

**MINUTES OF REGULAR MEETING
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 23
APRIL 11, 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 6:30 P.M. at a regular meeting place inside the District on the 11th day of April, 2024, and the roll was called of the duly constituted officers and members of the Board, to-wit:

William E. Ross	President
Jeff Blackwell	Vice President
Jim Haney	Secretary
Christy Shepard	Treasurer
Charles Mathewes	Assistant Secretary/Treasurer

and all of said directors were present, thus constituting a quorum.

Persons also present included:

Wally Byers and Jeanelle Walker of Courtyard Glen;
Pete Pedersen of District 220;
Jennifer Landreville of ETI Bookkeeping Services;
Claudine Pacioni of TNG Utility Corporation;
Sean Humble of Sherrington-Humble, LLC and
Michael A. Cole P.C.

Arriving late was Cindy Nichols of Michael A. Cole, P.C.; and Officer Abarca.

COMMUNITY COMMENTS

Wally Byers told the Board that the trail in Courtyard Glen needs to be refreshed. Director Blackwell reported that Officer Loften Harris asks that Jeanelle Walker call him regarding bicycles on the walking trail in Courtyard Glen.

SECURITY REPORT

Director Haney reported that the District is required to obtain a permit from the County for installation of an additional camera (outbound) on Battleoak at an estimated cost of \$30; that a driver had hit a light pole in Courtyard Glen and damaged the sign; that a lady was caught on video stealing flowers out of the neighborhood flower bed; and that a stolen and stripped down car had been dumped at the detention pond. Director Blackwell reported that the graffiti under the bridge has been

cleaned up. Officer Abarca joined the meeting and reported that he has noticed more foot traffic in Courtyard Glen and the park, and more people playing soccer in the park. At the conclusion of the security report, Officer Abarca excused himself from the meeting.

MINUTES

Director Mathewes moved approval of the March 14, 2024 meeting minutes, which motion was seconded by Director Shepard and carried unanimously.

CONSENT AGENDA

BOOKKEEPER, INVESTMENT OFFICER, AND TAX-ASSESSOR COLLECTOR REPORTS

Jennifer Landreville presented the tax assessor-collector's report and tax bills, a copy of which is filed in the District's electronic records. She reported that personal property delinquencies have been provided to the delinquent tax attorney for collection.

Jennifer Landreville next presented the bookkeeper and investment officer's reports and bills, copies of which are filed in the District's electronic records. She reported that the Investment Officer Report has been updated to reflect her as the Investment Officer.

Ms. Landreville next reviewed the draft budget with the Board. She noted that she added \$35,000 for the meter replacement project, and that she increased security by 6% to \$181,000. During the review, Ms. Landreville stated that she will revise to: 1) add back the Courtyard Glen maintenance item; 2) add \$3,000 for impress fund expenses; 3) increase the insurance cost to \$35,000; 4) put \$115,000 for utilities; and 5) increase the line item for Maintenance & Repair-Special to \$95,000. Discussion was next had regarding the estimated costs associated with the proposed name change of the District, at the conclusion of which no action was taken. The attorney will add an item to the next agenda for adoption of budget and will keep an item on the agenda for consideration of changing the name of the District.

ENGINEER'S REPORT

Sean Humble presented his Engineer's report to the Board, a copy of which is filed in the District's electronic records. He reported on rehabilitation work needed on the booster pump building at Water Plant No. 2 and he will bring a proposal/estimate for the Board's review at its next meeting; and that bids had been received for the Camera Survey Phase 1A project, and he recommended contract award to National Works, Inc. in the amount of \$48,535.05. Discussion was had concerning the City of Houston's proposed amendment to the water supply contract with the District and how best to negotiate the amendment to make it favorable to the District without giving up anything. At the conclusion of discussion, **Director Blackwell moved that the engineer be authorized to negotiate with the City of Houston, to represent the District in front of the Harris-Galveston Subsidence District, and to proceed with design and engineering for Water Plant #2. The motion was seconded by Director Shepard and carried by unanimous vote.**

Mr. Humble continued his report stating that the proposed project at 8520 Warren Road is no longer interested in receiving and passing through the property's wastewater flow. The engineer asked if the District would consider serving the property with water only with a septic system until sanitary sewer facilities are available in the area. He then reported that he had received a water and wastewater capacity request for a proposed Jack in the Box at 7714 Fairbanks-North Houston Road, and provided a site plan.

