

**MINUTES OF MEETING
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23
FEBRUARY 13, 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 13th day of February, 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, excepting Director Haney, thus constituting a quorum.

Persons also present included:

Jeanelle Walker and Christine Rodriguez of Courtyard Glen;
Frank Nguyen, a resident of the District;
Pete Pedersen of District 220;
Debbie Bessire and Leslie Mendez of Equi-Tax Inc;
Sean Humble of Sherrington-Humble, LLC;
Claudine Pacioni with TNG Utility Corporation; and
Cindy Nichols of Michael A. Cole P.C.

COMMENTS

Director Blackwell inquired if the Directors and consultants have any interest in changing the District’s regular meeting time to begin at 5:00 PM rather than 6:30 PM. All agreed they would like a change in meeting time, and the attorney’s office was directed to put an item on the next agenda to discuss changing the meeting time and to call the March 13th meeting to begin at 5:00 PM.

Frank Nguyen introduced himself to the Board and explained challenges with the mail and having his water bill payments received late resulting in late fees. Discussion was had at the conclusion of which Mr. Nguyen decided to sign up for e-bill and **Director Shepard moved that the District waive the last three late fees on Mr. Nguyen’s account, which motion was seconded by Director Ross and carried by unanimous vote.**

Jeanelle Walker provided a receipt of \$4,200.00 for the District’s payment to Courtyard Glen for annual maintenance of trimming trees and cutting grass around the Courtyard Glen walking trail.

SECURITY REPORT

There was not an officer present at tonight's meeting. Director Blackwell stated that he has not been seeing officer patrols as much as he used to, and some discussion was had.

MINUTES

Director Shepard moved approval of the minutes of the Board's January 9 2025 meeting, which motion was seconded by Director Matthewes and carried by unanimous vote.

CONSENT AGENDA

BOOKKEEPER, INVESTMENT OFFICER, AND TAX ASSESSOR-COLLECTOR REPORTS

Debbie Bessire 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 a debt service revenue balance of \$22,562.89; that the TexPool rate is slowly going down; and that the summer conference for AWBD is coming up and the date conflicts with the District's June meeting date. The attorney's office was directed to place an item on the next agenda to discuss rescheduling the June meeting.

Debbie Bessire 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, and noted the 2024 tax levy is 76.4% collected.

Annual Review of District's Investment Policy

The District's Investment Policy was sent out prior to the meeting for review. A short discussion was had and Directors asked that the bookkeeper provide information about investing in Certificates of Deposit. At the conclusion of review, **Director Blackwell moved approval of a resolution concerning the District's annual review of its investment policy and to make no changes at this time, which motion was seconded by Director Shepard and carried by unanimous vote.** A copy of the resolution is filed in the District's electronic records.

Ad Valorem Tax Exemptions

Some discussion was had concerning authorizing ad valorem tax exemptions. **Director Blackwell moved that the District authorize the same exemptions for the 2025 tax year as last year of a tax exemption of \$30,000 on the residence homesteads of persons 65 or older and persons disabled. The motion was seconded by Director Matthewes and carried by unanimous vote.** A copy of the resolution is filed in the District's electronic records.

Delinquent Tax Penalty

Director Shepard moved approval of adoption of an additional twenty percent (20%) delinquent tax penalty for personal property and real property accounts, which motion was seconded by Director Blackwell and carried by unanimous vote. A copy of the resolution is filed in the District's electronic records.

Agreement for Tax Assessor and Collector Services

Director Shepard moved approval of an agreement with Equi-Tax Inc. for tax assessor and collector services as discussed at the Board's last meeting, which motion was seconded by Director Blackwell and carried by unanimous vote. A copy of the agreement is filed in the District's electronic records.

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 TCEQ has provided approval for the District to begin making improvements in compliance with the District's Supplemental Environmental Project application; he presented an invoice provided to the bookkeeper for payment from McKim & Creed, the surveyor who provided the metes and bounds description for the City of Houston surface water to water plant no. 1; National Works, Inc. is finished with most of the camera survey phase 1A, and Pay Estimate No. 2 in the amount of \$10,734.60 is recommended for payment; the fine screen monthly maintenance reports for January and February have been received; and work continues for preparation of the District's Emergency Preparedness Plan in response to the TCEQ's inspection at the District's water plants. Mr. Humble requested the Board's approval to **bid the re-coating of the interior of the hydropneumatic tank at Water Plant No. 1, and Director Ross moved such approval, which motion was seconded by Director Matthewes and carried by unanimous vote.**

UTILITY OPERATOR

Claudine Pacioni presented the utility operator's report, a copy of which is filed in the District's electronic records. Ms. Pacioni reported that the free burn was completed and the operator switched back to chloramines this morning, and Pete Pedersen thanked the utility operator for its work. Claudine reported that David, with the utility operator's office, stayed in the District's building during the recent freeze to closely monitor the District's water plant; and that Accurate Meter & Supply has replaced 660 meters reported as needing replaced, and has partially invoiced the District and will soon invoice for the remaining.

Ms. Pacioni reviewed the utility operator's monthly report, noting 9.4 million gallons consumption; water accountability of 96.38%; the 12 month rolling average of water accountability of 96.96%; the wastewater treatment plant was operated within permit parameters; and there was one water service termination carried out last month for failure to pay. Discussion was had about a sinkhole on Battleoak, and Director Blackwell stated that he had reported it and the contractor is expected to repair it soon. Jeanelle Walker reported a sinkhole at 8206 Copperwood Drive, and

Claudine stated that the utility operator will investigate.

ATTORNEY REPORT

There was no attorney's report presented for tonight's meeting.

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 reported that since the District's building has been advertized for rent on Next Door he has received some interest and he will take pictures for posting. Terrace Brook HOA continues to use the District's building for its meetings, and has replaced the broken table. Director Ross reported a leak in the roof above the women's restroom. Some discussion was had at the conclusion of which **Director Blackwell moved that Director Ross be authorized to have the leak fixed if the cost is less than \$2,000.00, which motion was seconded by Director Mathewes and carried by unanimous vote.**

Director Mathewes reported that he has an appointment with Pearce Scapes on Monday to get a bid for repairs to the walking trails. Director Blackwell reported on his research of various options, including products that lock the granite in place at ramps and other problem spots. Director Mathewes stated that he will discuss these options with contractors.

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 FEBRUARY 13, 2025**

BOOKKEEPER to *provide a comparison of balances from this month's report to this time last year*; and to provide information about investing in Certificates of Deposit.

TAX ASSESSOR/COLLECTOR NONE

OPERATOR to have sinkhole at 8206 Copperwood Drive investigated.

ATTORNEY to place items on next agenda to discuss and consider changing District meetings start time to 5:00 PM, and to discuss rescheduling District's June meeting to avoid conflict with AWBD Summer Conference.

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; prepare a proposal of fee and rules for HOA's renting the District's building; take pictures of District's building to have posted on Next Door; and have leak repaired at District's building if cost is less than \$2,000.00.*

DIRECTOR MATHEWES to meet with contractors for bids 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.*