

**MINUTES OF REGULAR MEETING  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23  
APRIL 8, 2021**

**STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §**

The Board of Directors of Harris County Municipal Utility District No. 23 of Harris County, Texas, met in regular session, open to the public, beginning at 6:30 P.M. at the regular meeting place inside the District on the 8<sup>th</sup> day of April, 2021, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Jeffrey Blackwell	President
Jim Haney	Vice President
Christy Shepard	Secretary
Will Ross	Treasurer
Oscar Dominguez	Assistant Secretary/Treasurer

and all of said directors were present, thus constituting a quorum.

Persons also present in the meeting or via Zoom included:

Essa Ibrahim, Officer Romaine of the Sheriff’s Department;  
Jeanell Walker and Wally Byers of Courtyard Glen;  
Pete Peterson, Director of HCMUD No. 220;  
Jennifer Landreville of ETI Bookkeeping and Pat Hall for Equi-Tax, Inc (remotely).;  
Daniel Hayden, Engineer for District 220 (remotely);  
John Sherrington, P.E. of Sherrington-Humble, LLC (remotely);  
Doug Jeffrey of TNG Utility Corp (remotely); and  
Michael A. Cole of Michael A. Cole, P.C.

**DISTRICT RESIDENT COMMENTS**

Jeanell Walker of Courtyard Glen Subdivision reported that she was still waiting on bids for 2 trash cans with a request outstanding for 3 bids and the hope that by the next meeting she will have those bids to report to the Board.

**SECURITY REPORT**

The report was delivered by Essa Ibrahim. He indicated that there had been a reduction in crimes reported probably because of the presence of the cameras, but that there had been a theft of a catalytic converter off of a rental car which had made apprehension much more difficult.

## MINUTES

**Director Dominguez moved the approval of the March 11 minutes, which motion was seconded by Director Ross and carried unanimously. A motion was then made by Director Blackwell to approve the minutes of March 18, which was seconded by Director Ross and carried unanimously.**

## CONSENT AGENDA

### BOOKKEEPER, INVESTMENT OFFICER AND TAX-ASSESSOR COLLECTOR REPORT

Ms. Landreville presented her report along with a draft budget which must be approved no later than the May meeting. She asked that Directors and consultants review it and offer their suggestions so that she could timely revise it for a May approval. She said she would send a complete report to all those not receiving it and especially a physical one to Director Ross. She also noted that there had been a positive net income received of approximately \$182,000 so far for the fiscal year. Pat Hall reported on tax matters and said she would email everyone an electronic copy of the report and a hard copy to Director Ross and one for the District's office. Ms. Hall reported collections being 95.4% complete for the 2020 levy; that the AV for 2020 was approximately \$211,000,000 with some value still uncertified; that 100% had been collected from out of District customers; and that the 2021 value would be available later in the year.

## ENGINEER REPORT

Mr. Sherrington presented his report. He said that N & S final pay estimate was \$176,134.85 and that he was holding the payment until he could confirm that all work had been completed and then he would release it. He estimated the cost of the re-coating of Water Plant No 1 and conducting the work necessary at Water Plant No. 2 would equal approximately \$355,000 which would fully expend any remaining bond proceeds before the end of the Temporary Period. **Director Shepard then moved that both water plant projects be authorized and that the Engineer proceed with the appropriate plans for same, which motion was seconded by Director Blackwell and carried unanimously.** It was noted that the project for Water Plant No. 2 would entail pulling the well and seeing what work was needed and therefore the project estimate remained just that an estimate of the cost.

The Engineer then reviewed with the Board the Capital Improvements program.

The Engineer then explained that a party had wanted to extend water service to an existing building in the warehouse complex and the District needs to make sure that the tapping into the District line and the review of the plans and authorization for same is done in a manner acceptable to the Board and is properly inspected by the District's utility operator. The Engineer also explained that the Operator needs to periodically inspect facilities for work like this that may be contemplated or in progress, not that the actors are operating in bad faith but to make sure that things are done correctly since it will reflect on the District and its operations.