Claudine Pacioni then stated that there had been a TCEQ inspection recently and she reviewed the TCEQ Exit Interview Form with potential violations and records requested for items to be taken care of in the next couple of weeks before they become a violation. The first item is to provide a copy of the up-to-date Drought Contingency Plan. **Director Shepard moved adoption of a resolution concerning the District's review of the Drought Contingency Plan and to reflect no changes are being made, which motion was seconded by Director Ross and carried by unanimous vote.** The remaining items were reviewed and discussed. **The Board authorized Sean Humble to update the Emergency Preparedness Plan, and to have a third party search the TCEQ's hard records in Austin for missing well information.**

UTILITY OPERATOR

Claudine Pacioni presented the utility operator's report to the Board, a copy of which is filed in the District's electronic records. She reported that the City of Houston raised its water rates effective April 1st so the District will need to adjust rates to its customers. She next provided the Annual Identity Theft Prevention Program Report and recommended that no changes be made. **Director Shepard moved approval of the Identity Theft Prevention Program without changes, which motion was seconded by Director Ross and carried by unanimous vote.**

ATTORNEY REPORT

Michael Cole presented his attorney's report to the Board, a copy of which is filed in the District's electronic records. Discussion was had about serving the proposed Jack in the Box at 7714 Fairbanks-North Houston Road. **Director Ross moved that the District serve the proposed Jack in the Box, which motion was seconded by Director Mathewes and carried by unanimous vote.** The attorney provide his comments on the draft letter from the Woodland Trails West HOA Board of Directors at the conclusion of which **Director Ross moved that the attorney be authorized to write a letter to the Woodland Trails West HOA Board that MUD #23 will continue paying the cost for lights in Woodland Trails West in consideration of the Woodlands Trails West HOA conveying the 6.3322 acres to MUD #23. The motion was seconded by Director Haney and carried by unanimous vote.**

Directors requested that Ms. Nichols followup with Caleb Burson with Accurate Meter and Supply regarding the District's request for Badger to have the warranty period for the replacement meters to begin starting with their installation.

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 he had someone take a look at a suspected line break under the District’s building. It was found that there is a busted line and he will have bids for the Board’s consideration at the next meeting. Some discussion was had about advertising that the District’s building is for rent.

CONSENT AGENDA

The Consent Agenda was approved on the motion of Director Shepard and 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 APRIL 11, 2024**

BOOKKEEPER to revise budget as discussed.

OPERATOR to conduct necessary terminations of service.

ATTORNEY to place items on the April and May agenda to discuss and approve the budget, consider changing name of the District, and to discuss possibility of sharing the District's security contract and costs with Oakwood Forest; prepare letter to the Woodland Trails West HOA Board concerning the proposed transfer of ownership to the District of the 6.3322 acres tract in exchange for the District's commitment to pay electric costs; and followup with Caleb Burson with Accurate Meter and Supply regarding the District's request for Badger to have the warranty period for the replacement meters to begin starting with their installation.

ENGINEER to negotiate with City of Houston for amendment to Water Supply Agreement; represent the District before the Harris-Galveston Subsidence District; proceed with engineer and design for water plant #2; update the District's Emergency Preparedness Plan; and have a third party search the TCEQ's hard records in Austin for missing well information.

BUILDING COORDINATOR to *ask Shannon Plumbing to do a hydrostatic test on the sewer line at the District's building; look into replacing the flags at the District's building; and get bids for repair of line break under District's building.*

TAX ASSESSOR COLLECTOR no commitments.

CALEB BURSON with ACCURATE METER & SUPPLY to *provide copy of contract for existing meters with warranty language to Directors; and request Badger Meters to provide a warranty that starts new for the replacement meters.*

DIRECTOR HANEY to invite Deputy Supervisor to next meeting to join discussion about possibility of sharing the District's security contract and costs with Oakwood Forest.