

**MINUTES OF MEETING
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23
JANUARY 9, 2025**

**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 9th day of January, 2025, and the roll was called of the duly constituted officers and members of the Board, to-wit:

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

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

Persons also present included:

Jeanelle Walker and Wally Byers of Courtyard Glen;
Pete Pedersen of District 220;
Jennifer Landreville and Leslie Mendez of Equi-Tax Inc;
Sean Humble of Sherrington-Humble, LLC;
Claudine Pacioni with TNG Utility Corporation; and
Michael Cole and Cindy Nichols of Michael A. Cole P.C.

COMMENTS

Jeanelle Walker stated that she will be requesting a check for \$4,200.00 from the District at an upcoming Board meeting. Wally Byers had no comments.

SECURITY REPORT

Officer Abarca was not present at tonight’s meeting. Director Haney reported some ongoing trouble with the cameras at the Battleoak entrance and exit to the neighborhood, and Flock has adjusted the cameras, but the cameras are still not capturing all vehicles entering and exiting the District. Jeanelle Walker noted there are several cars parked on the streets that do not have license plates or registration, and Director Haney explained laws related to towing vehicles. Director Haney reported that he has placed two T-posts at the entrance to the park in an effort to prevent UTV’s and other vehicles from entering, but some of the small UTV’s are still getting through.

MINUTES

Director Mathewes moved approval of the minutes of the Board's December 12, 2024 meeting, which motion was seconded by Director Shepard and carried by unanimous vote.

CONSENT AGENDA

BOOKKEEPER, INVESTMENT OFFICER, AND TAX ASSESSOR-COLLECTOR REPORTS

Jennifer Landreville presented and reviewed with the Board the bookkeeper and investment officer reports, copies of which are filed in the District's electronic records. She reviewed the bookkeeper's report, checks for approval, and investment report. She noted that a debt service payment is due on March 1st. In response to Director Haney, Jennifer stated that she will provide a comparison of balances from this report to this time last year.

Jennifer Landreville next presented the tax assessor-collector's report, a copy of which is filed in the District's electronic records. She reviewed the report and tax checks for approval. The 2024 tax levy is 24.6% collected.

Bookkeeper's Contract

Discussion was next had about the request made last meeting for an increase of \$1,000 in the monthly charge for bookkeeping services. Currently the bookkeeper charges the District \$2,013.37 monthly (\$1,913.37 plus \$100.00 for Positive Pay). During discussion, Director Haney requested that next time an increase is requested, Directors be provided advance notice to allow them time to review the request, to which Ms. Landreville stated she will do. At the conclusion of discussion, **Director Blackwell moved approval of a monthly charge for bookkeeping services of \$3,013.37 (\$2,913.37 plus \$100.00 for Positive Pay) beginning with the January, 2025 invoice, which motion was seconded by Director Ross and carried by unanimous vote.** A copy of the Agreement for Bookkeeping Services as approved is filed in the District's electronic records.

Ms. Landreville then requested an item be placed on the Board's next agenda for consideration of an increase in the amount charged for tax assessor/collector services. She reviewed the various activities of the tax assessor/collector and the current charges for such services. The District is currently paying \$21,174.40 annually for tax assessor/collector services, and the tax assessor/collector requests an increase to \$24,486.00 which is an increase of about \$3,311.00.

Ms. Landreville requested an item be placed on the next agenda for review and approval of the Budget.

ENGINEER'S REPORT

Sean Humble presented the Engineer's report to the Board, a copy of which is filed in the District's electronic records. He reported that he will reach out to TCEQ for clarification on

compliance with the District's Supplemental Environmental Project application so that he can get started on improvements; that he has received the easement information for the City of Houston surface water line and will provide it to the City; that CenterPoint Energy took care of the leaning light pole at the District's water plant at CenterPoint's cost; that Wright Solutions completed the clearing and grubbing work necessary for the contractor for the camera survey Phase 1A to be able to access the three manholes; that work continues for preparation of the District's Emergency Preparedness Plan in response to the TCEQ's inspection at the District's water plants; and that the District needs to re-coat the interior of the hydropneumatic tank at Water Plant No. 1 at some point.

UTILITY OPERATOR

Claudine Pacioni presented the utility operator's report, a copy of which is filed in the District's electronic records. Claudine reported that Accurate Meter & Supply continues with the meter replacement project and has replaced 379 out of 698 meters reported as needing replaced. She next reported that the utility operator will start a free burn on Monday, January 20th which will take a few weeks to complete, and the operator is coordinating the timing so that the District still meets its required take or pay with the City of Houston.

Ms. Pacioni reviewed the report and noted water accountability of 115.25% which is due to the well meter at water plant #1 being stuck; the 12 month rolling average of water accountability is 96.97%; and there were six water service terminations carried out last month and two accounts remain off for failure to pay. Ms Pacioni recommended moving forward with a \$7,750 upgrade to allow the utility operator to be able to monitor the blowers by phone and to remote start the blowers which could save the District from getting fines from the EPA. **Director Shepard moved approval of the upgrade, which motion was seconded by Director Ross and carried by unanimous vote.**

ATTORNEY REPORT

Michael Cole provided an attorney's report to the Board. He provided Directors and consultants with copies of his Christmas Calendar he prepared with various photos taken over the last year. Some discussion was had about the proposal of Director Ross at the last meeting for Directors to think about how various tasks and responsibilities could be delegated to Directors. At the conclusion of discussion it was agreed that the idea is not to have Directors provide recommendations or make judgment in place of a professional opinion, but rather to look around and if something out of place is noticed to contact the appropriate consultant.

BUILDING COORDINATOR REPORT

The Building Coordinator's report was presented by Director Ross, a copy of which is filed in the District's electronic records. Director Ross reviewed the report and noted that there are some HOA's booking the building. Discussion was had and Director Ross said that he will prepare a proposal of fees and rules for HOA's. Director Haney reported that he has an account for the District opened with Next Door so that the District can advertise its building for rent.

Director Mathewes then presented pictures of some of the problem areas along the walking trails and discussed various options. At the conclusion of discussion, Directors approved for Director Mathewes to get bids for filling granite in problem spots, for turning up the granite along the walking trails, and for paving connectors at the bridge and areas with an incline.

CONSENT AGENDA

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

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

(SEAL)

Secretary, Board of Directors

**COMMITMENTS FOR ACTION
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23
MEETING OF JANUARY 9, 2025**

BOOKKEEPER to provide a comparison of balances from this month's report to this time last year.

TAX ASSESSOR/COLLECTOR to NONE

OPERATOR to *notify customers in advance of a free burn; and have AWBD Winter Preparedness video place on District's website.*

ATTORNEY to place item back on agenda to consider and approve budget and increase in monthly charge for tax assessor/collector services.

ENGINEER to *negotiate with City of Houston for amendment to Water Supply Agreement; proceed with engineer and design for water plant #2.; and get a quote for inspection of the interior and exterior of the GST and HPT at Water Plant No. 1, and if less than \$13,000 to proceed.*

BUILDING COORDINATOR to *pursue getting bids for removing and grinding stumps of two dead trees on the walking trail and trimming hanging branches; and contact Earthcare Management about the number of seasonal plants planted by the sign at the entrance to the District's walking trail and to either adjust its bill or to come back and do it right; and prepare a proposal of fee and rules for HOA's renting the District's building.*

DIRECTOR MATHEWES to request bids as discussed for repairing and maintaining the walking trails.

DIRECTORS to *give some thought about how responsibility can be delegated for various tasks or areas to look after around the District such as the park or the water plant.*