

**MINUTES OF MEETING
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23
DECEMBER 12, 2024**

**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 4:00 P.M. at a regular meeting place inside the District on the 12th day of December, 2024, 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 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

Wally Byers had no comments. Pete Pedersen commented on the District 220 lift station rehabilitation proposal and costs.

SECURITY REPORT

Officer Abarca was not present at tonight’s meeting. Director Haney reported that a truck in the District had recently been stolen, and the owner of the truck found a video of the truck but it did not show up on the exit camera on Battleoak. Director Haney is working with Flock to find out what is wrong with the camera. He reported that he did a couple of test runs in his vehicle and it was not always captured leaving the District. Director Haney also reported that Director Ross’s grandson’s car had been broken into a couple of days ago and there is a lead on who may have done it.

Director Haney reported that he is working to get a price for having boulders placed at the entrance to the park to prevent UTV’s and other vehicles from entering.

MINUTES

Director Blackwell moved approval of the minutes of the Board's November 14, 2024 meeting with a correction to the spelling of "advertised" in the fourth line under the Building Coordinator Report, 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 report, checks for approval, investment report and budget. In response to Director Haney's question at the last meeting, Jennifer stated that revenue reflected in the District's Debt Service Fund is from past revenue bonds, and it gets moved over each month. She noted that the District's budget is doing better than expected.

Bookkeeper's Contract

Ms. Landreville then reported that the bookkeeper is requesting an increase of \$1,000 per month for bookkeeping. She reviewed the proposed rate increase and explained how the proposed increase amount was calculated. Discussion was had and **Director Shepard moved approval of a \$1,000 per month increase for bookkeeping as presented by Ms. Landreville.** Discussion continued. Pete Pedersen agreed that the bookkeeper charges far less than other bookkeepers in the industry. Directors Haney and Mathewes expressed that they would like to review the requested increase and requested that an item be placed back on the agenda for the Board's next meeting. **The motion failed for want of a second.**

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, tax bills, and CAD corrections, and reported that the 2023 tax levy is 98.1% collected and the 2024 tax levy is 15.4% collected. Director Ross asked if an increase in the tax assessor-collector's monthly rate is expected, and Ms. Landreville stated that she is not sure.

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 the contractor re-installed the water well pumping equipment at Water Well No. 1, and the well is back online. He recommended payment of an invoice received from the contractor in the amount of \$11,800 for its bottom line cost to pull and reset the pumping equipment. The invoice was forwarded to the bookkeeper for payment. He contacted CenterPoint about the leaning light pole at the District's water plant as reported by Director Blackwell at the last meeting, to which CenterPoint responded that there is a "slight lean" but there

is no structural concern and the pole does not need to be replaced. Discussion was had and Directors expressed concern that the pole has three transformers on it and discussed if there is a way to measure the angle that the pole is leaning. Sean stated that it costs about \$6,000 to replace the pole, but there was no Director interest in that proposal.

Mr. Humble next reported that the camera survey Phase 1A is mostly complete but the contractor is having difficulty accessing some manholes on the north side, and Wesley Wright with Wright Construction provided an estimate of \$5,181 for a three-man crew and an excavator to clear and grub the area to make a path so the contractor can access the three manholes. Discussion was had and Directors said that once a path is made that it should be put on the maintenance schedule to keep it clear. Sean recommended approval of the bid of \$5,181 from Wright Construction for this work. Mr. Humble stated that a \$510 invoice had been received from the inspector of the camera survey Phase 1A project, which had been provided to the bookkeeper and which he recommends payment. **Director Ross moved approval of the engineer's report and Action Items as recommended, which motion was seconded by Director Blackwell 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 reviewed the report and noted the 12 month rolling average of water accountability is 95.95%. The arrears list was reviewed and it was noted that the delinquent accounts are eligible for disconnect on December 19th, to which Directors agreed with disconnection if payment is not received prior to that date. Ms. Pacioni recommended approval of a **differential pressure relief to make a repair needed for the City of Houston interconnect at Water Plant #2 at a cost of \$2,450.00. Director Blackwell moved approval of same, which motion was seconded by Director Ross and carried by unanimous vote.** Ms. Pacioni next recommended a free burn for 3 to 4 weeks beginning in January to come off chloramines and treat with just chlorine. She stated that customers will need to be notified in advance and the operator will coordinate so that the District still meets its required take or pay with the City of Houston. **Director Blackwell moved approval of a free burn as recommended by the utility operator, which motion was seconded by Director Ross and carried by unanimous vote.**

Director Blackwell asked if there is any interest in putting an AWBD Winter Preparedness video on the District's website. A short discussion was had and **Director Blackwell moved that the utility operator have the AWBD Winter Preparedness video put on the District's website, which motion was seconded by Director Ross and carried by unanimous vote.** Director Blackwell asked if the District should drain its sprinkler system when freezing temperatures are expected, to which Sean Humble responded yes. Claudine reported that the Water Smart application has been done and is due in February or March next year. Ms. Pacioni next reported that Accurate Meter & Supply has started the meter replacement project in Courtyard Glen and has already replaced 75 meters. In response to Director Haney, Ms. Pacioni stated that service lines that were reported found with lead or that were marked as unknown, have been reinspected and all are confirmed to not have lead.

ATTORNEY REPORT

Michael Cole presented his attorney's report to the Board, a copy of which is filed in the District's electronic records. The attorney reported that due to complications, he was unable to print and distribute the report. He reported that the Christmas Calendar which he prepares each year was not ready by tonight's meeting, but he will hand out copies of the calendar soon.

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 is one booking for the month, and that District 220 will replace one table that was damaged during a 220 HOA meeting. Director Ross stated that he needs more help around the District and suggested that Directors could be delegated responsibility for various tasks or areas to look after such as the park or the water plant. Directors agreed this is a good idea and will give it some thought.

Director Ross then reported that Earthcare Management had placed 7 yards of mulch around the walking trail, and there is supposed to be 180 seasonal plants planted per the contract with Earthcare Management, but there are not that many. He said it looks like some plants were planted in places they were not supposed to be planted. He will contact Earthcare Management and ask for an adjustment on the bill or have them come back and do it right.

Director Mathewes then reported that he has been doing some research about the best approach to repairing and maintaining the walking trails. Some discussion was had about various options, and Director Haney said that he likes Michael Cole's idea of paving in places where there is spillage. Director Mathewes will take pictures of some of the problem areas and will get input from some contractors to present at the next Board meeting. Sean Humble stated that he may have a name of another contractor Director Mathewes can contact.

CONSENT AGENDA

The Consent Agenda was approved on the motion of Director Haney, 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 DECEMBER 12, 2024**

BOOKKEEPER to NONE

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 bookkeeper's contract and increase in monthly billing.

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*; and look into a leaning light pole as reported by Director Blackwell.

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.

DIRECTOR HANEY to *proceed with setting up Next Door account and advertising the District's building for rentals*.

DIRECTOR MATHEWES to request input from various contractors about how best to approach 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.