

**MINUTES OF MEETING  
OF THE  
BOARD OF DIRECTORS**

**THE STATE OF TEXAS** §  
**COUNTY OF HARRIS** §  
**NORTHWEST HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23** §

The Board of Directors of Northwest Harris County Municipal Utility District No. 23 met in regular session, open to the public, at its regular meeting place outside the boundaries of the District on July 10, 2019; whereupon, the roll was called of the members of the Board of Directors, to-wit:

B.A. Benson	President
Victoria Hawkins	First Vice President
Lenora Flores	Second Vice President
Earlinda Trujillo	Secretary
Dan Young	Assistant Secretary

All members of the Board of Directors were present except Director Hawkins.

Also present were Chris Richardson, attorney, Stephanie Nagel and Kristen McGrady, legal assistants, of Strawn & Richardson, P.C.; Michelle Guerrero of Bob Leared Interests; Christina Cole of Myrtle Cruz, Inc.; Howard Wilhite of Hays Utility South Corporation; Jon Strange of JNS Engineers, LLC.; Megan Crutcher of Odyssey Engineering Group; Karen Sears of Storm Water Solutions; Mary DuBois of Acclaim Energy; and Treacy Ware of Off Cinco.

*WHEREUPON*, evidence was presented that public notice of the meeting was given in compliance with the law, and the President called the meeting to order.

1. The first item to come before the Board was the approval of the minutes of the meeting of June 12, 2019. Following further discussion, it was moved by Director Flores and

seconded by Director Trujillo that the minutes of the meeting of June 12, 2019 be approved, which motion carried unanimously.

2. The Board considered approval of the amendment to the Storm Water Solutions contract. Karen Sears, of Storm Water Solutions, discussed the amendment to the current contract. She presented the Summary of the Annual Budget for the Board's review, a copy of which is attached as Exhibit "A". Jon Strange discussed the additions to the contract. The Board tabled this item.

3. The Board discussed developing a District website. Treacy Ware with Off Cinco presented a proposal for the creation and maintenance of a District website. The Board tabled this item.

4. The Board next discussed its electricity contract. Mary DuBois with Acclaim Energy updated the Board on the current pricing and future expectations. She stated the District's current contract expires in May 2020. Ms. DuBois presented pricing and contract terms. The Board took no action.

5. Christina Cole presented the bookkeeper's report with a list of bills for payment and the monthly investment report, a copy of which is attached as Exhibit "B".

Following further discussion, it was moved by Director Trujillo and seconded by Director Flores that the bookkeeper's report be accepted as presented, and that checks be issued for the expenses as listed on the attached Exhibit "B", which motion carried unanimously.

6. Michelle Guerrero presented the tax assessor-collector's report, a copy of which is attached as Exhibit "C". The report indicated the District has collected 92.99% of its 2018 taxes and 99.49% of its 2017 taxes as of June 30, 2019.

Ms. Guerrero informed the Board Spring Creek Apartments has not yet paid its 2018 taxes.

Following a review of the report, it was moved by Director Trujillo and seconded by Director Young that the tax assessor's report for June be approved, and that the checks as listed on said report be approved, which motion carried unanimously.

7. The Board considered the Amendment to the Tax Assessor/Collector's Contract. Ms. Guerrero presented an amendment to the 2006 contract. She stated the company name has changed from Bob Leared Interests to BLICO, Inc. dba Bob Leared Interests. Ms. Guerrero added that the new monthly base fee will be \$1,495.00 and additional services will be billed at hourly rates. A copy of the Amendment is attached as Exhibit "D".

Following further discussion, it was moved by Director Flores and seconded by Director Trujillo that the Amendment to the Tax Assessor/Collector's contract be approved, which motion carried unanimously.

8. Howard Wilhite presented the monthly operations report, a copy of which is attached as Exhibit "E". Mr. Wilhite reported there were 1,292 connections in the District, and the District accounted for 91.75% of the water pumped. He informed the Board the sewage treatment plant was compliant with the permit.

Mr. Wilhite stated 233 termination notices were sent and 39 accounts were cut off. Of those, three remain terminated.

Mr. Wilhite reported the Water Plant was back online June 9, 2019. He stated the interconnect will be closed today.

Following further discussion, it was moved by Director Trujillo and seconded by Director Young that the operator's report be approved as presented, which motion carried unanimously.

9. Megan Crutcher presented the Developer's Report for the Board's review, a copy of which is attached as Exhibit "F". She reported the water, sewer and drainage in Silver Springs, Section Two passed its re-inspection.

Ms. Crutcher informed the Board the plans for Richey Road have been approved by the City of Houston and Harris County.

