

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

November 21, 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, November 21, 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 thus constituting a quorum.

Also present at the meeting were Jon Strange of JNS Consulting Engineers, Inc. ("JNS"); Howard Wilhite and Brenda Herrera of H2O Innovation Operation and Maintenance, LLC ("H2O"), Operator for the District ("Operator"); Wesley Lay and William Sagastizado of Quiddity Engineering ("Quiddity"), Engineer for the District ("Engineer"); Lina Loaiza of Bob Leared Interests ("BLI"), the District's Tax Assessor/Collector ("TAC"); 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.

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 October 31, 2022, 2.4% of the 2022 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 Barton, seconded by Director Tallas, the Board voted unanimously to approve the TAC's Report and the action items therein.

BOOKKEEPER'S REPORT

The Board recognized Ms. Kilgore, 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."

The Board further authorized a wire for payment of Pay Application No. 4 in the amount of \$40,504.64 for the sanitary sewer rehabilitation project (the "Wire Authorization").

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

ATTORNEY'S REPORT

Minutes

The Board recognized Ms. Kilgore, who presented minutes of the meeting held on October 10, 2022, previously distributed to the Board. Upon a motion made by Director Tallas and seconded by Director Barton, the Board voted unanimously to approve the minutes of the meeting of October 10, 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 "D." Mr. Wilhite reported as follows:

- The District has a total of 88 connections;
- The combined billed consumption for the month was 24,576,753 gallons of water;
- There were no cut-offs; and
- Attached to the Operator's Report is a list of charges over \$500.

Mr. Wilhite reported an excursion at the wastewater treatment plant of the e. coli daily max. Mr. Wilhite reported the faulty pump causing the excursion has been repaired and H2O will continue to monitor the issue.

Mr. Wilhite presented for the Board's review and approval a fire hydrant servicing and painting proposal for 49 hydrants at a total cost of \$4,655 (the "Proposal").

After discussion, upon a motion brought by Director Popper, seconded by Director Barton, the Board voted unanimously to approve the Operator's Report and the action items therein, including the Proposal.

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 received revised plans from the developer and plan to issue a response soon.
 - The developer has requested a variance to the District's Rate Order to install a hydromechanical grease trap. Mr. Lay recommended granting the variance subject to compliance with the remaining terms of the District's Rate Order for a one year period.
- **WWTP MCC & Blower Replacement**
 - Mr. Lay reported R&B Group, Inc. has one remaining punch list item to complete.
- **Renewal Application for TDPES WWTP Discharge Permit Renewal**
 - The permit renewal package was submitted to the TCEQ on September 30, 2022 and a draft permit should be received by March 2023.
- **2021 Sanitary Sewer Rehabilitation**
 - The contractor completed the rehabilitation repairs this month and the final inspection was held on November 17th, where several punch list items were noted.
 - Mr. Lay presented Pay Estimate No. 4 in the amount of \$40,504.64 to Insituform Technologies and recommended payment of same.
- **Lift Station No. 1 Rehab**
 - Mr. Lay reported the project design is underway and Quiddity expects to have the plans ready for internal review next month.
- **Booster Pump Support Column Repair**
 - A pre-construction meeting with the contractor was held on October 11th.
 - The support columns are being galvanized and the contractor plans to install the columns once received from the galvanizer.
- **Water Well No. 2 Induction Survey and Rework**
 - Mr. Lay reported a pre-construction meeting was held with the contractor on November 7th and the notice to proceed was issued at that time.

- The contractor pulled the well motor and ran the camera survey this week. During the survey, a hole was discovered in the pump shaft casing approximately 250 feet down. Quiddity is procuring options for repairing the hole prior to the well being brought back online and will present at the next meeting.
- Mr. Lay further reported the survey revealed 80-90 feet of debris at the bottom of the pipe. The contractor would like to jet the debris out of the pipe at a cost of \$10,250. Mr. Lay noted the cost has been included as an alternate bid item.
- District Facility Winterization
 - Mr. Lay reported the contractor has completed the insulation blankets to the remote water well and Water Plant No. 1. The contractor plans to use a man lift to complete the remaining insulation blankets this month.
- Water and Sewer Rate Analysis
 - Mr. Lay noted the repair of Water Well No. 2 may impact the water and sewer rate analysis and requested authorization from the Board to push the discussion back another month until Quiddity has options for moving forward with the well repair.

After further discussion, upon a motion brought by Director Barton, seconded by Director Tallas, 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 19th day of December, 2022.

(Seal)




Secretary, Board of Directors