

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

March 20, 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, March 20, 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: Bill Blich of Blich Associates, Inc., Financial Advisor 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”); 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 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 February 28, 2023, 89% 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 Popper, 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."

Ms. Cole also presented a draft budget for fiscal year end 2024 and requested consultants provide comments to the draft budget prior to the next meeting date.

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

ATTORNEY'S REPORT

Minutes

The Board recognized Ms. Kilgore, who presented minutes of the meeting held on February 20, 2023, previously distributed to the Board. Upon a motion made by Director Tallas and seconded by Director Johnston, the Board voted unanimously to approve said minutes 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 17,844,177 gallons of water;
- There were no cut-offs; and
- Attached to the Operator's Report is a list of charges over \$500.

Mr. Wilhite presented for the Board's consideration a proposal for an electrical survey at the lift station and plant sites for an estimated total cost of \$5,700 (the "Proposal").

After discussion, upon a motion brought by Director Popper, seconded by Director Johnston, 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 is awaiting revised plans based on the plan review comments.
- Capacity Request – 14411 Sylvanfield Dr.
 - Quiddity received plans from the developer's engineer last week and plans to issue a response soon.
- 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 Pay Estimate No. 2 in the amount of \$541,394.99 to Board for review and approval.
- Renewal Application for TDPES WWTP Discharge Permit Renewal
 - Mr. Lay stated Quiddity expects the TCEQ to issue the final permit soon.
- Lift Station No. 1 Improvements
 - Quiddity continues to work on the 90% design and plans to provide a set to the H2O for review this month.
- Water Well No. 2 Induction Survey and Rework
 - Mr. Lay stated the contractor has offered to purchase the existing pumping equipment for \$2,500.
 - Mr. Lay plans to present a change order for capping the water well, salvage value for the pumping equipment at an amount of \$2,500 and jetting the fill material from the bottom of the well at the next Board meeting.
- Lead and Copper Rule Revisions (LCRR) Compliance
 - Quiddity presented for the Board's review and approval a proposal to prepare a service line inventory for the Lead and Copper Rule Revision at a cost of \$20,000.
- Bond Application Report No. 3
 - Mr. Lay presented for the Board's review a revised Summary of Cost for Bond Application Report No. 3.
 - The Board recognized Mr. Blich, who presented to the Board a bond capacity analysis, sizing the bonds at \$7,150,000. A copy of the Bond Capacity Analysis is attached hereto as Exhibit "F."
- NW Harris County MUD 22 Projects
 - Mr. Strange presented for the Board's review and approval a proposal for preliminary engineering services regarding Remote Water Well No. 3, and

a Request for Funds No. 1 in the amount of \$64,774.80 for the District's share.

- A copy of the proposal and Request for Funds No. 1 is included in the Engineer's Report.

After further discussion, upon a motion brought by Director Johnston, 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 17th day of April, 2023.


Secretary, Board of Directors

(Seal)

