

**MINUTES OF REGULAR MEETING  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23  
AUGUST 10, 2023**

**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 a regular meeting place inside the District on the 10<sup>th</sup> day of August, 2023, and the roll was called of the duly constituted officers and members of the Board, to-wit:

William E. Ross	President
Jeff Blackwell	Secretary
Jim Haney	Treasurer
Christy Shepard	Assistant Secretary/Treasurer

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

Persons also present included:

Pierre Abarca of the Sheriffs' Department;  
Jeanelle Walker, Wally Byers and Christina Rodriguez of Courtyard Glenn;  
Charles Mathewes of Woodland Trails West;  
Sean Humble of Sherrington-Humble, LLC;  
Jennifer Landreville of ETI Bookkeeping Services;  
Mr. Atkinson of District 220;  
Claudine Pacioni of TNG Utility Corporation; and  
Cindy Nichols of Michael A. Cole P.C.

**APPOINTMENT OF DIRECTOR**

The item was tabled until the end of the meeting.

**CUSTOMER COMMENTS**

It was reported that at the opposite end of Shady Mill than where the District's building is located, residents are parking in the cul-de-sac making it difficult for the GFL truck to make it around the cul-de-sac. Deputy Abarca said that he will talk to the residents.

**SECURITY REPORT**

Deputy Abarca presented the security report, at the conclusion of which he excused himself from the meeting.

## MINUTES

**Director Blackwell moved the approval of the July 13<sup>th</sup> meeting minutes with corrections to correct the spelling of Charles “Mathewes” and to remove references to “Director” Dominguez, which was seconded by Director Haney and carried unanimously.**

## CONSENT AGENDA

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

Jennifer Landreville presented the bookkeeper and investment officer’s reports. Discussion was had about the amount of director fees of office, and Jennifer said that because the District adopted a \$200 director fee of office rather than \$221, the bookkeeper must make this entry manually each time and that there is a possibility that it may be entered incorrectly and checks issued in the wrong amount if she or Debbie Bessire are not the ones preparing the monthly report. **Director Blackwell then moved that director fees of office in the amount of \$221 be adopted effective August 11<sup>th</sup>, which motion was seconded by Director Shepard and carried by Directors Blackwell, Shepard and Ross voting Aye and Director Haney voting Nay.**

**Director Shepard moved that the budget be amended to increase the director fees of office from \$20,000 to \$26,000 annually, and increase the payroll expenses from \$1,500 to \$2,500 annually. The motion was seconded by Director Ross and carried by unanimous vote.**

Jennifer Landreville then presented the tax assessor/collector’s report, noting that tax collections are 97.6% collected.

Following some discussion, **Director Haney moved an increase in the amount paid to Maria Reynaldo, who provides cleaning services for the District’s office building, from \$75 to \$120 beginning September 1, 2023. The motion was seconded by Director Blackwell and carried by unanimous vote.**

## DISTRICT’S INSURANCE RENEWAL

Kim Courte presented the proposal of W.I.N. for the District’s insurance for the period beginning 10/01/2023 and ending 09/30/2024. Kim discussed increases in premiums due to an increase in the value of the District’s property, increase in flood coverage for Zone AE, and various risks. The premium amount is approximately \$4,000 more than last year’s premium. At the conclusion of the presentation of the proposal, no action was taken to accept the proposal.

## ENGINEER’S REPORT

Sean Humble submitted his written report to the Board. He reported that proposals had been received from ACME in the amount of \$7,895 to perform an automated ultrasound test and provide a report on the hydro-pneumatic tank, and from Wright Solutions in the amount of \$1,600 to repair

the cracks at the cold joint on the chemical building at Water Plant No. 1 and remove and relocate the pipe support at Water Plant No. 2. **Director Shepard moved approval of the proposal of ACME in the amount of \$7,895 and the proposal of Wright Solutions in the amount of \$1,600, which motion was seconded by Director Haney and carried by unanimous vote.**

It was then reported that it looks like the Shell station at 7335 Fairbanks-North Houston is open, and the tap has been made for the plumbing company at 6930 Flintlock. Claudine Pacioni said that she will have a customer service inspection of the taco truck done to make sure it is not using the grease trap. **Director Shepard moved approval of the renewal of the District's online SCADA for both water plants in the amount of \$2,600, as recommended by the engineer. The motion was seconded by Director Ross and carried by unanimous vote.**

### **DISTRICT'S INSURANCE RENEWAL (cont'd)**

Directors revisited and discussed the W.I.N. proposal for the District's insurance, at the conclusion of which **Director Shepard moved acceptance of the proposal, which motion was seconded by Director Blackwell and carried by unanimous vote.** Directors requested that an item be placed on the agenda in May, 2024 concerning this item to give them plenty of time next year if they would like to go out for bids.

### **UTILITY OPERATOR**

Claudine Pacioni submitted her report to the Board. She reported there had been an ammonia excursion last month; in response to Directors, she reported the current deposit for residents is \$150 and for renter is \$250; and that Worldwide Power had exercised the generator for 4 hours, and the controller needs to be replaced for a cost of \$13,099.20. **Director Shepard moved that the controller be replaced for a cost of \$13,099.20, which motion was seconded by Director Blackwell and carried by unanimous vote.**

### **ATTORNEY REPORT**

The Attorney's written report was emailed prior to the meeting. Directors requested that Mrs. Nichols provide the webmaster with the updated Director slate to reflect the vacancy created by Oscar Dominguez no longer serving as a Director. Directors decided to take no action to adopt the Order Adopting a Code of Ethics, Fees and Expense Policy as presented, and asked that a copy be provided to them again for consideration at the September meeting.

### **BUILDING COORDINATOR REPORT**

Director Ross submitted his Building Coordinator report. He reported that the District's building is being audited; October 3 is National Night Out, and Directors asked that Courtyard Glen be invited again this year; the District has 5 signs for the trails, which Director Blackwell volunteered to help put up; and there is another dead tree at the park and suggested considering a sprinkler system. **Director Blackwell moved that Director Ross obtain bids for a sprinkler system in the park area, which motion was seconded by Director Ross and carried by unanimous vote.**

**CONSENT AGENDA**

**The Consent Agenda was approved on the motion of Director Shepard, the second of Director Ross, and the unanimous vote of the Board.**

**APPOINTMENT OF DIRECTOR**

Directors reached a consensus to call a special meeting to interview candidates for appointment as a director, and to have items for 1) candidate interviews, 2) appointment of a director, 3) acceptance of an Oath of Office, Statement of Officer and Bond, and 4) vote on the new slate of officers to have each current officer move up the slate and the new director to fill the role of Assistant Secretary/Treasurer.

**ITEMS FOR INCLUSION ON NEXT AGENDA**

Director Haney asked that an item be placed on the regular meeting agenda in September for consideration of acquiring the approximate 13.5 acres of Mosaffa Mohammed.

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 AUGUST 10, 2023**

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**BOOKKEEPER.** No new commitments.

**OPERATOR** to have customer service inspection of the taco truck done to make sure it is not using the grease trap.

**ATTORNEY** to provided copy of Order Adopting a Code of Ethics, Fees and Expense Policy to Directors again; and call special meeting with appointment of director items as discussed.

**ENGINEER** *work on details of new agreement with City of Houston.*

**BUILDING COORDINATOR .**

**TAX ASSESSOR COLLECTOR** no commitments