

MINUTES
NORTHEAST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 1

April 3, 2023

The Board of Directors (the "Board") of Northeast Harris County Municipal Utility District No. 1 (the "District") met in regular session, open to the public, on the 3rd day of April, 2023, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Jim Moffatt	President
Keith Jaehne	Vice President
Tonya Nunez	Asst. Vice President
Ellen Crocker	Secretary
Ted Gaylord	Assistant Secretary

and all the above were present except Director Nunez, thus constituting a quorum.

Also attending either in person were: Aaron Alford of Woodmere Development; Renee Butler of McLennan & Associates, L.P.; Patty Rodriguez of Bob Leared Interests, Inc. ("BLI"); Mike Williams and Ryan Vaughan of Municipal Operations & Consulting, Inc.; Jason Hajduk of IDS Engineering Group; JC Reno of Storm Water Solutions; and Greer Pagan and Arlene Catalan of Allen Boone Humphries Robinson LLP.

PUBLIC COMMENT

The Board offered any members of the public attending the meeting the opportunity to make a public comment. There being no members of the public requesting to make a public comment, the Board moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the March 6, 2023, regular meeting. After review and discussion, Director Gaylord moved to approve the minutes of the March 6, 2023, regular meeting. Director Jaehne seconded the motion, which passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Butler presented and reviewed the bookkeeper's report, a copy of which is attached, and presented the District's bills for payment.

Ms. Butler presented and reviewed a draft of the District's budget for the fiscal year ending May 31, 2024. The Board took no action on the matter.

Following review and discussion, Director Gaylord moved to approve the bookkeeper's report, including payment of the bills, as presented. Director Jaehne seconded the motion, which passed by unanimous vote.

TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Rodriguez presented and reviewed the tax assessor/collector's report with the Board, a copy of which is attached. Following review and discussion, Director Crocker moved to approve the tax assessor/collector's report and the payment of the bills contained in the tax assessor/collector's report. Director Jaehne seconded the motion, which passed by unanimous vote.

OPERATION OF DISTRICT FACILITIES

Mr. Vaughan presented and reviewed the operator's report, a copy of which is attached.

Mr. William presented and reviewed a proposal from Water Utilities, Inc. for the addition of a magnesium hydroxide system (the "System") at the District's wastewater treatment plant in the amount of \$7,675.00. He stated that the System would stabilize PH levels.

Following review and discussion, upon a motion made by Director Jaehne and seconded by Director Crocker, the Board voted unanimously to: (1) approve the operator's report; and (2) approve proposal from Water Utility Services, Inc. for the System in the amount of \$7,675.00.

TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS

Mr. Vaughan reviewed the termination list reflecting delinquent water and sewer accounts, a copy of which is attached to the operator's report. Mr. Vaughan reported the customers on the termination list were mailed written notice prior to today's meeting in accordance with the District's Rate Order, notifying them of the opportunity to appear before the Board to explain, contest, or correct the utility service bill and to show the reason why utility service should not be terminated for the reason of nonpayment. The Board then conducted a hearing on the termination of utility service to other customers. Following review and discussion, Director Jaehne moved to authorize termination of delinquent accounts in accordance with the District's Rate Order and direct that the delinquent customer list be filed appropriately and retained in the District's official records. The motion was seconded by Director Crocker and passed by unanimous vote.

CONDUCT ANNUAL REVIEW AND RECEIVE REPORT FROM OPERATOR ON IDENTITY THEFT PREVENTION PROGRAM AND ADOPT IDENTITY THEFT PREVENTION PROGRAM AMENDMENT

Mr. Williams presented and reviewed the annual report on the District's Identity Theft Prevention Program, a copy of which is included in the operator's report. Mr. Williams stated that the annual report indicates no significant incidents of identity theft detection and recommended no changes to the program at this time.

ENGINEERING MATTERS

Mr. Hajduk presented and reviewed the engineer's report, a copy of which is attached, and reviewed the status of construction projects in the District.

Mr. Hajduk gave an update on the Sheldon Road Municipal Utility District ("SRMUD") wastewater plant and water plant capacity project (the "Project").

Mr. Hajduk stated that bids were received for construction of Edgewood Village, Section 9 water, sewer, and drainage. He recommended that the Board award the contract to Fellers and Clark, LP ("Fellers and Clark") in the amount of \$928,882.40. The Board concurred that, in its judgment, Fellers and Clark was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Mr. Hajduk reported that the advertisement for bids for the construction of the Edgewood Village, Section 10 water, sewer, and drainage is pending developer authorization.

After review and discussion, Director Gaylord moved to: (1) approve the engineer's report; and (2) award the contract for construction of Edgewood Village, Section 9 water, sewer, and drainage to Fellers and Clark in the amount of \$928,882.40, based upon the engineer's recommendation and subject to approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Crocker seconded the motion, which passed by unanimous vote.

UNLIMITED TAX BONDS, SERIES 2023

The Board considered approval of a Resolution Requesting Appraisal of Property and Certificate of Assessed Value from the Harris Central Appraisal District as of April 1, 2023.

The Board discussed authorizing the BLI to request a Certificated of Assessed Value as of January 1 from the Harris Central Appraisal District

Following review and discussion, Director Gaylord moved to: (1) approve the Resolution Requesting Appraisal of Property and Certificate of Assessed Value from the Harris Central Appraisal District as of April 1, 2022; and (2) BLI to request a Certificated of Assessed Value as of January 1 from the Harris Central Appraisal District. Director Jaehne seconded the motion, which passed by unanimous vote.

REPORT ON DETENTION MAINTENANCE

Mr. Reno presented and reviewed Stormwater Solution's monthly inspection report, a copy of which is attached.

REPORT REGARDING DEVELOPMENT IN THE DISTRICT

Mr. Alford updated the Board on development in the District.

CONSIDER AGREEMENT WITH HARRIS COUNTY FOR SECURITY SERVICE AND APPROVE APPROPRIATE ACTION

The Board discussed Harris County Sheriff's Office cost to patrol the District.

LANDSCAPING AND PARK MATTERS

There was no discussion on this agenda item.

There being no further business to conduct, the meeting was adjourned.



Ellen Crocker

Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report.....	1
Tax assessor/collector's report	2
Operator's report.....	2
Engineer's report.....	3
Mowing and maintenance report	4