Ms. Crutcher reported the traffic impact analysis for Silver Springs, Section Three was submitted for approval June 14, 2019.

Ms. Crutcher stated they have provided backup for items requested to be included in Bond Application No. 7.

Following further discussion, it was moved by Director Young and seconded by Director Trujillo that the developer's report be approved, which motion carried unanimously.

10. Jon Strange further discussed the amendments to the current Storm Water Solutions contract with inclusion of the new ponds and clean out of the pilot channel. He stated the total addition to the contract is \$30,953.00 plus \$11,342.50 in add-ons. The Board asked Mr. Strange to add the new items to the Strategic Plan in order to provide a better idea of the impact on the District's budget.

Mr. Strange presented the engineer's report, a copy of which is attached as Exhibit "G". He updated the Board on the status of the Wastewater Treatment Plant 2015 project. He stated the contractor has presented Pay Estimate No. 22 for approximately \$19,360.64 and the District's share is \$6,001.80.

Mr. Strange next discussed the Wastewater Treatment Plant 2017 project. He stated the District's share of the engineering is \$124,485.22, which is 37.67%. He added that construction should begin by March 2020.

Mr. Strange discussed the Lift Station Rehabilitation 2016 project. He requested authorization of the updated proposal to prepare plans and specifications for the Lift Station No. 1. rehabilitation.

Mr. Strange next discussed the Wastewater Collection System. He requested authorization to bid for the CIPP lining of the Sanitary Sewer and the coordination of point repairs. He also requested authorization to bid for the televising and cleaning of the Sanitary Sewer 2019-2020 Phase 3.

Mr. Strange presented for approval Pay Estimate No. 2 from W.W. Payton in the amount of \$105,750.00 for the Water Plant No. 2, Phase 1 project. He also presented for approval Change Order No. 1 from W.W. Payton for Water Plant No. 2, which is a \$65,390 decrease in the contract price.

Mr. Strange presented for approval Pay Estimate No. 3 from W.W. Payton in the amount of \$101,182.50 for the Motor Control Replacement and additional Booster Pump at Water Plant No. 1. He also presented for approval Change Order No. 1 for an \$18,500.00 increase in the contract price.

Mr. Strange next presented for approval Pay Estimate No. 2 from W.W. Payton in the amount of \$135,697.50 for the generator at Water Plant No. 1. He requested the bookkeeper hold the check for Pay Estimate No. 2 until the generator is brought online. Mr. Strange then presented for approval Change Order No. 1 from W.W. Payton for the generator at Water Plant No. 1 which resulted in no increase to the contract price.

Mr. Strange presented for approval the engineering proposal for the 12-inch water line from Richey Road at Silver Springs, Sections 2 and 3 to Walters Road at Sablechase Drive.

Mr. Strange reported they updated the Cost Summary for Bond Application No. 7. He stated the detention pond was removed at the developer's request, and the 12-inch water line was added. Mr. Strange requested authorization to prepare Bond Application No. 7 for submission to TCEQ.

Mr. Strange discussed the Spring ISD 80-acre site. He requested approval of the water, sanitary and storm sewer facilities, for the one year warranty period beginning June 7, 2019.

Following further discussion, it was moved by Director Trujillo and seconded by Director Young to approve the engineer's report, to authorize the updated engineering proposal for the preparation of plans and specifications for the Lift Station Rehabilitation Project 2016, to authorize bidding for the CIPP lining of the Sanitary Sewer and coordination of point repairs, to authorize bidding for the televising and cleaning of the Sanitary Sewer 2019-2020 Phase 3, to approve Pay Estimate No. 2 and to approve Change Order No. 1 for Water Plant No. 2, Phase 1, to approve Pay Estimate No. 3 and Change Order No. 1 for the Motor Control Replacement and additional Booster Pump at Water Plant No. 1, to approve Pay Estimate No. 2 and to approve Change Order No. 1 for the generator at Water Plant No. 1, to approve the engineering proposal for the 12-inch water line from Richey Road at Silver Springs, Sections 2 and 3 to Walters Road at Sablechase Drive, to authorize preparation of Bond Application No. 7 for submission to TCEQ, and to approve the water, sanitary and storm sewer facilities for the one year warranty period for the Spring ISD 80-acre site, which motion carried unanimously.

11. Kristen McGrady updated the Board on the request regarding trash service.

There being no further business, and upon a motion by Director Flores, seconded by Director Trujillo and unanimously carried, the meeting was adjourned.

*PASSED, APPROVED and ADOPTED* this 14th day of August, 2019.



  
Secretary

NW23/2019minutes/2019.07.10