

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

January 16, 2023

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, January 16, 2023, 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 Gary Smith of Northwest Harris County Municipal Utility District No. 22; Bobby Lieb and Polly Loooper of Houston Northwest Chamber of Commerce; 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.

1960 SAFETY AND SECURITY INITIATIVE

The Board recognized Mr. Lieb and Ms. Looper who gave presentation on a proposed joint powers agreement to fund and administer an officer contract for the purpose of improving safety and security in the FM 1960 area. A copy of the presentation is attached hereto as Exhibit "B."

No action was taken.

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 "C." As of December 31, 2022, 30.5% 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 Johnston, 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 "D."

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

ATTORNEY'S REPORT

Minutes

The Board recognized Mr. Cannon, who presented minutes of the meeting held on December 19, 2022, previously distributed to the Board. Upon a motion made by Director Tallas and seconded by Director Johnston, the Board voted unanimously to approve the minutes of the meeting of December 19, 2022, subject to requested revisions.

OPERATOR'S REPORT

The Board recognized Mr. Wilhite, who presented the Operator's Report, a copy of which is attached hereto as Exhibit "E." Mr. Wilhite reported as follows:

- The District has a total of 88 connections;
- The combined billed consumption for the month was 16,115,166 gallons of water;
- There were no cut-offs; and
- Attached to the Operator's Report is a list of charges over \$500.

Mr. Wilhite also presented for the Board's review and approval a list of write-offs for December, 2022.

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, including the write-offs.

ENGINEER'S REPORT

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

- Starbucks at FM 1960 Road and Veterans Memorial Drive
 - Mr. Lay updated the Board that Quiddity has received the interior plumbing plans for the proposed Starbucks and is coordinating a response.
- 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 reported the contractor expects the temporary electrical power and relocation equipment to arrive early next month. A coordinate meeting has been scheduled with the contractor to review the bypass system for January 17th.
- Renewal Application for TDPES WWTP Discharge Permit Renewal
 - Mr. Lay stated Quiddity received the draft permit on January 9th and plan to return comments this week.
- Lift Station No. 1 Improvements
 - Quiddity has provided 30% drawings to the District's operator for review and is underway with the 90% design.
 - Mr. Lay noted that Quiddity plans to complete a structural evaluation of the brick fence this month and present a recommendation at the February meeting.
- Booster Pump Support Column Repair
 - Mr. Lay reported that the contractor continues to address the punch list items.
- Water Well No. 2 Induction Survey and Rework
 - Mr. Lay reported the contractor performed the water well induction survey on January 12th and Quiddity continues to evaluate the results.
 - As noted in previous meetings, a hole in the surface casing was discovered and sand is infiltrating the well.

- Quiddity recommended the Board consider various options for moving forward, including reworking Water Well No. 2, or plugging the well and constructing a new replacement well.
- The Board requested to call a special meeting on January 30th at noon to discuss the options.
- District Facility Winterization
 - Mr. Lay reported the contractor has completed all punch list items except providing the insulation blanket diagrams. Following receipt of the diagrams, Mr. Lay recommends payment of the final invoice for \$61,321.
- Water and Sewer Rate Analysis
 - The Board requested the analysis be added to the January 30th special meeting agenda for discussion.
- NHCRWA Rate Decrease
 - Mr. Lay reported North Harris County Regional Water Authority approved decreasing rates by \$0.50 per 1,000 gallons in both the surface and groundwater categories.
 - The new rates are \$4.55 per 1,000 gallons for surface water and \$4.05 per 1,000 gallons for groundwater, effective February 1, 2023.

After further discussion, upon a motion brought by Director Barton, 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 20th day of February, 2023.



Secretary, Board of Directors

(Seal)

