

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

December 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, December 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 John Seifer of Ground-Water Consultants, LLC; Jon Strange of JNS Consulting Engineers, Inc. (“JNS”); Howard Wilhite of H2O Innovation Operation and Maintenance, LLC (“H2O”), Operator for the District (“Operator”); Wesley Lay and Bradley Jenkins 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.

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 November 30, 2022, 6.92% 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 November 21, 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 November 21, 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 22,792,265 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 chlorine contact basin has been cleaned and H2O will continue to monitor the issue.

After discussion, upon a motion brought by Director Wall, 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**
 - Mr. Lay updated the Board that approved plans for the Starbuck development have been received and a copy of the plan approval letter is included in the Engineer's Report.
 - The approved plans do not include connection to the District's facilities and water and sewer will not be granted until plans for water and sewer connections are approved.
- **WWTP Improvements and Upgrades**
 - Mr. Lay reported R&B Group, Inc. has one remaining punch list item to complete.
- **WWTP MCC & Blower Replacement**
 - Mr. Lay presented for the Board's review and approval Pay Estimate No. 1 in the amount of \$231,300 and recommended payment of same.
- **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**
 - Mr. Lay presented Pay Estimate No. 5 and final in the amount of \$29,500.02 and Change Order No. 3 in the amount of \$5,293 for adjustment of final quantities in the contract. Mr. Lay recommended payment of both.
- **Lift Station No. 1 Rehab**
 - Mr. Lay reported Quiddity is complete with the 30-percent construction drawings and plan to send the drat plans to the District's operator for review this month.
- **Booster Pump Support Column Repair**
 - The new support columns were installed on November 18, 2022 and the contract is addressing a few punch list items prior to closing out the project.
- **Water Well No. 2 Induction Survey and Rework**
 - Mr. Lay reported the contractor ran a camera survey again on December 12, 2022, after jetting the fill material at the bottom of the well.

- Enclosed in the Engineer's Report is a copy of the contractor's proposal to address the issues identified.
- After discussion, the Board requested Quiddity proceed with the induction survey to determine where the sand is coming from at a cost of \$31,950, which cost is already included in the contract.
- District Facility Winterization
 - Mr. Lay reported the winterization blankets have been installed and the contractor is addressing punch list items before closing out the contract.
- Water and Sewer Rate Analysis
 - Mr. Lay presented for the Board's review a water and sewer rate analysis. The Board requested Mr. Lay update the analysis with NW 22's rates for continued discussion.

After further discussion, upon a motion brought by Director Popper, seconded by Director Barton, 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 16th day of January, 2022.


Secretary, Board of Directors

