

**MINUTES OF MEETING
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23
MARCH 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 5:00 P.M. at a regular meeting place inside the District on the 13th day of March, 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;
Maria Manzanares, a resident of the District;
Jennifer Landreville and Leslie Mendez of Equi-Tax Inc;
Claudine Pacioni with TNG Utility Corporation; and
Cindy Nichols of Michael A. Cole P.C.

Arriving later in the meeting was Pete Pedersen of District 220.

MEETING DATES AND TIMES

Directors briefly discussed changing the regular meeting start time to begin at 5:00 PM rather than 6:30 PM, and to schedule the June meeting for June 19th. **Director Shepard then moved that the District's regular meetings start time be changed to begin at 5:00 PM, which motion was seconded by Director Haney and carried by unanimous vote. Director Blackwell then moved that the District's June meeting be scheduled for June 19th to begin at 5:00 PM, which motion was seconded by Director Haney and carried by unanimous vote.**

SECURITY REPORT

There was not an officer present at tonight's meeting. Director Haney reported that there were no burglaries in February. Director Haney stated that there was an attempted abduction reported but after an investigation the story didn't make sense. Reports of gun shells found at the park, loose dogs in the neighborhood, and an RV on Fairbanks-North Houston made to move were reported by

Directors.

MINUTES

Director Matthewes moved approval of the minutes of the Board's February 13, 2025 meeting with a typo to be corrected in the bookkeeper's report, which motion was seconded by Director Shepard and carried by unanimous vote.

COMMENTS

Maria Manzanares, a resident of the District, presented herself to the Board. She reported hearing gun shots and calling the police, but by the time officers arrived the gun shots had stopped. She next explained to the Board that she had received a water bill for high usage, resulting in a current balance of \$1,009.73. The Board reviewed and discussed the historical water bills of Ms. Manzanares, at the conclusion of which **Director Blackwell moved that the current late fee be waived and that Ms. Manzanares make payment before the due date of her monthly water bills plus \$250.00 for the next 4 months and then resume regular payment of bills, which motion was seconded by Director Shepard and carried by unanimous vote.**

In response to Director Shepard, Director Ross stated that there is a sinkhole on Battleoak, and Claudine Pacioni reported another sinkhole north of Battleoak between the trail and the street.

CONSENT AGENDA

BOOKKEEPER, INVESTMENT OFFICER, AND TAX ASSESSOR-COLLECTOR REPORTS

Jennifer Landreville presented and reviewed 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, noting a debt service payment was made at the end of February. Director Haney explained that he was given a check for last month's meeting but was not in attendance, so he will not receive a check for attendance of tonight's meeting. Ms. Landreville next presented the investment officer's report and draft budget. She requested Directors review the draft budget and provide changes and comments to her before the next meeting, noting the final budget needs to be adopted at the Board's May meeting. Director Shepard commented that an item needs to be included in the budget for a possible Directors Election in May, 2026.

Ms. Landreville then discussed Certificate of Deposit rates with the Board, noting that only certain banks will take public funds and there is a collateral agreement already in place with Central Bank. At the conclusion of discussion, **Director Haney moved that the bookkeeper be authorized to check current rates and invest \$1 million in multiple Certificates of Deposit for a term of 6 months if the rate is better than the current TexPool rate, and if not then to not invest in Certificates of Deposit at this time. The motion was seconded by Director Matthewes and carried by unanimous vote.**

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, and noted that letters have been sent to delinquent taxpayers. In response to a question of Director Ross, Ms. Landreville reported that twice a year a transfer is made from the Tax Fund to the General Fund. Directors requested Ms. Landreville to attend the next two District meetings to assist with the budget process.

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 February usage of 8,197,000 gallons, noting there had been a lot of flushing of the lines to switch back to chloramines; water accountability of 94.12%; the 12 month rolling average of water accountability of 96.72%; and there were 3 water service terminations carried out last month for failure to pay, one of which is still off. Ms. Pacioni next reported that the water permit will be renewed in May, noting this year the District must take 60% surface water (about 7 million gallons per month), up from 40% (about 4.7 million gallons per month). She stated that the District has about 214 conversion credits it can use if it does not meet the 60% requirement.

ENGINEER'S REPORT

Sean Humble was not present at tonight's meeting. The Engineer's report was emailed prior to the meeting, a copy of which is filed in the District's electronic records. Director Blackwell reviewed the Engineer's report. Some discussion was had about the generator still not working properly and Claudine Pacioni stated she will talk to Sean about it, but it probably needs to be replaced in the next two years. Director Ross suggested staying with natural gas and all agreed.

ATTORNEY REPORT

Michael Cole was not present at tonight's meeting. Cindy Nichols stated that items to discuss changing the regular meeting time and rescheduling the June meeting have already been discussed, and there is nothing further from the attorney's office.

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 the leak in the roof above the women's restroom has been repaired for a cost of \$1,000; and that there are two bookings for the District's building this month. Discussion was had about Terrace Brook HOA, Oakwood Forest HOA, and Woodlands Trails HOA use of the District's building for its meetings. Directors requested an item be placed on the next agenda to discuss possibly charging a rental fee to Terrace Brook HOA and Oakwood Forest HOA.

Director Ross then showed Directors "NO ATVs" signs to be placed in the District. Director Mattewes reported that he has received bids for repairs to the walking trails from ML&G All

Services LLC in the amount of \$32,799.75, Pearce Scapes in the amount of \$83,590.65, and Queen Construction in the amount of \$62,020.00 for the walking trail on Battleoak plus \$30,750 for the Courtyard Glen walking trail. A review and discussion of the bids was had, at the conclusion of which no action was taken.

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 MARCH 13, 2025

BOOKKEEPER to *provide a comparison of balances from this month's report to this time last year*; and to invest \$1 million in multiple Certificates of Deposit for a term of 6 months if the rate is better than TexPool's rate.

JENNIFER LANDREVILLE to attend the next two District meetings to assist with the budget process.

OPERATOR to *have sinkhole at 8206 Copperwood Drive investigated*; and discuss with the engineer the need to replace the generator in the next couple of years.

ATTORNEY to call future District meetings to start time to 5:00 PM, and to schedule District's June meeting on June 19, 2025 to avoid conflict with AWBD Summer Conference, and to include items on upcoming agendas for review and approval of the budget, and include an item on next agenda to discuss possibly charging a rental fee to Terrace Brook HOA and Oakwood Forest HOA.

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.*

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; and review the draft budget and provide changes and comments to Jennifer Landreville before the next meeting.*