## UTILITY OPERATOR

The utility operator report was submitted. The report reflected that the water accountability ratio had been 97.14%; that only one freeze relief letter had been received in which the homeowner had a usage of 38,000 gallons versus the normal monthly usage of 4,000 gallons, which the Board would need to act on in June; that there will be an explanation of relief possibilities on the next bill; and that the Volunteer Fire Department was finally asking for action on tap fees. It was also mentioned that action on taking down trees near the wastewater treatment plant would be deferred until the roosting eagles had left; and that Director Haney had received bids for taking down the large pine tree near the District's office building. It was also mentioned by the operator that an issue had arisen concerning the interconnect with the City of Houston on Fairbanks-North Houston and Battle Oak. This interconnect with a large backflow preventer was recommended for abandonment by the District according to the District's Engineer in which the operator and attorney concurred. Without an abandonment the Backflow Preventers will have to be maintained and the existing ones will have to be replaced at a cost of approximately \$25,000, and then additionally have to be inspected by the City. Also it was noted that the valve for it had frozen and been broken and that all around it would be a cost savings to the District to just abandon it, though even that will be at some cost to the District. **Director Shepard moved that the process of abandonment be initiated with the City of Houston, which motion was seconded by Director Blackwall and carried unanimously.**

The Board next discussed the fine screen at the wastewater treatment plant (the "STP"). It was said to work sporadically and needs to be replaced but the part is not in stock and even when it is obtained there still needs to be work on the screen that will warrant more work on it. The Engineer said it would probably need to be replaced next year, given that it is already 11 years old. The Engineer said that when the fine screen is again operational there could be a tour of the STP with Directors from both Districts.

The issue was next addressed as to when the District would again consider disconnecting customers for not paying their monthly bills, and **Director Shepard moved that at the next meeting disconnects would again be considered with notices mailed well in advance of the District's meeting. The motion was seconded by Director Blackwell and carried unanimously.**

## BUILDING COORDINATOR REPORT

With regard to the dead pine tree, two bids were received for \$1,400 and \$1,000 each of which included grinding the stump. After some discussion it was decided to go with the bid which had insurance and who had previously worked with the District and with whom there is more confidence in competence. **A motion authorizing this work by Fantastic Tree Service for \$1,400 was made by Director Blackwell, seconded by Director Ross and carried unanimously.**

## ATTORNEY REPORT

The Attorney previously provided his report and suggested that arbitrage compliance had been shown and signed off on by the Attorney, the Compliance Office, the Financial Advisor and Engineer. The report was approved by the Board.

**CONSENT AGENDA**

Approval of the consent agenda was had without service terminations being authorized **on the motions of Directors Blackwell and Dominguez and the unanimous vote of the Board.**

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

(SEAL)

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Secretary, Board of Directors

**COMMITMENTS FOR ACTION  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23  
MEETING OF APRIL 8, 2021**

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**BOOKKEEPER**

Receive comments and make revisions to proposed Budget which is needed to be approved at May meeting.

**ATTORNEY**

Prepare minutes, call special meeting for April 27, and review take or pay quantity enhancements with COH.

**ENGINEER**

*Follow-up on completion of punch list to contractor and execution of change order; pursue parts and installation of same for fine screen; follow-up on proposal for exterior work on water plant(s); update Daniel on STP changes; [address outfall pipe repairs]; and investigate what entity is serving warehouses and other facilities on or near Bondale; provide Directors and consultants with a more legible print out of Capital Improvement Plan and Schedule.*

**BUILDING COORDINATOR**

To get bids for the installation of a walk in gate separate from the chain driven gate used by vehicles.

**OPERATOR**

*Hook-up Solanos; trim trees on fence line; and take down Water Plant No. 1. Turn off water at 8319 Battle Oak; get estimate for fencing on Haney Road and for repair of certain fences; check on Country View hydrant replacement including bad valve; install dishes on manholes; and attempt to get name of driver who damaged hydrant and confer with officers re same for police report; and check on payment of \$100 by CCR. Assess and collect tap fee from Volunteer Fire Department. Perform the brush work authorized.*

Provide Daniel with numbers for water use through the interconnect between the Districts for the period(s) of the freeze and what the normal average for the same period is;

**TAX ASSESSOR COLLECTOR**

*Provide a statement of value of the Joga property and improvements and Warehouses off of Warren Road.*

**Tell Attorney status of all outstanding commitments above, so update can be done.**