

**MINUTES OF MEETING
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23
APRIL 10, 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 10th day of April, 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:

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

SECURITY REPORT

Officer Abarca reviewed the March stats with the Board. Among other matters, he noted parked cars on streets blocking mailboxes, and that boulders have been placed at the end of White Oak. Directors reported four wheelers and dirt bikes being ridden through the neighborhood at high speed and about children riding motorized scooters on the pickle ball courts. Officer Abaraca said he would stop them if he sees them. Director Ross reported that a truck had been broken into a few days ago at one of his rent houses. Discussion was also had about GFL not being able to pickup trash on some streets because of parked vehicles being in the way, but GFL came back at a later date and made the trash pickup. Director Blackwell reported that he had placed over 30 notices on mailboxes to discourage parking in the street on trash pickup days.

MINUTES

Director Ross moved approval of the minutes of the Board's March 13, 2025 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 the bookkeeper and investment officer reports, copies of which are filed in the District's electronic records. She reported that four Certificates of Deposit have been opened, one with Veritex Bank and three with Central Bank, all at 4.3% interest for 6 months. She reviewed the bookkeeper's report, noting a transfer to the Debt Service Fund from the Operating Fund, interest income, and checks for approval. Ms. Landreville next presented the investment officer's report and draft budget. She requested that Directors make a final review of 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.

CUSTOMER COMMENTS

Jose Olivares, a resident at 8203 Split Oak Drive introduced himself to the Board. Sean Humble explained that there is a sinkhole at the back of Mr. Olivares' property and there appears to be a break in the manhole or pipe, and noted that this is a District problem. Mr. Olivares complained of odor and inconveniences. Mr. Humble reported that he contacted Wright Solutions and it has begun an investigation, and possible solutions are being considered. Sean gave a rough estimate of 60-90 days to make the necessary repairs. Discussion ensued, during which Mr. Olivares agreed to grant access to his yard for the repairs, and it was agreed that the District will make the repairs, replace the fence, repair, regrade and sod the yard, and connect Mr. Olivares' sewer line to the lateral. Mr. Humble also stated that he will make sure the contractor has a traffic control plan in place. At the conclusion of discussion, **Director Blackwell moved that Director Ross be authorized to approve what is necessary for the repairs to be made so there are no delays in between Board meetings, which motion was seconded by Director Shepard and carried by unanimous vote. Director Blackwell next moved that the engineer be authorized to take all actions necessary to have the necessary repairs made, which motion was seconded by Director Ross and carried by unanimous vote.**

TAX ASSESSOR-COLLECTOR'S REPORT

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 tax collections for the 2024 levy are 94.5% collected and out-of-district taxes are 100% collected for 2024. She reported that Debbie Bessire is retiring, and Lesley Bryant will be the new representative for the District.

ENGINEER'S REPORT

Sean Humble presented the engineer's report, a copy of which is filed in the District's electronic records. He reported that he hasn't heard back from the TCEQ about the Supplemental Environmental Project and amendment to be attached to the proposed agreed order; he is working to finalize the plans for the City of Houston Surface Water to Water Plant No. 1; Wright Solutions was re-routed from its Camera Survey Phase 1A work to assist with Mr. Olivares' sewer manhole problem; he is working with the Harris-Galveston Subsidence District regarding the Water Well Permit renewal to meet the City of Houston's Groundwater Reduction compliance and mandatory take or pay requirements; and he has been contacted about the possibility of putting in an auto parts store next to the Jack in the Box. Discussion was has about the **replacement of streetlights with LED's, and the Board agreed for Director Blackwell to draft a letter to Centerpoint to push this forward and to have Director Haney review the letter before sending it.** Mr. Humble next reported that he is continuing to work on updating the District's Emergency Preparedness Plan; and that he received three bids for the Water Plant No. 1 hydropneumatic tank interior recoating, and recommends award to the lowest bidder, CFG Industries LLC, with a base bid of \$21,000. **Director Shepard moved approval of the bid received from CFG Industries LLC as recommended by the engineer, which motion was seconded by Director Blackwell and carried by unanimous vote.** At the request of the engineer, **Director Ross moved that Director Blackwell be authorized to sign the contract with CFG before the next Board meeting, which motion was seconded by Director Matthewes and carried by unanimous vote.**

ATTORNEY REPORT

Michael Cole presented his attorney's report, a copy of which is filed in the District's electronic records. Mr. Cole reviewed his report, and noted that his hearing has improved and that he will not be in attendance at the next meeting because he is going birding in Peru.

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 District needs to budget for a new generator to have installed in May, 2027 and will go out for bids in May, 2026. She reported March usage of 8,081,000 gallons; water accountability of 88.85%; the 12 month rolling average of water accountability of 96.68%; the wastewater treatment plant operated within permit parameters; and there were 3 water service terminations carried out last month for failure to pay, all of which have been paid and restored. Ms. Pacioni next reported that she added a chart at the bottom of page 3 of her report to track the District's percentage of surface water taken. Ms. Pacioni noted that payment has not been made on the account of Maria Manzanares as agreed to at the last meeting. Discussion was had at the conclusion of which **Director Shepard moved that the utility operator place a doorhanger notice and if payment is not made to bring the payment plan current within one week to terminate service, and thereafter if payments are not made in accordance with the payment plan then service will be terminated and the total amount will be due and payable. The**

motion was seconded by Director Haney and carried by unanimous vote.

Claudine Pacioni then reported on the water meter replacement project, and noted the District received \$950 under a claim made under the warranty for 29 transmitters and 16 smart meters. Claudine recommended that the District purchase extra meters to have on hand, to which the Board agreed. Claudine will bring a proposal to the Board's next meeting for the purchase of additional meters, and will contact Caleb Burson to request that he attend the May 8th meeting. It was noted that Sean Humble will coordinate the repairs to Mr. Olivares' sewer manhole, and he will contact the County about another sinkhole that is the responsibility of the County.

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. Discussion was had about whether to charge for use of the District's building by various HOA's, including Terrace Brook HOA, Oakwood Forest HOA, and Woodlands Trails HOA. **Directors agreed to not charge the HOA's for use of the District's building for its meetings, but to request that they do not take from the District's supply of water and snacks. Directors agreed that the doors to the kitchen and board room should be locked and a key given to the Deputies so they have access.**

Director Ross reported that the bathroom tiles in the women's restroom that were damaged due to the leak in the roof have been replaced. He reported that the vacuum has a broken switch and **Directors authorized him to buy a new vacuum.**

CONSENT AGENDA

The Consent Agenda was approved on the motion of Director Shepard, the second of Director Haney, 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 APRIL 10, 2025**

BOOKKEEPER *NONE.*

JENNIFER LANDREVILLE to attend the May 8th meeting to assist with the budget process.

OPERATOR to place Maria Manzanares doorhanger notice and if payment is not made to bring the payment plan current within one week to terminate service; bring a proposal to the Board's next meeting for the purchase of additional meters; and invite Caleb Burson to the May 8th meeting.

ATTORNEY to schedule District's June meeting on June 19, 2025 to avoid conflict with AWBD Summer Conference; and to include item on May 8th agenda for review and approval of the budget.

ENGINEER to coordinate repairs to Mr. Olivares' sewer manhole at 8203 Split Oak Drive; and contact the County about a sinkhole that is its responsibility.

BUILDING COORDINATOR *NONE.*

DIRECTOR BLACKWELL to draft a letter to CenterPoint to push for replacement of streetlights with LED's, and have Director Haney review the letter before sending it.

DIRECTORS to review the draft budget and provide changes and comments to Jennifer Landreville before the May 8th meeting.