

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

March 18, 2024

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 18, 2024, 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: Jon Strange of JNS Consulting Engineers, Inc. (“JNS”); Lina Loaiza of Bob Leared Interests (“BLI”), the District’s Tax Assessor/Collector (“TAC”); Howard Wilhite of H2O Innovation Operation and Maintenance, LLC (“H2O”), Operator for the District (“Operator”); Wesley Lay of Quiddity Engineering (“Quiddity”), Engineer for the District (“Engineer”); Christina Ferguson 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 recognized Ms. Loaiza who reviewed the TAC's Report and a list of delinquent tax accounts, copies of which are attached hereto as Exhibit "B." As of February 29, 2024, 85% of the 2023 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 Popper, 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. Ferguson, 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."

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

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 91 connections;
- The combined billed consumption for the month was 16,430,150 gallons of water;
- There were no cut-offs; and
- Attached to the Operator's Report is a list of charges over \$500.

After discussion, upon a motion brought by Director Tallas, seconded by Director Popper, the Board voted unanimously to approve the Operator's Report.

ENGINEER'S REPORT

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

The following action items were presented:

- **WWTP Motor Control Center ("MCC") & Blower Replacement**
 - Mr. Lay presented Pay Estimate No. 13 in the amount of \$178,296.08 to Sustanite Support Services and recommended payment of same.
 - Mr. Lay stated the delivery of the MCC has been tentatively delayed to November 2024. Mr. Lay is requesting the contractor provide a letter with

reasoning as to the delay, and request authorization from the Board to send a response letter.

- Lift Station No. 1 Improvements
 - Mr. Lay presented revised Pay Estimate No. 4 in the amount of \$10,350 to McDonald Municipal and Industrial and recommended payment of same.
 - Mr. Lay presented Pay Estimate No. 5 in the amount of \$104,392.80 to McDonald Municipal and Industrial and recommended payment of same.
- 2024 Annual Water Plant Inspection
 - Mr. Lay presented to the Board a proposal and scope memo detailing the scope, fees and schedule for the inspection.
 - Mr. Lay recommended the Board authorize Quiddity to perform a mechanical and electrical inspection of the District's facilities at a cost of \$11,000, which is Option C under the proposal.

After further discussion, upon a motion brought by Director Tallas, seconded by Director Popper, the Board voted unanimously to approve the Engineer's Report and the action items therein.

ATTORNEY'S REPORT

Minutes

The Board recognized Ms. Kilgore, who presented the minutes of the meeting held on February 19, 2024, previously distributed to the Board. Upon a motion made by Director Barton and seconded by Director Tallas, the Board voted unanimously to approve said minutes.

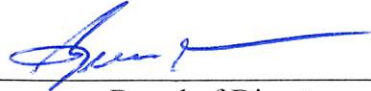
Cancel Directors Election

Ms. Kilgore presented a Certification of Agent for Election verifying that each of the candidates to be listed on the ballot for the directors' election is unopposed. She next presented an Order Declaring Unopposed Candidates Elected to Office and Canceling Directors Election. She stated that as no additional candidates have filed applications for a place on the ballot or requested to be listed as a write-in candidate, Directors Wall and Popper may be declared unopposed candidates elected to office with terms to expire in May, 2028. Upon a motion by Director Tallas, seconded by Director Popper, the Board voted unanimously to accept the Certification of Agent for Election and adopt the Order Declaring Unopposed Candidates Elected to Office and Canceling Directors Election.

There being no further business to come before the Board, the meeting was adjourned.

[execution page follows]

PASSED, APPROVED and ADOPTED this 15th day of April, 2024.



Secretary, Board of Directors

(Seal)