

MINUTES
NORTHEAST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 1

March 4, 2024

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 4th day of March, 2024, 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, thus constituting a quorum.

Also attending the meeting were JC Reno of Storm Water Solutions; 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. (“MOC”); Jason Hajduk of IDS Engineering Group; Aaron Alford of Woodmere Development Company Ltd.; and Greer Pagan and Kerri Houck 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 February 5, 2024, regular meeting. After review and discussion, Director Gaylord moved to approve the minutes of the February 5, 2024, regular meeting. Director Jaehne seconded the motion, which passed unanimously.

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. Following review and discussion, Director Gaylord moved to approve the bookkeeper’s report, including payment of the bills, as presented. Director Crocker seconded the motion, which passed unanimously.

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 Gaylord 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 unanimously.

OPERATION OF DISTRICT FACILITIES

Mr. Vaughan presented and reviewed the operator's report, a copy of which is attached. He presented and recommended turning four delinquent accounts totaling \$555.56 to the District's collection agency. Following review and discussion, Director Gaylord moved to approve the operator's report. Director Crocker seconded the motion, which passed unanimously.

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 Gaylord 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. Director Crocker seconded the motion, which passed unanimously.

REVIEW CRITICAL LOAD SPREADSHEET

The Board reviewed the District's Critical Load Spreadsheet ("CLS"). Mr. Pagan said the District's updated CLS will be filed with the required entities, which include the Public Utility Commission, the Texas Division of Emergency Management, the District's retail electric provider, and CenterPoint Energy as the Transmission and Distribution Utility Company. After review and discussion, Director Gaylord moved to approve and authorize filing of the updated CLS and direct that it be retained and filed appropriately in the District's official records. Director Crocker seconded the motion, which passed unanimously.

ORDER ADOPTING AMENDED AND RESTATED DROUGHT CONTINGENCY PLAN

Mr. Pagan stated that the Texas Commission on Environmental Quality ("TCEQ") rules require that the District review and adopt an Amended and Restated Drought

Contingency Plan in 2024, prior to May 1st. Mr. Pagan reviewed an Amended and Restated Drought Contingency Plan with the Board. After review and discussion, Director Gaylord moved to adopt an Order Adopting Amended and Restated Drought Contingency Plan; Providing for Implementation and Enforcement Thereof; Providing Penalties for Violations; and Containing Other Provisions Related to the Subject and direct that the Order be filed appropriately and retained in the District's official records. Director Crocker seconded the motion, which passed unanimously.

WATER CONSERVATION PLAN

Mr. Pagan stated that the TCEQ rules require that the District review and adopt an Amended and Restated Water Conservation Plan prior to May 1, 2024. Mr. Pagan reviewed an Amended and Restated Water Conservation Plan with the Board. After review and discussion, Director Gaylord moved to adopt an Order Adopting Amended and Restated Water Conservation Plan, and direct that the Order be filed appropriately and retained in the District's official records. Director Crocker seconded the motion, which passed unanimously.

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 updated the Board on the monthly wastewater capacity from Sheldon Road Municipal Utility District and discussion ensued.

Mr. Hajduk updated the Board regarding the civil site work to serve Sheldon Ridge Park and recommended approval of Pay Estimate No. 1 in the amount of \$120,951.240 payable to Elite Construction and Engineer Services, LLC.

Mr. Hajduk updated the Board on the clearing and grubbing to serve Sheldon Ridge, Section 14, future sections, and the Phase IV detention facilities and recommended approval of Pay Estimate No. 1 in the amount of \$138,757.50 payable to ATZ Environmental Solutions, LLC.

After review and discussion, Director Gaylord moved to (1) approve the engineer's report; (2) approve Pay Estimate No. 1 in the amount of \$120,951.40 for the civil site work to serve Sheldon Ridge Park; and (3) approve Pay Estimate No. 1 in the amount of \$138,757.50 for the clearing and grubbing to serve Sheldon Ridge, Section 14, future sections, and the Phase IV detention facilities. Director Crocker seconded the motion, which passed unanimously.

SURPLUS FUNDS

Mr. Hajduk updated the Board on potential surplus funds.

REPORT ON DETENTION MAINTENANCE

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

GARBAGE AND RECYCLING MATTERS

There was no discussion on this item.

REPORT REGARDING DEVELOPMENT IN THE DISTRICT

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

SECURITY MATTERS

Mr. Alford updated the Board on security matters in the District.

LANDSCAPING AND PARK MATTERS

There was no discussion on this agenda item.

2024 DIRECTORS ELECTION

Mr. Pagan discussed procedures related to the 2024 Directors Election. He recommended the Board accept Order Cancelling Election and Declaring Unopposed Candidates Elected to Office.

Mr. Pagan discussed that Certificate Declaring Unopposed Status of Candidates for Election to Board of Directors.

Following discussion, Director Crocker moved to (1) adopt the Order Cancelling Election and Declaring Unopposed Candidates Elected to Office; and (2) adopt the Certificate Declaring Unopposed Status of Candidates for Election to Board of Directors. Director Jaehne seconded the motion, which passed unanimously.

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