of \$140,216.40 and recommended payment of same.
- Lift Station No. 1 Rehab
  - Mr. Jenkins reviewed with the Board a preliminary cost estimate, a copy of which is included in the Engineer's Report.
  - Mr. Jenkins requested Board authorization to proceed with the preparation of construction plans and the bid package for the Lift Station No. 1 rehabilitation project.
- Booster Pump Support Column Repair
  - Mr. Jenkins reviewed with the Board three (3) bids for the repair and recommended awarding the contract to TOPique Construction, LLC with the low bid of \$16,789.15.
- Water Well Induction Survey and Rework
  - Mr. Jenkins reviewed with the Board three (3) bids for this project on and recommended awarding the contract to C&C Water Services submitted the low bid of \$57,200.00, with the understanding alternate bid items could be awarded based on the findings from the induction survey.
  - Also enclosed is a letter requesting the District allocate \$58,217.42 for their share of the construction and remaining engineering funds for this project. Quiddity recommends the District put up the remaining funds.
  - A portion of the well's site fencing and landscaping needs to be temporarily removed to facilitate the induction survey. C&C Water Service would be responsible for reinstalling the fence for an estimated cost of \$7,023.88.
- District Facility Winterization
  - Quiddity met with Flexin Manufacturing on August 22, 2022 to finalize measurements and the blankets should be installed within the month.
  - The blankets will not be installed at the remote well until the induction survey and rework project is complete.

After further discussion, upon a motion brought by Director Barton, 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 10<sup>th</sup> day of October, 2022.

  
Secretary, Board of Directors

(Seal)

